The Rueckert-Hartman College for Health Professions at Regis University

Division of Health Services Administration

Student Handbook

Bachelor of Science

in

Health Care Administration Health Information Management

Post-Baccalaureate Certificate

in

Health Information Management

Master of Science

in

Health Services Administration Healthcare Informatics & Information

Graduate Certificate

ln

Health Care Informatics
Health Care Quality & Patient Safety

Written December 1994; Revised December 1997, December 1998, June 1999, June 2000, March 2002, June 2003, June 2005, June 2006, June 2007, June 2008, June 2009, June 2010

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INTRODUCTION

The purpose of this handbook is to familiarize the student with the policies of the various programs of the Division of Health Services Administration. It is intended for use in conjunction with the *Regis University Bulletin*, available through the University Office of the Registrar. The *Division of Health Services Administration Student Handbook* is not exhaustive and serves only as a general guide. It is subject to change.

Every student is personally responsible for all information in the *Regis University Bulletin*, the Division of Health Services Administration Student Handbook, and other appropriate documents. Regis University assumes that undergraduate, graduate and certificate students accept and act upon this responsibility. Therefore, it is your responsibility as a student enrolled in the Health Care Administration, Health Information Management, or Health Services Administration program to ensure that courses on your degree or certificate plan are completed prior to graduation. Additionally, it is your responsibility to request **official** transcripts from other institutions and to see that they are received and recorded by the Registrar. Failure to read and understand the policies and procedures contained in the Bulletin, Handbook, and other appropriate documents, and/or failure to contact your advisor does not relieve you of this responsibility. Your faculty advisor is available to clarify policies and procedures and to assist you in planning your academic progress toward the completion of your program.

Please be aware that the Family Educational Rights and Privacy Act of 1974 prohibits faculty or advisors from giving the following information about students over the phone or in person to anyone other than the student: GPA's, grades, student schedules, information on probationary status, financial information, and number of transfer hours.

THE REGIS TRADITION

Welcome to the Division of Health Services Administration and The Rueckert-Hartman College for Health Professions of Regis University! The Rueckert-Hartman College for Health Professions is one of three schools that make up Regis University. The other two schools are Regis College, with the traditional undergraduate and graduate programs, and the College for Professional Studies, which offers graduate and undergraduate programs designed specifically for the adult learner.

Regis University has been in existence, in some form, since 1877. It was in this year that a group of Jesuit missionaries from Naples, Italy, carried the Jesuit tradition to America when they carved out a college, named Las Vegas College, on the edge of the New Mexico desert. In 1884, the college was moved to Morrison, Colorado and renamed College of the Sacred Heart. Four years later, the Morrison site proved too remote and the college was again moved to its present location in northwest Denver, where eventually it was named Regis College.

Over the past decade, Regis University has experienced tremendous growth in its enrollment due to the expansion of new programs and the addition of new campus sites. In recognizing that the institution had become much broader in scope, the name was again changed to Regis University on July 1, 1991. As one of 28 Jesuit colleges and universities nationwide, Regis exemplifies the special qualities which an independent Jesuit educational institution can bring to the society it serves. We are widely recognized for our Jesuit tradition and the diverse and innovative approaches taken toward the educational process.

The mission of Regis University is to educate men and women of all ages to take leadership roles and to make a positive impact in a changing society. This mission is inspired by the Jesuit vision of Ignatius

Loyola that challenges us to attain the inner freedom to make intelligent choices. We at the University seek to provide values-centered education, as well as to strengthen commitment to community service. We nurture the life of the mind and the pursuit of truth within an environment conducive to effective teaching, learning and personal development. Consistent with Judeo-Christian principles, we apply knowledge to human needs and seek to preserve the best of the human heritage. We encourage the continual search for truth, values, and a just existence. As a consequence of Ignatius Loyola's vision, we encourage all members of the Regis community to learn proficiently, think logically and critically, identify and choose personal standards of values, and be socially responsible. We further encourage the development of skills and leadership abilities necessary for distinguished professional work and contributions to the improvement and transformation of society.

This is accomplished through rigorous academic standards, a values-oriented approach to learning, and sensitivity to the needs of the individual student. It is the Jesuit tradition of quality and values-centered education in combination with the Regis tradition of innovation that sets Regis University apart in Colorado's academic community.

Regis University is accredited by the North Central Association of Colleges and Secondary Schools and holds an additional accreditation by the Commission on Allied Health Informatics and Information Management Education (CAHIM) for the Health Information Management Program. The university does not discriminate on the basis of race, color, gender, age, national or ethnic origin, handicap, or sexual orientation in the consideration of eligible students for admission, scholarships, awards, and financial aid.

THE RUECKERT-HARTMAN COLLEGE FOR HEALTH PROFESSIONS (RHCHP)

The Rueckert-Hartman College for Health Professions was created in 1988 and continues to grow and diversify. The College incorporates graduate and undergraduate nursing programs, graduate and undergraduate programs in health services administration, and the doctoral programs in physical therapy nursing and pharmacy.

The mission of The Rueckert-Hartman College for Health Professions is to educate men and women as leaders committed to excellence within the health care professions. You will find the complete statement of mission, purpose and values for the College in Appendix A. The mission, goals, and values of the department and each individual program are a reflection of this broad continuation of the Regis mission.

DIVISION OF HEALTH SERVICES ADMINISTRATION

The Division of Health Services Administration (HSA) was formed in 1996 in order to integrate and streamline the various undergraduate programs in health services administration and management. These programs include Health Care Administration and Health Information Management. The graduate program in Health Services Administration was approved in January, 1999 with its inaugural class beginning in October, 1999. This program is described in this handbook. Because of the integrated nature of this program, students are encouraged to become familiar with the basic outline of the program.

Mission Statement

The mission of the Division of Health Services Administration is to create and maintain a learning environment that prepares and challenges each student to achieve excellence and leadership in the administration and management of health services. The overall goals and values of the division are closely aligned with the those of The Rueckert-Hartman College for Health Professions and the University and are embodied in the individual mission statements of each program.

Philosophy

The Faculty and Staff of the Division of Health Services Administration believe that the health services industry provides a critical component of the overall health and well being of the individual, the community and the larger society. We believe that each and every member of the health services team can make a positive difference in the lives of patients, the health of the community and the broad direction of health services delivery in the larger society. Further, we believe that successful leadership and professional service in the health care industry require:

- X Thorough grounding in the knowledge and skills of the student's specified discipline;
- X Collaborative appreciation of the roles and functions of the entire health care team;
- X Awareness and understanding of the many and complex facets of individual and community health, the evolving health care delivery system, and the social, political, economic, legal, cultural and ethical factors influencing the delivery of health services;
- X Effective technical, administrative and interpersonal skills and abilities along with the ability to apply them flexibly in a rapidly changing environment.

This Division seeks to create a learning environment that incorporates a broad awareness of the health care system with a solid balance of professional skills and knowledge in order to prepare students to seek and achieve excellence and leadership in a variety of settings and roles within the health care industry.

Furthermore, each program seeks to create a learning environment that respects the unique abilities, perspectives and needs of the individual student. Strong emphasis is placed on critical thinking, exploration of personal and professional values, leadership, and the pursuit of excellence. We are inspired by our belief in the power of the individual to make a positive difference in the world.

Excellence in practice and leadership are supported by aggressive review and refinement of the curricula to promote current content and practice. In addition, faculty are selected on the basis of current experience and practice, professional accomplishment, and leadership roles within the profession.

Health Services Administration - Division Goals and Standards

GOAL 1: Create a learning environment that respects the unique abilities, perspectives, and needs of the individual student.

STANDARD

- 1a. Offer non-traditional weekend and online course offerings to accommodate the schedule of the working individual.
- 1b. Offer alternative learning formats, including independent study and student-designed courses, to accommodate the schedules and specific professional interests of individual students.
- 1c. Average satisfaction scores on the graduate exit survey will exceed 3.0 on specified questions related to program mission, goals, administration, facilities, and university services.
- 1c. Results of the graduate exit surveys will be reviewed annually with a minimum of two improvement areas identified and incorporated in the program's operational plan for the following year.
- GOAL 2: Support a learning process that emphasizes critical thinking, exploration of personal and professional values, leadership, and the pursuit of excellence.

STANDARD

- 2a. Every graduate will have completed, with a passing grade, a course in health care leadership with emphasis on leadership theory, personal and professional mission and values, ethical decision making, and strategic planning.
- 2b. Every graduate will have completed, with a passing grade, a minimum of three course projects that demonstrate significant critical analysis and concept presentation skills.
- 2c. Every undergraduate student will have completed, with a passing grade, a course in health care ethics.
- 2d. Every graduate student will have completed, with a passing grade, a leadership course position paper on ethics and leadership.
- GOAL 3: Support the specific academic goals and standards of each program in the Division of Health Services Administration.

STANDARD

- 3a. Attain outcome results as defined in the goals and standards of the Health Care Administration program.
- 3b. Attain outcome results as defined in the goals and standards of the Health Information Management Program.
- 3c. Attain outcome results as defined in the goals and standards of the Health Services Administration program.

GOAL 4: Attract and retain highly qualified and experienced faculty who reflect the values of Regis University and who represent the health care community's best talent, leadership, and professional opportunity.

STANDARD

- 5a. Average satisfaction scores on the course/faculty evaluations will exceed 3.0 on specified questions related to instructor performance.
- 5b. Average satisfaction scores on undergraduate and graduate exit surveys will exceed 3.0 on specified questions related to instructor performance.
- 5c. The mix of faculty and affiliate faculty will represent a combination of hospital-based and non-hospital based practitioners from a variety of health care disciplines and health services settings.
- 5d. Affiliate faculty will attend a minimum of one orientation and/or faculty meeting/development activity per academic year.

THE BACHELOR OF SCIENCE IN HEALTH CARE ADMINISTRATION

Program Overview

The Health Care Administration (HCA) Program was approved in 1993 and accepted its first class in the Spring of 1994. The program offers a Bachelor of Science degree in Health Care Administration in both ground based and online delivery formats.

The program prepares students for a variety of technical, managerial, and consultive roles in the health care industry. Health services administrators and managers can assume a wide range of roles in diverse areas including clinical and administrative management, patient and customer services, provider relations and contract administration, sales and marketing, outcomes research, and consulting. Employment opportunities exist in all types of health care facilities and related settings. Such settings may include hospitals, nursing homes, mental health facilities, ambulatory facilities and clinics, insurance companies, state and local health departments, other government agencies, managed care organizations, educational institutions, computer firms, service agencies, and other private industry.

The curriculum combines classroom learning with a clinical internship which features on-the-job, supervised experience in an approved facility. Most courses are cross-listed with the Health Information Management and Medical Imaging Management programs as an effective and efficient way of bringing health care professionals together to share ideas and promote collaboration.

Mission of the Health Care Administration Program

The mission of the Health Care Administration Program is "to promote excellence and leadership in health care administration."

Health Care Administration Program Goals

Inspired by the Regis University vision of leadership in the service of others, the goals and standards of the Health Care Administration Program are as follows:

GOAL 1: Develop and maintain a curriculum for the HCA student that effectively prepares him or her for professional positions in the current HCA market.

STANDARD

- 1a. All domains and competencies outlined in the HSA Professional Competencies Model are included in the program course work.
- 1b. Course syllabi are reviewed at least annually by the program director and the instructor for currently relevant content and appropriateness based on faculty input, student course evaluations, and other available feedback (e.g., HSA Advisory Board, employer surveys, etc.).
- 1c. Every student completes a capstone project, which demonstrates advanced skills in project management.
- 1d. Average satisfaction scores on the undergraduate exit survey exceed 3.0 on specified questions related to curriculum content and educational preparation.
- 1e. Average satisfaction scores on the one-year graduate survey exceed 3.0 on specified questions related to educational preparation and current employment.
- 1f. Results of the clinical site evaluations of student performance, graduate exit surveys, and one-year graduate surveys are reviewed annually with corrective action implemented in any area of curriculum weakness as indicated by the review process.
- GOAL 2: Provide educational opportunities for the practicing health services administrator or manager to expand existing skills and learn new skills for success in the current health care market.

STANDARD

- 2a. Conduct annual mailings and announcements to promote specified courses for continuing education credit to local professionals.
- 2b. Average satisfaction scores on course and faculty evaluations exceed 4.0 on specified statements related to curriculum content and applicability.
- GOAL 3: Promote both traditional and non-traditional HCA career opportunities through active participation and support of health services initiatives throughout the community.

STANDARD

- 3a. The program director and full time faculty member establish and complete target activities on an annual basis.
- 3b. A minimum of two (2) new clinical sites per year, other than hospitals, are identified and contracts obtained.

HCA Curriculum

The HCA curriculum consists of 51 hours of professional courses in the major discipline of health care administration. The curriculum of the HCA program is designed based on the HSA Professional Competencies Model. A complete listing of the domains and competencies may be found in Appendix G along with a matrix analysis of each competency as it is addressed in the current curriculum.

The HCA degree plan includes the following:

HCA Professional Requirements (51 SH)

3 SH	HCA 408	Health Care Policy
3 SH	HCA 410	Health Care Delivery Systems
3 SH	HCA 412	Integrated Delivery Systems
3 SH	HCA 413	Fundamentals of Managed Care
3 SH	HCA 420	Marketing and Public Relations in Health Care Settings
3 SH	HCA 423	Legal Aspects of Health Services
3 SH	HCA 425	Quality Improvement in Health Care Settings
3 SH	HCA 428	Health Care Economics
3 SH	HCA 432	Leadership and Management in Health Care Settings
3 SH	HCA 450	Health Care Information Systems
3 SH	HCA 452	Human Resource Management in Health Care Settings
3 SH	HCA 458	Strategic & Project Management in Health Care Settings
3 SH	HCA 460	Health Statistics and Research Methods
3 SH	HCA 465	Health Care Finance
3 SH	HCA 475	Communication in Health Care Settings
3 SH	HCA 480	Health Care Administration Capstone
3 SH	HCA 485	Administrative Internship

Division Requirements

In addition, all students are required to complete the following pre-requisite division requirements:

- 3 SH Computer Literacy (HSC 250 or equivalent class taken in past seven years)*
- 3 SH Introduction to Statistics (MT 270, MT 274 or equivalent)*
- 3 SH Principles of Accounting I (AC 320a or equivalent)
- 3 SH Principles of Accounting II (AC 320b or equivalent)

*Met in the RHCHP core studies requirements.

These courses apply to the core studies and division requirements. Students are encouraged to complete these requirements prior to beginning the HCA course sequence. Failure to complete these requirements will necessitate the permission of the program director to enroll in any specified HCA course for which one of these prerequisites is listed.

Bachelor of Science in Health Care Administration

In addition to the HCA professional course requirements, candidates for the Bachelor of Science degree must complete 45 hours in The Rueckert-Hartman College for Health Professions core studies requirements; 6 hours of division requirements in accounting; 6 hours of upper division electives; and 21 hours of general electives as follows:

RHSHP Core Studies Requirements (45 SH)

- 12 SH Natural Sciences/Mathematics/Computer Science
- 3 SH Computer Literacy
- 3 SH Introduction to Statistics
- 12 SH Social Science/Economics/Business
- 3 SH Philosophy
- 3 SH Health Care Ethics (HCE 430)
- 6 SH Religious Studies
- 6 SH Literature/Humanities/Oral & Written Communication
- 3 SH English Composition

Upper Division Electives (6 SH)

6 SH Upper Division electives ONLY (These courses may be taken in RHSHP or in the College for Professional Studies. A 400-level course number is required. (Example: HCA 430, HCA 440.)

General Electives (20 SH)

The total semester hours required for graduation are 128 semester hours. A minimum of 30 graded semester hours must be completed at Regis University.

Health Care Administration Course Descriptions

Refer to the Appendix for a complete list of course descriptions.

Program Schedule

HCA courses are offered in an every-other-weekend format, with an online component or completely online. Classes meet every other weekend for two ten-week sessions each semester. Classes meet from 8:30 am to 4:00 pm each day. Selected courses are offered in the summer session in an accelerated format and online.

The program is designed to be completed in 24 to 30 months depending on the semester of enrollment and the academic course load per term. Refer to the schedule tables in Appendix C for the current recommended course sequence. Students are strongly encouraged to work closely with their advisors if they deviate from this sequence.

The HCA program is also offered in an online format where students may enroll in one or two online classes per 8 week term.

Administrative Internship

The Administrative Internship (HCA 485) is a structured clinical internship experience. The course involves placement at one or more clinical sites and completion of 120 documented hours at the clinical site. In most cases, these hours are completed in three consecutive weeks in a traditional Monday through Friday 8:00 am to 5:00 pm schedule. Students may be asked to vary these hours to ensure maximum exposure to activities at the clinical site (i.e., early morning committee meetings or evening shift duties).

A Clinical Coordinator will work with the student to obtain placements that are convenient and consistent with the student's area of interest. (Refer to the appendix for a listing of the clinical sites which we have an agreement.) Whenever possible, the student's request for a specific site or range of dates is honored. However, the program does not guarantee placement at the student's site of choice or within specific requested dates. Students generally may not complete the internship at their present place of employment. Internships are unpaid and subject to employee regulations.

The Internship Manual is available on the HSA website. It is the responsibility of the student to become familiar with all policies and procedures regarding the administrative internship. As stated in the manual, it is the responsibility of the student to initiate the request and required forms for the internship placement process. All forms and related instructions are included in the manual.

Students must have the background check, drug screen, health status report, immunization record, proof of insurance on file prior to application for clinical placement. Students are required to have a Regis name tag identifying them as a Regis intern. Name tags are issued immediately prior to student placement for a nominal fee.

THE BACHELOR OF SCIENCE AND POST BACCALAUREATE CERTIFICATE IN HEALTH INFORMATION MANAGEMENT

Program Overview

This program was originally introduced at Regis University in 1979 as the Health Record Information Management (HRIM) program. The change in name to Health Information Management (HIM) reflects the rapidly changing demands of the profession. Upon graduation the student is awarded a Bachelor of Science degree in Health Information Management with a minor in Health Care Administration or a certificate in Health Information Management.

Both programs prepare students for entry level HIM positions and for the national certification examination. Successful completion of this examination allows the student to use the professional credential of Registered Health Information Administrator (RHIA). Most courses are cross-listed with the Health Care Administration program as an effective and efficient way of bringing health care

professionals together to share ideas and promote collaboration. As with the HCA program, the HIM program is offered in both ground-based and online formats.

The American Health Information Management Association (AHIMA) defines health information management as "the field that focuses on health care data and the management of information resources. It addresses the nature and structure of data and the translation of data into usable forms of information concerning the health and health care of individuals and populations." The Association further identifies the HIM professional as someone who collects, integrates and analyzes primary and secondary health care data, disseminates information, and manages information resources related to the research, planning, provision, payment, and evaluation of health care services.

HIM professionals assume a wide variety of technical, managerial, and consultative roles in the health care delivery system. Employment opportunities exist in all types of health care facilities and departments within those facilities as well as in other health related settings. Such settings may include hospitals, nursing homes, mental health facilities, ambulatory facilities and clinics, insurance companies, state and local health departments, other government agencies, managed care organizations, educational institutions, computer firms, service agencies, and other private industry.

ACCREDITATION

The HIM program is accredited by the Commission on Allied Health Informatics and Information Management Education (CAHIIM).

Mission of the Health Information Management Program

The mission of the Health Information Management Program is to "promote excellence and leadership in health information management."

Health Information Management Program Goals

Inspired by the Regis University vision of leadership in the service of others, the goals and standards of the Health Information Management Program are as follows:

GOAL 1: HIM Graduates will demonstrate entry level competencies.

STANDARD

- 1a. 80% of HIM graduates will pass certification exam on the first writing.
- 1b. Regis students should score at or better than national mean in each domain.
- 1c. 100% of HIM students will receive an above average rating on each PPE.
- 1d. 90% of employers will rate students above average in employer survey.

GOAL 2: The curriculum will incorporate all HIM competencies (2005 +)

STANDARD

- 2a. 100% of HIM competencies are reflected in HIM courses.
- 2b. 100% of course syllabi will reflect competencies for each course.

GOAL 3: The curriculum will incorporate current HIM and other state-of-the-art technology in appropriate courses.

STANDARD

- 3a. Each HIM specific course will incorporate either HIM related software or other appropriate technology.
- 3b. Hands-on computer projects will be incorporated in all HIM courses.
- GOAL 4: Adequate resources will be allocated to all HSA programs.

NOTE: Refer to the Appendix for the HIM competencies that relate to domains specific to the RHIA exam content areas.

STANDARD

- 4a. No class will be held with less than five or more than 20 students.
- 4b. All HIM software applications will be working and accessible to students.
- 4c. All classrooms will have adequate technology access.
- 4d. Adequate affiliate faculty will be available for all HSA courses.
- 4e. Adequate budget will be appropriated for HSA Dept.
- 4f. Classroom space will be available for all HSA Dept. classes.
- 4g. Adequate clinical sites will be available for students.
- 4h. Adequate library resources (books & journals) are available for all students.
- 4i. Online students will have the same resources available as ground based students.
- GOAL 5: Program will meet student's expectations of an educational program.

STANDARD

- 5a. 90% of students will rate overall program satisfaction at "B" or higher on exit survey.
- GOAL 6: Faculty will demonstrate knowledge & expertise in their content area.

STANDARD

- 6a. HIM Faculty will maintain CE appropriate for their credential.
- 6b. All faculty evaluations by students will reflect a mean of 3.0 on Question 1 of Faculty Evaluation
- 6c. Affiliate faculty will work in jobs related to their teaching content area.
- GOAL 7: Program will provide CE activities and courses for area HIM communities of interest.

STANDARD

7a. At least two courses will be actively promoted each semester.

GOAL 8: The program will meet the HIM employment needs of area health care facilities.

STANDARD

- 8. 80% of HIM grads will obtain jobs in area at or close to graduation.
- GOAL 9 The HIM program will promote career opportunities through active participation in national, state, local initiatives.

STANDARD

- 9a. HIM Marketing rep will attend at least one national & two state/local events yearly to market HIM program.
- 9b HIM director will participate in one national event & two local events each year.

HIM Curriculum – Requirements and HIM Competencies

The HIM curriculum consists of 46 hours of professional courses in the major discipline of health information management and 12 additional hours of courses to complete a minor in health care administration. The actual professional course requirements are the same for the Bachelor of Science degree with minor and the certificate option with one exception. The certificate includes a nine semester hour emphasis in health care administration which does not include one of the required courses for the minor.

The curriculum of the HIM program is designed based on the HSA Professional Competencies Model and AHIMA's domains, competencies (RHIA exam) and knowledge clusters. A complete listing of the domains and competencies may be found in the Appendix along with a matrix analysis of each competency as it is located in the current curriculum. In addition, the HIM curriculum emphasizes the Domains, Subdomains and Tasks (DSTs). The DSTs are identified by the American Health Information Management Association as the necessary abilities of a practitioner upon completion of his/her formal education. In addition to providing guidance in HIM curriculum development, the DST statements form the basis for formulation of the national certification examination.

The HIM degree and certificate plans include the following:

HIM Professional Requirements (40 SH)

3 SH	HIM 313	Introduction to Health Information Management
3 SH	HIM 320	Human Disease & Pharmacology
3 SH	HIM 350	Disease Classification Systems
3 SH	HIM 380	Professional Communication in Health Care Settings
2 SH	HIM 385	Directed Practice
3 SH	HIM 410	Health Care Delivery Systems
3 SH	HIM 415	HIM: Data Systems & Structures
3 SH	HIM 423	Legal Aspects of Health Services
3 SH	HIM 425	Quality Improvement in Health Care Settings
3 SH	HIM 432	Leadership & Management in Health Care Settings
3 SH	HIM 450	Health Care Information Systems

3 SH	HIM 451	Classification Systems & Reimbursement Management
3 SH	HIM 455	Health Information Resource Management
3 SH	HIM 460	Health Statistics and Research Methods
3 SH	HIM 480	Administration of HIM Services
2 SH	HIM 485	Management Practicum

Health Care Administration Minor Requirements (12 SH)

3 SH	HCA 452	Human Resource Management in Health Care Settings
3 SH	HCA 458	Strategic & Project Management in Health Care Settings
3 SH	HCA 465	Financial Planning & Management in Health Care Settings
3 SH	HCA (Select of	one) (HCA 408, HCA 412, HCA 413, HCA 420, HCA 440)

All students are required to complete the following pre-requisite division requirements. For degree seeking students, these courses apply to the core studies and division requirements. Students are encouraged to complete these requirements prior to beginning the HIM course sequence. Failure to complete these requirements will necessitate the permission of the program director to enroll in any specified HIM course for which one of these prerequisites is listed. Anatomy & Physiology and Medical Terminology must be completed prior to the semester in which HIM 350/451 are taken (Disease Classification Systems & Classification Systems & Reimbursement Management).

Division Requirements

- 3 SH Human Anatomy and Physiology I (HSC 240 or equivalent)*
- 3 SH Human Anatomy and Physiology II (HSC 241 or equivalent)*
- 3 SH Computer Literacy (HSC 250 or equivalent)*
- 3 SH Introduction to Statistics (MT 270, MT 274 or equivalent)*
- 2 SH Medical Terminology (HSC 310 or equivalent)
- 3 SH Principles of Accounting (AC 320a or equivalent)
 - * Indicates met in the RHCHP core studies requirements)

Bachelor of Science in Health Information Management

In addition to the HIM professional and HCA minor course requirements, candidates for the Bachelor of Science degree must complete 44 hours in The Rueckert-Hartman College for Health Professions core studies requirements, 6 hours of division requirements, 6 hours of upper division business and computer science electives, and 20 hours of general electives as follows. The total semester hours required for graduation are 128 semester hours. A minimum of 30 graded semester hours must be completed at Regis University.

RHCHP Core Studies Requirements (45 SH)

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12 SH Natural Sciences/Mathematics/Computer Science
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6 SH Anatomy and Physiology I & II

3 SH Computer Literacy

3 SH Introduction to Statistics

12 SH Social Science/Economics/Business

6 SH Philosophy

3 SH Health Care Ethics (HCE 430)

- 6 SH Religious Studies
- 6 SH Literature/Humanities/Oral & Written Communication
- 3 SH English Composition

Business and Computer Science Elective (3 SH)

3 SH Upper Division ONLY

Division Requirements (3 SH)

2 SH Medical Terminology

3 SH Principles of Accounting I (AC 320a or equivalent)

General Electives (19 SH)

Certificate in Health Information Management

The Certificate in Health Information Management is designed for students who have earned a prior baccalaureate degree in any field other than health information management. The certificate option does not require completion of the RHSHP Core Studies Requirements or elective course work. The certificate option does require completion of all division, HIM professional, and HCA emphasis requirements. A total of 69 semester hours is required for completion of the HIM certificate. A minimum of 30 graded semester hours must be completed at Regis University.

The HIM certificate includes the following:

Pre Requisities (14 SH)

	HSC 240 HSC 241	Fundamentals of Anatomy & Physiology I (or equivalent) Fundamentals of Anatomy & Physiology II (or equivalent)
	AC 320A	Principles of Accounting I (or equivalent)
2 SH	HSC 310	Medical Terminology
3 SH	MT 274	Introduction to Statistics for Health Professionals

HIM Professional Requirements (43 SH)

3 SH	HIM 313	Introduction to Health Information Management
3 SH	HIM 320	Human Disease & Pharmacology
3 SH	HIM 350	Disease Classification Systems
2 SH	HIM 385	Directed Practice
3 SH	HIM 410	Health Care Delivery Systems
3 SH	HIM 415	HIM: Data Systems & Structures
3 SH	HIM 423	Legal Aspects of Health Services
3 SH	HIM 425	Quality Improvement in Health Care Settings
3 SH	HIM 432	Leadership & Management in Health Care Settings
3 SH	HIM 450	Health Care Information Systems
3 SH	HIM 451	Classification Systems & Reimbursement Management
3 SH	HIM 455	Health Information Resource Management
3 SH	HIM 460	Health Statistics and Research Methods
3 SH	HIM 480	Administration of HIM Services
2 SH	HIM 485	Management Practicum

Health Care Administration Minor Requirements (9 SH)

3 SH	HCA 452	Human Resource Management in Health Care Settings
3 SH	HCA 458	Strategic & Project Management in Health Care Settings
3 SH	HCA 465	Financial Planning & Management in Health Care Settings

Health Information Management Course Descriptions

Refer to the Appendix for a complete list of course descriptions.

Program Schedule

Ground based HIM and HCA courses are offered in an every-other-weekend format. Classes meet every other weekend for two ten-week sessions each semester. Classes meet from 8:30 am to 4:00 pm each day. Selected courses are offered in the summer session in an accelerated format.

The program is designed to be completed in 24 to 30 months depending on the semester of enrollment. Refer to the schedule tables in Appendix C for the current recommended course sequence. Students are strongly encouraged to work closely with their advisors if they deviate from this sequence.

HIM and HCA courses are also offered in an online format for those students who applied for and were accepted into this option. Students may choose to take one or two course each eight week session. Completion of the HIM or HCA program online is slightly longer than the ground based option.

NOTE: Students should not alternate between delivery options, though *occasionally* a ground based student may take an online class or vice-versa.

Directed Practice and Management Practicum

There are two classes in the HIM Program that serve as clinical experiences or professional practice experiences – HIM 385 and HIM 485.

HIM 385 is a "virtual" internship/clinical experience that can be completed online within an 8 week term and requires no onsite hours. It does include hands-on experience with EHRs, HIM software, HIM Association information and a service activity.

HIM 485 involves placement at one or more clinical sites and completion of 120 documented hours at the clinical site. In most cases, these hours are completed in three consecutive weeks in a traditional Monday through Friday 8:00 am to 5:00 pm schedule. Students may be asked to vary these hours to ensure maximum exposure to activities at the clinical site (i.e., early morning committee meetings or evening shift duties).

A Clinical Coordinator will work with the student to obtain placements that are convenient and consistent with the student's area of interest. (Refer to the appendix for a listing of the clinical sites which we have an agreement.) Whenever possible, the student's request for a specific site or range of dates is honored. However, the program does not guarantee placement at the student's site of

choice or within specific requested dates. Students may generally not complete the internship at their present place of employment. Internships are unpaid and subject to employee regulations.

The Clinical Manual is available on the Regis website, www.regis.edu in the syllabi fro HIM 385 & 485 and HCA 485. It is the responsibility of the student to become familiar with all policies and procedures regarding the clinical internships. As stated in the manual, it is the responsibility of the student to initiate the request and required forms for the internship placement process. All forms and related instructions are included in the manual.

Students must have the health status report, immunization record, and proof of insurance on file prior to application for clinical placement. Students are required to have a Regis name tag identifying them as a Regis intern. Name tags are issued immediately prior to student placement for a nominal fee.

AHIMA's Policy on Service Work in Internships

AStudents are not to be substituted for paid staff. Students may not take the responsibility or the place of >qualified' staff. However, after demonstrating proficiency, students may be permitted to perform procedures with careful supervision.

Students may be employed in the clinical facility outside regular education hours provided the work is limited, so it does not interfere with regular academic responsibilities. The work must be non-compulsory, paid and subject to employee regulations." (AHIMA Personal Communication, July 1986)

MASTER'S PROGRAMS IN HSA

The division offers a master's degree in Health Services Administration.

Master of Science in Health Services Administration

The graduate program in Health Services Administration (HSA) was approved in January, 1999 accepted its first class in the fall of 1999. The program offers a Master of Science degree in Health Services Administration. The program is designed to encourage progression from the HSA undergraduate programs and also serves experienced health care managers with related baccalaureate degrees. Program requirements can be completed in 18 months.

The field of health services administration encompasses many services and roles in the management and administration of the health care system and related industries. These professionals represent several different disciplines and are employed in a wide variety of traditional and non-traditional settings. Health care is a complex and rapidly changing industry with solid projections for growth into the next century. The increased complexity of the system has heightened educational demands on the labor force, particularly those in positions of leadership.

This program is designed in an advanced practice model intended to extend an undergraduate foundation in health care management and/or prior health care management experience. With minimal introductory content, the curriculum contains a challenging master's core with advanced practice courses in financial, operations, quality and technology management. Special topics courses allow individual students to custom design learning experiences in specific areas of interest

and expertise. The curriculum promotes the further development of leadership abilities along with a deeper appreciation of the social and ethical obligations and conflicts inherent within the industry.

The curriculum is designed with progression from the undergraduate HSA programs in mind. Some prerequisite courses may be required for students not progressing from the undergraduate programs.

*The program is offered on campus and online beginning January 2013.

Mission of the Health Services Administration Program

The mission of the Health Services Administration Graduate Program is "to promote excellence and leadership in health services administration."

Health Services Administration Program Goals

Inspired by the Regis University vision of leadership in the service of others, the goals and standards of the Health Services Administration Program are as follows:

GOAL 1: Develop and maintain a curriculum for the HSA student that effectively prepares him or her for professional advancement in the current health services market.

STANDARD

- 1a. All domains and competencies outlined in the HSA Graduate Professional Competencies Model are included in the program course work.
- 1b. Course syllabi are reviewed at least annually by the program director and the instructor for currently relevant content and appropriateness based on faculty input, student course evaluations, and other available feedback (e.g., HSA Advisory Board, employer surveys, etc.).
- 1c. Every student completes a masters project, which demonstrates advanced skills in planning, research, analysis, and professional writing and presentation.
- 1d. Average satisfaction scores on the graduate exit survey exceed 3.0 on specified questions related to curriculum content and educational preparation.
- 1e. Average satisfaction scores on the one-year graduate survey exceed 3.0 on specified questions related to educational preparation and current employment.
- 1f. Results of the clinical site evaluations of student performance, graduate exit surveys, and one-year graduate surveys are reviewed annually with corrective action implemented in any area of curriculum weakness as indicated by the review process.
- GOAL 2: Provide educational opportunities for the practicing health services administrator or manager to expand existing skills and learn new skills for success in the current health care market.

STANDARD

- 2a. Conduct annual mailings and announcements to promote specified courses for continuing education credit to local professionals.
- 2b. Average satisfaction scores on course and faculty evaluations exceed 4.0 on specified statements related to curriculum content and applicability.

- GOAL 3: Promote both traditional and non-traditional HSA career opportunities through active participation and support of health services initiatives throughout the community.
- 3a. The program director and full time faculty member establish and complete target activities on an annual basis.

Master of Science in Health Services Administration (36 SH)

The HSA degree plan includes the following curriculum requirements for all students:

Master's Core (18 semester hours)

3 SH	HCE 600	Organizational Ethics and Health Care Compliance
3 SH	HSA 601	Leadership & Organization Development in Health Services
3 SH	HSA 602	Organizational Planning and Development in Health Services
3 SH	HSA 660	Methods of Research and Inquiry
3 SH	HSA 680	Contemporary Issues in Health Services Delivery Systems
3 SH	HSA 696	Master's Project in Health Services

Advanced Practice Core (18 semester hours)

3 SH	HSA 604	Foundations of Economics, Accounting & Finance
3 SH	HSA 625	Advanced Concepts in Quality and Outcomes Management
3 SH	HSA 649	Health Care Information Systems or any HCI course
3 SH	HSA 663	Advanced Concepts of Health Care Finance
6 SH		Graduate Electives

Recommended Pre-requisite Division Requirements

- 3 SH ACC 320 I & II Principles of Accounting I & II (or equivalent)
- 3 SH MT 270 Introduction to Statistics (or equivalent)

HSA Admission Requirements

The HSA program is designed for those students with at least two years of health care experience, preferably at a management level. Students who do not meet this requirement may be required to take up to three pre-requisite classes:

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HSA 610 – Health Care Delivery Systems
HSA 612 – Integrated Delivery Systems
HSA 624 – Quality Improvement in Health Care Settings
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HSA faculty will determine the required pre-requisites for graduate students subsequent to reviewing application materials.

Health Services Administration Course Descriptions

Refer to the Appendix for a complete list of course descriptions.

HSA Curriculum

The HSA curriculum consists of 30 hours of professional courses in the major discipline of health services administration and 6 hours of elective courses intended to complement the HSA degree.

The curriculum of the HSA program is designed based on the HSA Graduate Professional Competencies Model. A complete listing of the domains and competencies may be found in Appendix H along with a matrix analysis of each competency as it is addressed in the current curriculum.

Recommended Course in Technology

All students must have a working knowledge of common software applications including

word processing, spreadsheet, graphics/presentation and internet software programs.

Students

with limited experience are strongly advised to take HSC 250 - Computer Concepts for Health

Care Professionals, or equivalent, prior to entering the program.

Technology Requirement

All students entering the HSA graduate program are expected to have ready access to a personal computer with word processing, spreadsheet, graphics/presentation, a microphone and camera (computer enabled), and internet software programs including email. Microsoft Office Suite is recommended and is available on all campus lab computers. Selected courses will be enhanced with the use of email and other distance learning technologies to communicate and exchange learning materials.

MASTER OF SCIENCE IN HEALTHCARE INFORMATICS & INFORMATION MANAGEMENT

PROGRAM DESCRIPTION

The Master of Science in Health Care Informatics degree, housed in the Division of Health Services Administration (HSA), prepares graduates for a variety of roles in health care organizations in roles that specifically deal with health information technology and managing electronic data and information. Employment settings include hospitals, other health care facilities, medical group practices, health care management companies, state and federal agencies, insurance and managed care companies, technology firms, computer vendors, health data exchanges and educational institutions.

The curriculum is designed to build on an undergraduate foundation in health care management, health information management and health care technology. With minimal introductory content, the curriculum contains a challenging healthcare informatics core with additional courses in

managing e-HIM, system security and ethical issues in health information technology. The curriculum makes extensive use of case studies and applied projects. One elective course allows individual students to select a specific area of interest and expertise. With prior approval, courses may also be taken from other graduate programs at Regis University including any Master of Science in Information Technology or Business Technology Management in the College for Professional Studies. Courses are designed specifically to advance the implementation and use of health care technology and digital information in the health care sector.

ADMISSION

The ideal candidate for the Master of Science in Health Care Informatics & Information Management (HIIM) degree holds a baccalaureate degree in Health Care Administration, Health Information Management or a baccalaureate degree in technology, business or other health related field with two to three years of management experience in a health industry setting with exposure to health care systems. Applications are individually evaluated on the basis of the following admission criteria:

- A baccalaureate degree from a regionally accredited college or university or
- evidence that undergraduate degree requirements will be met no later than August of the current year.
- A minimum undergraduate cumulative grade point average of 3.000 on a 4.000 scale or
- a satisfactory score on the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT).
- Two letters of recommendation from persons familiar with the applicant's academic and/or professional potential.
- An admission essay (minimum 750 words with appropriate references) addressing an issue specified in the application materials.
- A current resume or other documentation of professional experience.
- A personal interview. This may be waived for HSA progression students.
- A completed application form including non-refundable application fee. The application fee is waived for Regis University undergraduates.

NOTE: Applicants without degrees or experience in a health-related field may be required to take prerequisite coursework. All documents submitted during the application process become the property of Regis University.

Admission through HSA Undergraduate Progression

Qualified students in the undergraduate and post-baccalaureate certificate HSA programs (HCA and HIM) are encouraged to progress into the MS program. These students complete the same application process. Students must provide evidence that undergraduate degree requirements will be met no later than August of the current year. Those students who progress from an undergraduate HSA program can apply six credits to the MS degree and must take HSA 649 Health Care Information Systems and HSA 658 Strategic & Project Management at the graduate level for articulation to the graduate program. Previous graduates of the HIM or HCA program who have taken HH 450 Health Care Information Systems will be exempt from this class.

Admission on Probation

Students who show promise for the program, but who do not meet all admission criteria, may be admitted on a probationary basis. Under the probationary status, students must attain a grade of "B" or better in the first nine hours of graduate coursework. (A grade on B- is not acceptable.) Successful completion of the first nine hours of coursework with a 3.000 grade point average removes the probationary status and entitles students to good academic standing. Probationary admissions may not exceed 10% of an incoming enrollment.

Conditional Admission

Conditional Admission may be granted to students who are awaiting receipt of admission materials. Conditional Admission allows students to register for nine semester hours while awaiting documentation before being officially admitted. Students who have been conditionally admitted must be in good academic standing before being officially admitted into the program.

Computer Requirement

All students are expected to have ready access to a personal computer with word processing, spreadsheet, graphics/presentation software, a microphone and speakers and Internet connectivity. Microsoft Office Suite is recommended and is available on all campus lab computers. Selected courses may be enhanced with the use of e-mail and other distance learning technologies to communicate and exchange learning materials.

Student Advising

Students are assigned an academic advisor upon admission to the program. Advisors counsel students on meeting the requirements for the graduate program; however, it is the student's responsibility to schedule advising discussions and to complete all degree requirements.

Program Progression

Candidacy for the Master of Science in Health Care Informatics & Information Management degree at Regis University requires successful completion of course requirements and a master's project. The 36 semester hour program may be completed in 18 months of full-time study. Six semester hours per ten-week term constitutes full-time study. There is a five year time limit for completion of all degree requirements. This time limit is computed from the time of matriculation. If students wish to complete the degree after the time limit has expired, readmission to the program is required and new program requirements may be in effect.

In order for progression through the program to occur, students must meet the following grade requirements:

- Candidates must maintain a minimum 3.000 (B) cumulative grade point average.
- No grade may be lower than "C", regardless of grade point average. A grade lower than "C" is not counted toward graduation but is included in the student's cumulative grade point average.
- Graduate students who receive the grade "C-" or lower for a 600-level course must repeat the course.
- Students may not enroll in the Capstone (HCI 680) with a grade point average less than a 3.000.

Academic Withdrawal

A student who chooses to withdraw from the program should give written notice of this decision to the division director. In addition, a Withdrawal form must be completed by the student and signed by the division director. Any student who withdraws may be readmitted to the program without reapplication and review if the following conditions are met:

- The student was in good academic standing before the withdrawal.
- The student returns to the program within one calendar year of the withdrawal.

If these conditions are not met, the student must reapply to the program and be accepted for readmission. Initial acceptance into the program does not guarantee readmittance.

Transfer of Credit Policy and Procedure

Acceptance of transfer credit is permitted at the discretion of the division director. Transfer credits are considered only for courses taken at a regionally accredited school and for coursework for which a letter grade not less that a "B-" was earned. Additionally, the course must have been completed within the last three years. Students wishing to transfer credit into the Master of Science in Health Care Informatics & Information Management degree program must

forward a letter stating the request and provide an official school transcript of the coursework. Only appropriate coursework relevant to the program will be approved for transfer. A copy of the course syllabus may also be necessary to determine whether the content and course applies to the HIIM program.

Graduation

Students graduate the semester that all requirements are met and documentation of such is received in the Rueckert-Hartman College for Health Professions Office of the Dean by the designated deadline. Graduation requirements include:

- Satisfactory completion of required academic coursework.
- A minimum cumulative grade point average of 3.000.
- Satisfactory completion of a master's project.

Incomplete grades, falling below the required cumulative grade point average, late application for graduation, or late receipt of transcripts of transfer credit may delay graduation and awarding of the degree to a subsequent semester.

For additional information on Commencement and Graduation, refer to the General Information section of this *Bulletin*.

<u>Degree Requirements</u>

The following prerequisites may apply:
HSA 610–Health Care Delivery Systems
HSA 649–Health Care Information Systems

Master's Core:

Total Degree Requirements	30 -36 SH
HCI 600 Information Systems Concepts	3 SH
MSCI 610-H Ethics in Information Technology	nology3 SH
HSA 649 Health Care Information Syste	ems* 3 SH
HSA 658 Strategic & Project Manageme	ent in Health Care* 3SH
HCI 680 HIIM Capstone Research Proje	ect 3 SH

HIIM Core 18	8 SH	
HCI 610 Design & Selection of IT Systems in I	Health Care 3 S	SH
HCI 615 Human Computer Interaction/Device	Strategies 3 S	SH
HCI 620 Data Mining in Health Services		3 SH
HCI 625 Workflow &Change Management in Adoption of Health IT 3 SH		
HCI 645 Management of e-HIM	3 3	SH
MSIA 672-H Managing a Secure Enterprise	3 3	SH
Elective – HSA, HCI, MSCC		3 SH

* Students progressing from HIM/HCA undergrad or those who graduated after May 2007 may use these courses to fulfill graduate requirements to total 36 hours.

CERTIFICATE IN HEALTH CARE INFORMATICS

The use of technology in health care is increasing in health care settings across the country. The electronic health record (EHR) and other clinical health care systems are being implemented with increasing speed in the industry. The Health Care Informatics Certificate is designed to allow current and future health care professionals to understand and utilize technological solutions in the work place transparently and to provide basic knowledge in health care informatics. Health Care Informatics has to do with understanding technology and its role in promoting the effective organization, analysis, management and use of information within the health care environment and in treatment of the patient. The four courses that comprise the Certificate are offered in an evening eight week format and can be completed in two academic semesters (four eight week terms).

Certificate in Health Care Informatics (12 SH)

Design and Selection of IT Systems in Health Care Settings
Human Computer Interaction and Device Strategies
Clinical Data Mining for Decision Support
Change Management in Adoption of IT Health Care Solutions

Health Care Informatics Course Descriptions

Refer to the Appendix for a complete list of course descriptions

Health Care Informatics Admission Requirements

The ideal candidate for the Certificate in Health Care Informatics degree holds a baccalaureate degree in Health Care Administration/Management or a baccalaureate degree in a business, clinical or health related field with two to three years of management experience in a health industry setting and has some experience with health care systems. Applications are individually evaluated on the basis of the following admission criteria:

- A baccalaureate degree from a regionally accredited college or university or evidence that undergraduate degree requirements will be met no later than August of the
 - current year.
 - A minimum undergraduate cumulative grade point average of 3.000 on a 4.000 scale or
 - An admission essay (minimum 750 words with appropriate references) addressing an issue specified in the application materials
 - A current resume or other documentation of professional experience
 - A personal interview. This may be waived for HSA progression students.

 A completed application form including non-refundable application fee. The application fee is waived for Regis University undergraduates.

NOTE: Applicants without degrees or experience in a health related field may be required to take prerequisite course work. All documents submitted during the application process become the property of Regis University.

CERTIFICATE IN HEALTH CARE QUALITY & PATIENT SAFETY

Measuring patient outcomes has been around since the late 1800's, but it was not until the 1970's that health care organizations began employing quality assurance nurses. Healthcare organizations have responded throughout the years by setting up quality departments within their organizations. In the past, direction for quality programs was based on requirements of accrediting bodies such as Joint Commission. In 1999, the Institute of Medicine released a report focusing on the safety of patients in our health care system. This report triggered a number of actions including the 100K Lives Campaign, public reporting of health outcomes, pay for performance initiatives and the National Patient Safety and Quality Improvement Act of 2005, which encourages voluntary reporting of adverse events. Reporting of health outcomes by healthcare agencies and other organizations has created an environment of transparency for health care organizations. The public can now access and compare hospitals on mortality rates, infections rates, whether or not a hospital has electronic medical records or physician order entry, how many complaints a hospital or nursing home has had, and much more.

The core of the certificate is comprised of four courses. Students that do not have at least two years of health care experience in a hospital or appropriate setting or basic knowledge of experience using quality improvement tools may be required to take HSA 610 Health Care Delivery Systems. The Certificate is offered online in classroom formats.

Certificate in Health Care Quality & Patient Safety (12 SH)

3 SH	HSA 624	Quality Improvement in Health Care Settings
3 SH	HSA 670	Biostatistics & Health Data Analysis
3 SH	HSA 672	Managing Patient Safety and Organizational Risk
3 SH	HSA 674	Current and Emerging Theories in Quality and Patient
Safety	,	,

Certificate in Health Care Quality & Patient Safety Course Descriptions

Refer to the Appendix for a complete list of course descriptions.

Health Care Quality & Patient & Safety Admission Requirements

The idea canididate for the Certificate in Health Care Quality & Patient Safety Certificate holds a baccalaureate degree in Health Care Administration/Management or a baccalaureate degree in a business, clinical or health related field with two or three years of management experiment in a business, clinical or health related field with two to three years of management experience in a health industry setting and has some experience with health care systems. Applications are individually evaluated on the basis of the following admission criteria:

- A baccalaureate degree from a regionally accredited college or university or evidence that undergraduate degree requirements will be met no later than August of the current year
- A minimum undergraduate cumulative grade point average of 3.000 on a 4.000 scale or an admission essay (minimum 750 words with appropriate references) addressing an issue specific in the application materials
- A current resume or other documentation of professional experience
- A personal interview. This may be waived for HSA progression students.
- A completed application form including non-refundable application fee. The application fee is waived for Regis University undergraduates.

NOTE: Applicants without degrees or experience in a health-related field may be required to take prerequisite course work. All documents submitted during the application process become the property of Regis University.

ACADEMIC POLICIES AND PROCEDURES

NONDISCRIMINATION

Regis University welcomes students from diverse religious, racial, and ethnic backgrounds and strives to maintain an atmosphere of respect and sensitivity toward the ultimate dignity of each individual. The Division of Health Services Administration does not discriminate on the basis of race, color, gender, age, national or ethnic origin, handicap, or sexual orientation in the administration of its policies and procedures.

ADMISSION

Undergraduate Programs

Policy

The applicant is responsible for submission of all required application materials and fees prior to the application deadline. Applications received after the deadline will be considered on a space available basis.

All application materials are reviewed per the established procedure and the student is notified by letter of acceptance or non-acceptance into the program.

To be considered for admission to the **HCA Bachelor of Science degree program**, an applicant must meet the following minimum standards:

- 1. Demonstration of a minimum cumulative GPA of 2.500 (on a 4.000 scale) on previous graduate or undergraduate course work.
- 2. Demonstration of familiarity with the health care administration field.
- 3. Evidence of potential for success as a health care manager/administrator.

Note: Online HCA students must have completed at least 12 hours of coursework, 3 SH of which is English Composition.

To be considered for admission to the **HIM Bachelor of Science degree program**, an applicant must meet the following minimum standards:

- 1. Demonstration of a minimum cumulative GPA of 2.500 (on a 4.000 scale) on previous graduate or undergraduate course work.*
- 2. Demonstration of familiarity with the health information management profession.
- 3. Evidence of potential for success as an HIM professional.
- 4. Completion of Anatomy & Physiology courses.

<u>Note</u>: Online students must have completed 6 hours of Anatomy & Physiology, 3 hours of English composition, and a computer literary class before beginning the program.

To be considered for admission to the **HIM certificate program**, an applicant must meet the following minimum standards:

- 1. Completion of a baccalaureate degree (B.A. or B.S.) with a major in a field other than Health Information Management from an accredited institution of higher education.*
- 2. Demonstration of a minimum cumulative GPA of 2.500 (on a 4.000 scale) on previous graduate or undergraduate course work.
- 3. Demonstration of familiarity with the health information management profession.
- 4. Completion of Anatomy & Physiology courses.
- 5. Evidence of potential for success as an HIM professional.

Note: Online certificate students must have completed 6 hours of Anatomy & Physiology, 2 hours of Medical Terminology prior to beginning the program.

Students who do not meet the minimum cumulative GPA criterion may petition for special admission.

All applicants must demonstrate a minimum competence level in written English. Students with English as a second language are required to pass the TOEFL examination with a score of 550 or greater, or complete an ELS Language Center's level 109 course within one year prior to acceptance into the Program.

Applicants must have the following information on file:

A signed and complete application form

An admission essay

Two letters of recommendation

Official transcripts of all academic work since high school

Evidence of payment of the application fee or waiver

Online students, credit hour documentation, HIM students, good assessment statement.

Background check and drug clearance

The Division of Health Services Administration reserves the right to deny admission, continued enrollment, or re-enrollment to any applicant or student whose personal history and/or background indicate that his or her presence at the University could endanger the health safety, welfare, or property of members of the academic community or interfere with the orderly and effective performance of the division or other functions of the University.

*Students with no prior coursework may be admitted on academic probation or be required to complete at least six credit hours at a community college.

Procedure Procedure

- 1. The applicant submits a completed application form to the department with payment of the initial application fee and indicates the desired program option: online or campus based. EXCEPTION: The application fee is waived for students currently enrolled or with a previous paid application to Regis College or the College for Professional Studies.
- 2. The applicant submits a written essay. An applicant will not be admitted to Regis University until the essay has been received and evaluated positively for satisfactory writing skills. The applicant is also encouraged to submit a professional resume.

- 3. The applicant submits two letters of recommendation on the approved forms.
- 4. The applicant submits official transcripts from all colleges and universities attended.
 - a. The transcripts are reviewed for verification of a 2.500 cumulative grade point average.
 - b. The transcripts are evaluated for satisfactory completion or waiver of specified program prerequisite courses including:

Anatomy and Physiology I and II with Labs Introduction to Computing or equivalent Introduction to Statistics or equivalent Medical Terminology

Principles of Accounting I & II

- c. The applicant is counseled regarding prerequisite and core studies courses that have not been completed.
- 5. The applicant is contacted to arrange a personal interview with the Division Director, or designee, prior to acceptance into the program. If long distances are involved, alternative arrangements may be made. Items to be discussed in the interview include:

-previous education

-previous professional experience (as applicable)

-reason for selecting Regis University

-interest in the chosen field

-short and long term career goals

7. All application materials and related information are reviewed by the Division Director. The applicant is notified by letter of acceptance or non-acceptance to the program.

Graduate Programs

Policy

The applicant is responsible for submission of all required application materials and fees.

All application materials are then reviewed per the established procedure and the student is notified by letter of acceptance or non-acceptance into the program.

The ideal candidate for the Master of Science in HSA holds a baccalaureate degree in health care administration/management or a baccalaureate degree in an alternate or related field with 2-3 years of management experience in a health industry setting. To be considered for admission to the **Master of Science in Health Services Administration degree program**, an applicant must meet the following minimum standards:

1. A baccalaureate degree from a regionally accredited college or university

- or -

Evidence that undergraduate degree requirements will be met no later than August of the current year

2. A minimum undergraduate cumulative grade point average of 3.0 on a 4.0 scale

- or -

A satisfactory score on the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT).

- 3. Two letters of recommendation from persons familiar with the applicant's academic and/or professional potential.
- 4. An admission essay (minimum 750 words) addressing an issue specified in the application materials.
- 5. A current resume or other documentation of professional health care and/or management experience.
- 6. A personal interview. This may not be required for HSA progression students.
- 7. A completed application form including non-refundable application fee. The application fee is waived for HSA progression students.

Admission Through HSA Undergraduate Progression

Qualified students in the undergraduate and post-baccalaureate certificate HSA programs (HCA, HIM) are encouraged to progress into the HSA program. These students complete the same application process with waiver of the interview requirement. Students must provide evidence that undergraduate degree requirements will be met no later than August of the current year.

All applicants must demonstrate a minimum competence level in written English. Students with English as a second language are required to pass the TOEFL examination with a score of 550 or greater, or complete an ELS Language Center's level 109 course within one year prior to acceptance into the Program.

All students entering the HSA graduate program are expected to have ready access to a personal computer with word processing, spreadsheet, graphics/presentation, and internet software programs including email. Microsoft Office Suite is recommended and is available on all campus lab computers. Selected courses will be enhanced with the use of email and other distance learning technologies to communicate and exchange learning materials.

The Division of Health Services Administration reserves the right to deny admission, continued enrollment, or re-enrollment to any applicant or student whose personal history and/or background indicate that his or her presence at the University could endanger the health safety, welfare, or property of members of the academic community or interfere with the orderly and effective performance of the division or other functions of the University.

Procedure

- The applicant submits a completed application form to the department with payment of the initial application fee. EXCEPTION: The application fee is waived for students currently enrolled or with a previous paid application to The Rueckert-Hartman College for Health Professions, Regis College, or the College for Professional Studies.
- The applicant submits official transcripts from all colleges and universities attended.
 - a. The transcripts are reviewed for verification of a 3.000 cumulative grade point average.
 - b. The transcripts are evaluated for satisfactory completion of recommended program prerequisite courses including:
 - ACC 201 Principles of Accounting I or equivalent
 - HCA/HIM/MIM 425 Quality Improvement in Health Care Settings or equivalent
 - The applicant is counseled regarding prerequisite courses that have not been completed.
- 3. The applicant submits two letters of recommendation on the approved forms.
- 4. The applicant submits a written essay that describes a current and significant trend in health care and the potential implications of that trend for the health care delivery system in the

- next five to ten years. The essay is evaluated on the basis of the topic, structure and clarity and writing mechanics.
- 5. The applicant submits a current professional resume. The resume is reviewed for evidence of prior experience in health care and/or management.
- 6. The applicant is contacted to arrange a personal interview with the Division Director, or designee. If long distances are involved, alternative arrangements may be made. The interview requirement is waived for HSA progression students. Items to be discussed in the interview include:
 - -previous education
 - -previous professional experience
 - -educational and professional goals
 - -reason for selecting Regis University
- 7. All application materials and related information are reviewed by the Division Director and faculty. The applicant is notified by letter of acceptance or non-acceptance to the program.

Admission on Probation

Students who show promise for the program, but who do not meet all admission criteria, may be admitted on a probationary basis. Under the probationary status, students must attain a grade of "B" or better on the first nine (9) hours of graduate course work. (A grade of B- is not acceptable.) Successful completion of the first nine (9) hours of course work with a 3.0 average removes the probationary status and entitles students to good academic standing. Probationary admissions may not exceed 10% of an incoming enrollment.

Conditional Admission

Students who appear to be in good standing, but for whom all admission materials have yet to be received, may be allowed to register for a maximum of nine (9) hours while awaiting official admission.

BACKGROUND CHECK

Please follow the division/College policy for background checks using our provider, Certified Background, and following the appropriate procedures. You may NOT begin your practicum or directed practice without completing the background check. Refer to Appendix K for Background Check Procedures.

DRUG SCREENS

Health care facilities now require drug screens prior to employment or internship participation. Please follow the procedure for obtaining a drug screen which can also be completed through certifiedbackground.com. Refer to Appendix K for Drug Screening procedures.

HEALTH STATUS

Policy

To meet the requirements of the clinical facilities with which we have contracts as well as regulatory requirements of OSHA and the State of Colorado, it is necessary for programs in The Rueckert-

Hartman College for Health Professions to collect current health information and be able to document immunization status. Health information will be placed in the student advising file and held in strict confidence.

The Division of Health Services Administration requires that all students submit a completed *Health Status and Immunization Form*. The student must document evidence of immunity to hard measles (Rubeola) and Rubella. In addition, undergraduate students must submit documentation of TB testing. Please note that certain clinical sites may require additional immunizations and/or an updated TB test immediately prior to clinical placement. Immunization for Hepatitis B is not required by the program but strongly encouraged, and may be required by certain clinical sites.

The above documentation must be received before, or during, the first semester in the program. Failure to comply with this policy will prohibit the student from placement in the Administrative Internship (HCA 485), Directed Practice (HIM 385), Management Practicum (HIM 485). Graduate students wishing to do research in clinical settings may also be required by the clinical site to document additional immunizations and/or a recent TB test.

HEALTH INSURANCE

<u>Policy</u>

All Health Services Administration students must maintain health insurance coverage. This requirement can be met by presenting proof to the Division of coverage by an alternative health insurance plan of the student's choosing.

Documentation of health insurance coverage must be received before, or during, the first semester of the program. Failure to comply with this policy will prohibit the student from placement in the Administrative Internship (HCA 485), Directed Practice (HIM 385), Management Practicum (HIM 485).

HSA Student Attire for Internships & Practicums

As health care professionals, students in degree programs in Health Services Administration are expected to dress in a manner that demonstrates professionalism during class, during on campus activities and in internship situations. While classroom attire can be of a more casual nature, internship and practicum dress should reflect professional taste and remain in line with the facility where the internship is scheduled.

Hair: Hair should be clean and neatly groomed.

Nails: Nails must be neatly manicured (not chipped) and kept at a length that will not interfere with any job duties you may be asked to perform. Some hospitals or agencies may have policies about acrylic nails, etc. which we will try to identify prior to placement.

General Hygiene: Offensive body odor and poor personal hygiene is not acceptable.

Jewelry: Take a conservative approach to wearing jewelry of any kind. Some facilities prohibit the wearing of jewelry for religious reasons. (Adventist hospitals, for instance). We will try to identify these prior to placement.

Shirts: Revealing clothing (*e.g.*, tank tops, spaghetti straps, halter tops, midriffs, tube tops, swim tops) is not permitted, and proper undergarments shall be worn. Torso exposure will not be permitted. Men's shirts must have sleeves and a collar. Shirts with graphics or print that may be considered distracting, provocative, or offensive are not to be worn on campus or at internship sites.

Skirts/Dresses: Skirt lengths must be of a conservative nature; no mini-skirts or tight fitting skirts are allowed. Skirts or dresses made of denim material are sometimes not permitted in facilities.

Pants/Slacks: Pants should fit properly around the waist, have no holes and should not be made of denim.

Shoes: Shoes must be clean and in good condition. Open toe shoes are permitted, but no flip-flops. The facility may dictate other rules for shoes. Again, we will try to identify this ahead of placements.

Head Gear: Only headgear worn for bona fide religious or medical purposes is permissible at internship sites.

A faculty member or internship placement coordinator who sees a student in violation of the student dress code policy will either address the student or notify the appropriate clinical contact. Continued infractions of the dress code policy will result in a discussion with the HSA Program Director and may place the student in Academic Jeopardy regarding professional behavior.

TRANSFER CREDIT EVALUATION AND DEGREE/CERTIFICATE PLAN

Undergraduate Programs

All transcripts are evaluated for transfer credit according to the transfer credit policies of Regis University and the Division of Health Services Administration. A degree or certificate plan is prepared and reviewed with the student prior to, or during, the first semester of the program, or following completion of the first 12 hours of Regis course work as appropriate. Transfer of credits into the HIM program in certain instances, may only be accepted from other accredited CAHIM programs.

Graduate Programs

Acceptance of transfer credits is permitted at the discretion of the Division Director. Credit transfers are considered only for courses taken at regionally accredited schools and for course work for which a letter grade not less than a AB-A was earned. Additionally, the course must have been completed within the last three (3) years. Students wishing to transfer credits into the Master of Science in HSA must forward a letter stating the request and provide an official school transcript of the course work. A copy of the course syllabus may also be necessary.

A degree plan is prepared and reviewed with the student prior to, or during, the first semester of the program.

CHALLENGE EXAMINATIONS

Undergraduate challenge examinations may be available for specified 300-level courses in the HIM major. Courses with a 400 level prefix are not eligible for challenge.

Graduate challenge examinations may be available for the waiver of specified prerequisite content.

REGISTRATION

Registration for the first session of classes is accomplished through the HSA Administrative Coordinator, or for online students, Marketing and Admissions Department. The student receives a registration packet containing a schedule of academic offerings for the semester and a recommended course schedule for the current subsession. If credit for one or both of the recommended courses has been obtained through transfer, the student is encouraged to contact his or her faculty advisor prior to registration. The student completes the blank registration form and returns it to the Department with the required tuition deposit. This deposit is applied directly to the tuition for that session. The deposit is not refundable if the student fails to begin classes as scheduled.

All further registrations are accomplished directly through the Office of the Registrar or by using Web Advisor. The student receives a registration packet containing a schedule of academic offerings for the semester and a recommended schedule for the current subsession. Again, if there is any question regarding a recommended course, the student is encouraged to contact his or her faculty advisor. The student may register by phone, mail, fax, or in person at the Office of the Registrar. No further tuition deposits are required. If registering by phone, fax or mail, printed confirmation of registration, along with an invoice, is generally mailed to the students within 48 hours of registration.

ADD/DROP

Students may add and/or drop courses through the end of the published add/drop period. Requests to drop a course must be made by calling the Office of the Registrar. When a course is dropped within the required time period, the course does not appear on the student's transcript, and the tuition charge is credited to the student's account.

WITHDRAWAL

Students may withdraw from a course beginning the first business day following the add/drop deadline through the published withdrawal deadline for the academic period. If a student withdraws from a course, a grade of "W" will be posted on the transcript. This grade is not calculated in the grade point average (GPA). Tuition refunds are calculated on a sliding scale. Additional information regarding refund policies is available from the Office of Student and University Accounts.

TUITION APPEAL INFORMATION

The following key points are important in dealing with withdrawals, effective Fall 2011:

 There are no longer "administrative drops." All drops after the add/drop period are considered withdrawals.

- A student who wishes to withdraw from his or her class after the add/drop deadline must complete a withdrawal form (online for CPS and RHCHP, hard-copy for RC). This will provide an appropriate date-stamp on the withdrawal and will generate an appropriate refund based on that date.
- If a student believes there are extenuating circumstances that might warrant a greater refund and/or removal of the "W" grade, he or she should be referred to Jennifer Fraser at ifraser@regis.edu or 303-458-4324 to learn how to submit an appeal and required supporting documentation.
- Certain appeals submitted may be reviewed by the Appeals Coordinator; others will be directed to the Appeals Committee for review. The committee will comprise University administrators and staff from key departments.
- All decisions are final and cannot be further appealed.

Circumstances Eligible for Appeal

- Recent medical condition (unanticipated medical condition that occurred during or immediately prior to the eligible term)
- Immediate family emergency (i.e., illness or death)
- Change in employment hours or location, employer-mandated travel, or active duty military obligation that prevents completion of all courses
- University registration correction
- Other special circumstances beyond the student's control

Circumstances NOT eligible for Appeal

- Personal errors in judgment or irresponsibility involving transportation, academic ability, time management, or failure to drop courses after the first class session, or in the case of on-line courses after the initial posting deadline
- Misinterpretation of University policies and procedures as published in the Regis University Bulletin, Student Handbook, and other University publications
- Lack of knowledge of Regis University policies and procedures as published in the Regis University Bulletin, Student Handbook, and other University publications
- Dissatisfaction with course content, delivery of instruction, or with academic progress in course. Complaints of this nature should be directed to the department chair
- Appeals of non-refundable fees
- Non-attendance after the first class session or minimal attendance of class
- Inadequate investigation of course requirements prior to registration and attendance
- Inadvertent repetition of courses previously taken or transferred for credit

- Non-qualification, late application, or loss of eligibility for financial aid or scholarships
- Non-receipt of mail due to obsolete address on file with the Enrollment Services division
- Failure of student to activate, maintain or access the official regis.edu e-mail address (e-billing)
- Changes of, or personal conflicts with, the instructor of record
- Student errors resulting in the delay of administrative processes relative to registration or the delivery of financial aid funds
- Voluntary acceptance of employment or other activity impacting ability to attend classes

STUDENT ADVISING

- a. A faculty academic advisor is assigned to all entering HSA students in both ground based and online programs.
- b. The advisor counsels students on meeting requirements for their specific program and provides necessary guidance and support for progression through the program as necessary. Graduate faculty advisors provide advising support for the student's master's project.
- c. Students are encouraged to schedule regular appointments with their advisor, in person, by phone or email, to facilitate ongoing dialogue throughout their course of studies.
- d. Students are required to schedule one mandatory advising session with their faculty advisor immediately prior to, or during, their third semester in the program to complete a pregraduation check. This form provides a written plan for completion of the program. It is the responsibility of the student to contact his/her faculty advisor to schedule this session.
- e. Conflicts with the assigned advisor must be presented in writing to the Division Director.

PROGRESSION POLICIES

Undergraduate Programs

Health Care Administration (HCA) Program

In order for progression through the Health Care Administration program to occur, students must meet the following progression policies.

- 1. Students must earn a grade of "C" or better in all HCA courses. Failure to do so necessitates repeating the course. A course may be repeated one time only with faculty recommendation and the approval of the division director. Students may repeat no more than two courses.
- 2. Students who earn a grade below "C" in more than two HCA courses may not progress in the program.
- 3. If a student has been granted one or more grades of Incomplete in a given academic period, any request for a grade of Incomplete in any subsequent academic period must be authorized by the student's academic advisor prior to a written request for Incomplete to the instructor(s).

Health Information Management (HIM) Program

In order for progression through the Health Information Management program to occur, students must meet the following progression policies.

- 1. Students must earn a grade of "C" or better in all HIM and HCA courses. Failure to do so necessitates repeating the course. A course may be repeated one time only with faculty recommendation and the approval of the division director. Students may repeat no more than two courses.
- 2. Students who earn a grade below "C" in more than two HIM or HCA courses may not progress in the program.
- 3. If a student has been granted one or more grades of Incomplete in a given academic period, any request for a grade of Incomplete in any subsequent academic period must be authorized by the student's academic advisor prior to a written request for Incomplete to the instructor(s).

Health Services Administration (HSA) Graduate Program

Candidacy for the Master of Science in Health Services Administration (HSA) degree at Regis University requires successful completion of course requirements and a Master's project. The thirty-six (36) semester hour program may be completed in fifteen (15) months of full-time study. Six (6) semester hours per 10-week term constitutes full-time study. There is a five year time limit for completion of all degree requirements. This time limit is computed from the semester in which students complete the first course that is to be applied toward the degree, whether or not the student has been officially admitted to the program. If students wish to complete the degree after the Degree Plan has expired, readmission to the program is required and a new Degree Plan must be signed.

In order for progression through the HSA Program to occur, students must meet the following grade requirements:

- 1. Candidates must maintain a minimum 3.0 ("B") average.
- 2. No grade may be lower than "C", regardless of grade point average. A grade lower than "C" is not counted toward graduation but is included in the student's cumulative grade point average.
- 3. Graduate students who receive the grade "C-" or lower for a 600-level course must repeat the course.
- 4. Students with a GPA lower than a 3.000 cannot take the Capstone class, HSA 680.

HEALTH CARE INFORMATICS AND INFORMATION MANAGEMENT (HIIM)

Candidacy for the Master of Science in Health Care Informatics and Information Management degree at Regis University requires successful completion of course requirements and a master's project. The 36 semester hour program may be completed in 18 months of full-time study. Six semester hours per ten-week term constitutes full-time study.

There is a five year time limit for completion of all degree requirements. This time limit is computed from the time of matriculation. If students wish to complete the degree after the time limit has expired, readmission to the program is required and new program requirements may be

in effect. In order for progression through the program to occur, students must meet the following grade requirements:

- 1. Candidates must maintain a minimum 3.000 (B) cumulative grade point average.
- 2. No grade may be lower than "C", regardless of grade point average. A grade lower than "C" is not counted toward graduation but is included in the student's cumulative grade point average.
- 3. Graduate students who receive the grade "C-" or lower for a 600-level course must repeat the course for a higher grade.
- 4. Students may not enroll in the HIIM Capstone course (HCI 680) with a grade point average less than a 3.000.

Unsafe or Unprofessional Conduct

Regardless of previous academic or professional practice performance, unprofessional conduct or unsafe behavior in the internship, practicum, or directed practice setting may be grounds for immediate dismissal from any HSA program.

The Division of Health Services Administration reserves the right to deny continued matriculation to any student who pose an unreasonable risk of harm to themselves or others, or any unreasonable risk of disruption to the academic processes of the Division of HSA, the University, or the clinical site.

Health Care Informatics (HCI) Certificate

Students must complete all courses within the program with a minimum 3.0 (B) average in order to receive the academic certificate of completion

Graduate students who receive a C- or lower in a 600 level course must repeat the course.

Health Care Quality & Patient Safety (QPS) Certificate

Students must complete all courses within the program with a minimum 3.0 (B) average in order to receive the academic certificate of completion

Graduate students who receive a C- or lower in a 600 level course must repeat the course.

GRADING SYSTEM

The HSA grading system is as follows:

LETTER	POINTS	PERCENTAGE	DESCRIPTION
Α	4.00	93 - 100	Outstanding scholarship
A-	3.67	90 - 92	
B+	3.33	88 - 89	Superior work
В	3.00	83 - 87	
B-	2.67	80 - 82	
C+	2.33	78 - 79	Satisfactory work
С	2.00	73 - 77	
C-	1.67	70 - 72	
D+	1.33	68 - 69	Unsatisfactory work of lowest passing quality
D	1.00	63 - 67	
D-	0.67	60 - 62	
F	. 0.00	Below 60	Failure (No credit)
Р	*		Pass (grade of "C-" or higher)
N	*		No pass (no credit)
AU	0.00		Audit (No credit)
Y	0.00		Instructor did not submit grades by deadline.
I/F	*		Incomplete. The "-" (grade based on work submitted to this point) will become permanent if work if additional work is not completed by the end of the following semester. A written request and consultation with instructor is required.
W	*		Withdrawal. May occur from the day following the end of the published add/drop period through approximately 75% of the academic period.

^{*} Where grade points are not indicated, the grade does not figure into the GPA.

Grade of Incomplete

- 1. A grade of "I/F" or "I/(other letter designation)" denotes that the required work for the course is incomplete due to extraordinary circumstances. At least 60% of the course should be completed to be eligible for an incomplete. A student must submit to the instructor, prior to the last day of class, a written request for assignment of such a grade. If no request is received, the student will receive the grade earned to that point as the permanent course grade. The length of time to complete the work is negotiated with the instructor and approved by the Division Director but must, in any event, be completed by the end of the semester following the one in which the Incomplete grade was assigned or prior to clinical assignment whichever is first. "F" becomes the permanent grade if no final grade is submitted within the incomplete deadline.
- 2. A request for Incomplete is justified only on the basis of serious, extenuating circumstances such as extended personal or family illness. Further documentation verifying the situation may be requested.
- 3. Students on probationary status may not receive a grade of incomplete without the written permission of the Division Director.
- 4. If a student has been granted one or more grades of Incomplete in a given academic period, any request for a grade of Incomplete in any subsequent academic period must be authorized by the student's academic advisor prior to a written request for Incomplete to the instructor(s).
- To request a grade of incomplete, the student must complete the Incomplete Grade Request and Contract form available in the Division of HSA. The student is responsible for initiating this form, discussing the terms with the instructor, and obtaining the instructor's signature. The work to be completed and the deadline for submission is assigned at the discretion of the instructor and in accordance with the Regis University Bulletin.
- 6. The student is solely responsible for submission of all work according to the terms of the contract.

Pass / No Pass

Pass/No Pass grading is required for HIM and HSC challenge examinations.

GRADE APPEALS

All grade appeals must be initiated within the first four (4) weeks of the semester or term following receipt of the grade that is being challenged.

The following procedure is to be followed if a student wishes to protest a grade received in a course.

- 1. The student first contacts the instructor and reviews the issue. If the grade remains in dispute, the student should follow Step 2.
- 2. The student contacts the Division Director and, in writing, protests the disputed grade. The Director then follows either Step "a" or Step "b", depending upon the circumstances.
 - a. If the grade in dispute does not affect the student's ability to progress in the program, the following procedure applies:

Both the student and the instructor submit written statements explaining the issue to the Director. The Director reviews all the documentation submitted to determine the validity of the challenge. The Director contacts the student and faculty member to schedule an appointment, if necessary. The Director may choose to seek additional information from other sources, if indicated by the circumstances. The Director makes a decision about the disputed grade and conveys that decision in writing to the student and faculty member. If either party wishes to contest the Director's decision, Step 3 should be followed.

b. If the grade in dispute prevents the student from progressing in the Program, the following procedure applies:

Director arranges for a committee of three faculty members to review the case. The student and the faculty member each appoint one of the three committee members. The third committee member is then chosen by the other two. The Director participates as an ex officio member of the committee. The committee reviews evidence in any manner the committee deems equitable. (Usually, a written statement from each party that the other party can review and respond to in writing is the first step.) Oral presentations to committee are sometimes useful. Care should be taken lest either of the parties be intimidated by an oral procedure. The committee recommends a solution to the Director, who notifies the student and the faculty member of the decision in writing. If either party wishes to further contest the committee's solution, Step 3 should be followed.

3. The dissatisfied party appeals to the Academic Dean of The Rueckert-Hartman School for Health Professions within two (2) weeks of receipt of the decision or solution. The Dean reviews the proceedings to date, obtains any new information deemed appropriate and makes the final determination. The Dean notifies all parties in writing of the final decision.

ACADEMIC STANDING AND PENALTY

Students are notified of a change in academic status by a letter from the Dean of The Rueckert-Hartman College for Health Professions, but failure to provide or receive the notice does not invalidate the action taken. Probation, suspension, and dismissal designations are posted to student transcripts.

<u>Undergraduate Programs</u>

The student must maintain at least a 2.500 ("C") cumulative grade point average to be in good academic standing. The cumulative grade point average is computed by dividing the total number of grade points earned by the total number of semester hours attempted. A minimum grade of "C" is required in all major and minor courses. Any grade lower than "C" in an HCA or HIM course (major requirement) or minor requirement will not be counted toward the major or minor. In this event, the course must be repeated for credit. A grade less than "C-" in other courses indicates an academic deficiency; however, these courses will apply toward graduation.

Graduate Programs

Students must have a minimum cumulative grade point average of 3.0 to graduate. If a student's grade point average falls below 3.0 in a graduate program course requirement, the student is placed

on academic probation. Students placed on academic probation have one semester to raise their grade point average to 3.0. Students who fail to raise the cumulative grade point average to 3.0 are suspended from the program. In addition, students who receive a grade of "C" in two courses at the 600-level are subject to academic review and may be suspended from the Program. Suspensions may be appealed to the Director of the Division of HSA.

Students who are notified of academic suspension for the previous term and who are currently in attendance in a Regis University class may complete that class. Any additional registrations will be dropped.

Refer to the Regis University Bulletin for further information regarding academic standing and penalties.

ACADEMIC WITHDRAWAL FROM AN HSA PROGRAM

A student who chooses to withdraw from a program should give written notice of this decision to the Director of the Division of HSA. In addition, a form must be completed by the student and signed by the Director. Any student who withdraws may be readmitted to the program without reapplication and review if the following conditions are met:

- 1. The student was in good academic standing before withdrawing.
- 2. The student returns to the program within one calendar year of withdrawing.

The student who meets these criteria must submit a written request for readmission to the Director. If the stated conditions are not met, the student must apply and be accepted for readmission to the program. Initial acceptance into the program does not guarantee readmittance.

CONFIDENTIALITY

As a student in the Health Services Administration Program at Regis University, you will be exposed to confidential and private information about patients and facilities. Business records from facilities and patient's medical information are considered confidential and intentional breaches may, in fact, be punishable by fines and jail sentences.

Recent privacy legislation (HIPAA) has mandated sanctions for improper disclosure of patient information. As a result of this legislation, you will receive training on HIPAA and other requirements (such as OSHA, etc.) both integrated into classroom material as well as prior to completing an internship in your program if required.

You will be required to sign a confidentiality agreement prior to entering any HSA program and/or again prior to completing an internship. Facilities may also require additional confidentiality agreements be signed prior to beginning projects or internships at their facilities. (See Appendix K for a sample of the form.)

Because of these legal and ethical considerations, any student enrolled in the Division of Health Services Administration who reveals contents of any health record or business record or information inappropriately, except as it relates to the educational process in the classroom or at the clinical site, is subject to **immediate** expulsion from the internship/practicum site, and, as a result, may be expelled from the program.

ACADEMIC INTEGRITY POLICY

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Introduction

The term integrity is derived from the Latin *integritas*, meaning the quality of being whole, sound and unimpaired or unbroken. Academic integrity is built upon the values and virtues of honesty, loyalty and trustworthiness. A failure to observe these basic values undermines the very foundations and bonds of a learning community and impairs the most basic goals of education. As members of the RHCHP community, our collective academic integrity is a prerequisite for the pursuit of knowledge and excellence in professional practice. In particular, the Jesuit principles that underlie the Regis University mission and core philosophy, with their call to ethical inquiry and care of the whole person, demand students commit to academic integrity in all aspects of their professional education and development. Likewise, faculty and all RHCHP employees must demonstrate and model the same high standards with respect to being responsible for one's own academic work, participating with good faith in academic discussions, and acknowledging the work of others.

In order to establish and foster a community in which academic dishonesty and misconduct are socially and professionally unacceptable, all students and faculty are expected to adhere to the RHCHP Academic Honor Code. The Honor Code is intended to support the shared responsibility of faculty and students in maintaining an academic environment in which the values of truth and justice prevail in all activities related to learning, teaching, research, scholarship and professional practice.

Academic Honor Code

Students and faculty of RHCHP are committed to the highest standards of academic integrity and assume full personal and professional responsibility for maintaining those standards. All members of the RHCHP community exhibit the qualities of honesty, loyalty and trustworthiness in all academic and clinical activities, holding themselves and each other accountable for the integrity of the learning community.

The RHCHP Academic Honor Code applies to any student in a RHCHP course, regardless of the student's home college or program, and will be enforced according to the policies and procedures of the RHCHP.

Definitions

Violations of academic integrity are taken very seriously and include, but are not limited to, the following.

Cheating:

A form of dishonesty by which the person misrepresents his or her mastery of the course content or clinical experience. Cheating applies to examinations, labs, written assignments, clinical experiences, online discussions and any other form of student assessment. Examples of cheating include:

- Copying from the work of another student.
- Having a tutor or other reviewer make extensive content revisions or completing a portion of your assignment.
- Misrepresenting your contribution to a group project.
- Using unauthorized materials such as a textbook, prepared notes, study aids or an electronic device during an examination.
- Unauthorized access to or use of someone else's computer account or computer files to complete an assignment.
- Possessing or obtaining an examination without the instructor's authority or prior knowledge.
- Submission of an assignment purchased from a commercial entity (e.g., term papers).
- Unauthorized preprogramming of and/or access to electronic devices.

Plagiarism:

A form of dishonesty by which the person misrepresents someone else's words, ideas, phrases, sentences or data as his or her own or otherwise fails to properly acknowledge the source of such material through complete and accurate citations and reference lists. Examples of plagiarism include:

- Directly quoting another person's words without the use of quotation marks and/or acknowledging the source.
- Paraphrasing, or restating, another person's ideas, opinions or theories without acknowledging the source.
- Using facts, statistics or other material taken from a source without acknowledging the source.
- Using words or the work of others, including images, taken from the Internet without acknowledging the source.
- Failing to properly cite an original source when using a secondary source.

Fabrication:

A form of dishonesty by which the person deliberately invents or falsifies information or research findings with the intent to deceive. Examples of fabrication include:

- Citing information not taken from the source indicated.
- Citing a source that does not exist.
- Intentionally distorting the meaning or applicability of data.
- Listing sources in a bibliography or reference list that were not used in the project.

- Inventing or falsifying data or source information in experiments, research projects or other academic assignments.
- Listing hours worked or activities performed during a clinical or service learning experience that did not occur.
- Misrepresenting one's contribution to scholarly research and/or publication.
- Misrepresenting or falsifying a resume or curriculum vitae

Collusion:

A form of dishonesty involving two or more persons acting in a manner intended to misrepresent individual effort, learning and/or contributions to course assignments. Examples of collusion include:

- Allowing another student to copy from your work.
- Completing an assignment for another student.
- Allowing another student to complete an assignment for you.
- Unauthorized sharing of examination questions and/or answers before or after an examination.
- Unauthorized collaboration with another person during an examination or other assignment.
- Allowing one or more members of a group project to accept credit for the assignment if they did not participate or contribute.

Other Examples of Academic Misconduct

- Posting another person's work on the Internet without that person's permission.
- Unauthorized or inappropriate access to use of another's computer account, access codes or electronic file.
- Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. in order to avoid or delay timely submission of academic work or the taking of an examination, or to request an incomplete or administrative drop in the course.
- Submitting the same written work to fulfill the requirements of more than one course without the explicit permission of the instructors.
- Coercing any other person to engage in academic dishonesty or misconduct.
- Aiding any other person engaged in academic dishonesty or misconduct.
- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a
 grade report or form, or entering any University office, building or accessing a computer
 for that purpose.
- Denying access to scholarly resources or otherwise deliberately impeding the progress of another student or scholar. Violations include, but are not limited to giving other students false or misleading information; making library materials unavailable through stealing or defacement; deliberately misplacing or destroying reserve materials or altering and/or destroying someone else's computer files.

Responsibility

Achieving an atmosphere of mutual trust in which all members believe their right to learn is unimpeded by dishonest behavior is a responsibility shared by administration, faculty and

students.

It is the responsibility of each individual student, faculty and other RHCHP employees to be able to recognize and refrain from any violation of academic integrity and to report observed violations. Numerous web-based resources addressing academic integrity are available.

It is the responsibility of each student to review all aspects of the course syllabus and agree to adhere to the Rueckert-Hartman College for Health Professions Academic Honor Code. In doing so, the student acknowledges that the work represented in all examinations and other assignments is his or her own and that he or she has neither given nor received unauthorized information. Furthermore, the student agrees not to divulge the contents of any examination or assignment to another student in this or ensuing semesters. Questions regarding academic integrity should be directed to the course instructor.

In addition, it is the responsibility of faculty and administration to foster and encourage honesty and a sense of fairness by creating and enforcing appropriate policies and systems. Administration provides the necessary resources as well as proper support for faculty when confronting violations of academic integrity.

The highest priority is to educate and encourage the development of appropriate academic and professional values and behaviors within individuals while also preserving the integrity of the learning community as a whole. All instances of academic dishonesty or misconduct will be reported and handled according to the Sanctions section of this policy. The Academic Integrity Board provides oversight of the Academic Integrity Policy.

Sanctions for Violations of Academic Integrity

The sanction process is intended to ensure compliance with the academic standards of integrity contained in this policy. The level of sanction depends on a number of factors including the severity of the violation, whether this is a first offense and willingness of the student or faculty member to accept responsibility.

Student Violations

Sanctions for violation of the RHCHP Academic Integrity Policy by a student may include a reduced or failing grade for the assignment, course failure, academic probation or suspension, and/or academic dismissal from the program, school and/or College. Receipt of a failing grade in the course, academic probation or academic suspension may be indicated on the permanent transcript with the designated code. Egregious violations may result in a recommendation for academic expulsion from the University. All instances of academic dishonesty will result in notification of the student's academic advisor, documentation in the student's advising file, and a report filed with the AIB and entered in the permanent AIB database for RHCHP.

Level One Sanctions

Level One violations of the RHCHP Academic Integrity Policy predominantly include an initial minor violation of plagiarism and/or violations for which there are considered to be mitigating circumstances. Level One sanctions minimally include notification of the student's advisor with a note in the student's advising file, and appropriate reduction in

the grade for the assignment up to and including failure, and remedial action as directed by the instructor.

Level Two Sanctions

Level Two violations of the RHCHP Academic Integrity Policy include all substantive violations of the policy not listed as a Level One violation and are considered very serious. Level Two sanctions, at a minimum, include failure of the assignment and potentially include failure of the course and/or academic probation.

Level Three Sanctions

Level Three violations of the RHCHP Academic Integrity Policy are considered to be the most serious and egregious and will result in the highest level of sanction including academic probation, academic suspension, or permanent academic dismissal from the program, school and/or College. All Level Three violations result in a mandatory AIB consultation. Level Three violations may include, but are not limited to:

- Using unauthorized materials such as a textbook, prepared notes, study aids or an electronic device during an examination.
- Possessing or obtaining an examination without the instructor's authority or prior knowledge.
- Submission of an assignment purchased from a commercial entity (e.g., term papers).
- Inventing or falsifying data or source information in experiments, research projects or other academic assignments.
- Listing hours worked or activities performed during a clinical or service learning experience that did not occur.
- Posting another person's work on the Internet without that person's permission.
- Unauthorized or inappropriate access to use of another's computer account, access codes or electronic file.
- Misrepresentation to avoid academic work by fabricating an otherwise justifiable excuse such as illness, injury, accident, personal emergency, etc. in order to avoid or delay timely submission of academic work or the taking of an examination, or to request an incomplete or administrative drop in the course.
- Changing, altering, falsifying or being accessory to the changing, altering or falsifying of a
 grade report or form, or entering any University office, building or accessing a computer
 for that purpose.
- Multiple violations of any portion of the policy.

Faculty Violations

Sanctions for violations of the RHCHP Academic Integrity Policy by a member of the RHCHP faculty are outlined in the RHCHP Faculty Handbook.

Non-Faculty Employee Violations

Violations of the RHCHP academic integrity policy by a non-faculty employee, e.g., a program assistant or work study providing unauthorized access to exam materials to one or more students, will be handled by the appropriate Dean in consultation with the Department of Human

Resources. Sanctions are determined in accordance with human resource policy. Any appeal or grievance by a non-faculty employee is handled according to human resource policies and procedures.

Appeals of Academic Integrity Sanctions

Student Appeals

The student may appeal the accusation itself, the level of sanction assigned, and/or the specific sanction applied to the AIB by submitting a written request to the Chair of the AIB. The written request for appeal must include the student's reason and rationale for the appeal. The decision of the AIB is final. NOTE: The AIB appeal process is limited to consideration of the specific violation(s) of academic integrity. Other aspects of student academic performance or related violations of the Student Code of Conduct must be handled according to the normal processes outlined in the University Bulletin and the relevant student handbook.

- 1. The student submits a written request for appeal to the Chair of the AIB within one week of receiving notification of the sanction.
- 2. All relevant documentation is submitted by the faculty and student to AIB for consideration.
- 3. The AIB reviews all documentation and conducts further investigation if warranted. The appeal panel renders a decision, generally within three working days.
- 4. The AIB notifies the student, faculty and dean or director of decision in writing.
 - a. Student appeal is denied, sanction is upheld
 - b. Student appeal is successful, sanction is modified or reversed
- 5. The School or Department completes any further notification to the Registrar and/or School/Department procedures related to imposition of the sanction, e.g., probation or dismissal.

Faculty Appeals

Faculty appeals are handled according to the policy and procedure set forth in the RHCHP Faculty Handbook.

Academic Integrity Database

The AIB is responsible for the creation and maintenance of a database containing all documented instances of a violation of academic integrity. The purpose of the database is to:

- Document a pattern of repeat violations for individuals.
- Provide data for annual reports that identify trends, assess the level of compliance with the policy, and support modifications to the policy or its associated policies and procedures.
- Identify the need for further education or resources.

The Notification of Academic Integrity Policy Violation to AIB is submitted to the Chair of the AIB within 14 days of an incident involving a violation of academic integrity. All violations are entered into the database, which is maintained by the Office of the Academic Dean of RHCHP.

Approved by RHCHP Academic Council/9-8-2010

DISCIPLINARY EXPULSION

All Rueckert-Hartman College for Health Professions students are bound by the provisions of the Regis University Student Handbook and Regis University Bulletin, including, but not limited to, the Standards of Conduct and general University policies and regulations. Copies of the Student Handbook may be obtained in the Office of Student Life located in the Student Center. Copies of the University Bulletin may be obtained at the Office of the Registrar in the O'Sullivan Center.

Procedures for reviewing incidents of academic dishonesty are outlined in the General Information section of the *University Bulletin*. Procedures for reviewing violations of the University's Standards of Conduct are outlined in the Regis University *Student Handbook*. Incidents of unsafe behavior or unprofessional conduct in a clinical or academic setting are also grounds for disciplinary action, including, but not limited to expulsion from the program, as set forth below. The Dean of The Rueckert-Hartman College for Health Professions shall have sole discretion for determining which procedure shall be used and for determining which provisions apply in individual cases.

Examples of unprofessional conduct or unsafe behavior include but are not limited to:

- a. A pattern of unsafe clinical performance.
- b. Any action of omission or commission that results in serious injury or harm to another.
- c. Disrespectful, abusive, or dishonest interactions with patients, families, staff, faculty, or peers.
- d. Violation of a client's right to confidentiality.
- e. Performance of a criminal act.
- f. Abuse of drugs or illegal use or possession of controlled substances.
- g. Failure to follow the policies and procedures of the clinical agency.
- h. Academic dishonesty or plagiarism.
- I. Manipulation, alteration, removal, or destruction of other student/faculty/University/clinical facility materials and/or equipment.
- j. Unauthorized use of University or clinical facilities/equipment inclusive of computer accounts and files.
- k. Violations of the professional standards of conduct and ethics of the profession the student is preparing to enter.
- I. Other prohibited conduct as defined by Regis University The Rueckert-Hartman College for Health Professions, and the department or program.
- m. Other conduct or behavior that is unprofessional or unsafe as determined in the discretion of the College.

The faculty member and/or responsible supervisor making the initial judgement that a situation of unsafe behavior or unprofessional conduct in a clinical or academic setting exists shall inform the student of the charges against him or her and notify the Director of the program or designee. If, in the judgement of the faculty member and/or responsible supervisor, the nature of the conduct or behavior warrants, the student may be suspended from the classroom or clinical area until the review process has been completed.

Following a preliminary review of the evidence available in a case, the Director or designee shall schedule a hearing with the student to review the charges. If the student fails to appear at the

hearing and the failure of appearance is not excused by the Director for good cause as determined in the discretion of the Director, the charges shall be deemed to be unchallenged and the student shall be deemed to have waived his or her their right to a hearing. In such case the Director may proceed to apply such sanctions as the Director deems appropriate.

At the hearing, the Director or designee shall:

- X Provide the student with copies of all written reports regarding the circumstances and facts of the case. The student shall have an opportunity to give his or her reactions to the reports and to offer any additional information relevant to resolving the case.
- X Interview involved parties about the facts of the case, including the student. The student shall have the right to hear any testimony related to the case that may adversely affect him or her and to question persons giving such testimony.
- X Allow the student to present witnesses on his or her own behalf and be accompanied by one advisor who is not a party to the case. Such advisors must be members of the Regis University faculty or staff.

Following the hearing and consultations deemed necessary with program faculty or committees, the Director or designee shall make a determination of the facts of the case and sanctions if appropriate. Sanction options include, but are not limited to, expulsion or suspension from the program, probation, warnings, or failure of a course.

Notification of the results of the review by the Director or designee shall be provided in writing by regular mail to the student's last known address as identified in the records of the University and to the Dean of The Rueckert-Hartman College for Health Professions.

The student shall have three (3) working days from receipt of the letter to appeal the decision of the Director to the Dean. Notification of the results of the review by the Dean shall be provided in writing by mail to the student with a copy to the Director or designee. The decision of the Dean is final.

OFFICIAL GRADE REPORTS

Final grade reports are available online using WebAdvisor approximately two weeks after the end of the academic period by the Office of the Registrar. Grades cannot be released to other parties without the student's authorization. Release authorization forms are available online, through WebAdvisor, as well.

UNOFFICIAL GRADE NOTIFICATION

Grades may be emailed to the student at the completion of the class providing that the student has given permission for the faculty to do so.

WRITTEN EXAMINATIONS

Students are expected to take all exams and quizzes at the scheduled time. The only exceptions to this policy are for medically documented illness or extenuating circumstances of an extraordinary nature. In such cases, the student is responsible for notifying the faculty member of such circumstances prior to the exam or as soon after the exam as reasonably possible. The faculty member may request written documentation of the circumstances.

Makeup exams will cover the same material and provide the student with similar options for demonstrating competence as the original examination.

STUDENT EVALUATIONS

Course and Faculty Evaluations

Course and faculty evaluation tools serve three primary functions: (1) to encourage the student to assume an active role in the ongoing evaluation and improvement of course content, course design, and faculty teaching performance; (2) to provide the program faculty with student feedback for use in course design, content selection and overall curriculum review; and, (3) to serve as a tool in individual faculty development and evaluation.

Course and faculty evaluations are administered in a manner that encourages honest, meaningful response and ensures student anonymity. Specific faculty to be evaluated are designated according to department policy. Evaluations are administered during an established evaluation period. Faculty are not present during the completion of the evaluation forms. Students not attending class during the established period will not be allowed to complete a written evaluation of the course or faculty at a later date.

Typed summaries of students' evaluations are prepared by the Director's Office and provided to the appropriate faculty member(s) after the grades have been submitted to the Office of the Registrar.

Course and faculty evaluations are actively used in the ongoing refinement of HSA programs. Students are strongly encouraged to complete all evaluation tools, as instructed, including comments and suggestions.

Graduate Exit Survey

All students are asked to complete a graduate exit survey at the time of graduation from the program. As with course and faculty evaluations, the information is used in program improvement and all responses are anonymous.

STUDENT PARTICIPATION IN STANDING COMMITTEES

Students will select representatives or be invited to serve on various committees including The Rueckert-Hartman College for Health Professions Academic Council, the Graduate Advisory Council, the Health Services Administration Advisory Board, and the Health Information Management Advisory Board. In addition, student input will be solicited through survey, participation in task forces, or on an informal basis. Students interested in participating in committees or related activities are encouraged to contact the Department Director or his/her faculty advisor.

GRADUATION AND COMMENCEMENT

Degree Award

Students graduate the semester that all requirements are met and documentation of such is received by the Office of the Registrar. Incomplete grades and late application for graduation may

delay graduation to a subsequent semester. It is the student's responsibility to request transcripts from institutions other than Regis University for evaluation of transfer credit. Such transcripts must be received during or immediately following the end of the semester of requested graduation.

Graduation Application

To be considered a candidate for graduation, undergraduate students must submit an application and graduation fee to The Rueckert-Hartman College for Health Professions, Division of Health Services Administration by the application deadlines specified. A sample of the Graduation Application Form is contained in Appendix K.

Graduation application deadlines are as follows:

<u>Commencement Date:</u> <u>Application Deadline:</u>

May January
August June
December September

Financial Clearance

Diplomas and transcripts are not released if any financial indebtedness to Regis University exists.

Transcripts of Credit

Transcripts of credit are available in the Office of the Registrar upon written request. Upon graduation, the student receives a diploma and may request free copies of the transcript.

Commencement Activities

Regis University has two commencement ceremonies each year in May and December. Students graduating in August have the option to participate in either May or December graduation ceremonies. Students are eligible to participate in commencement as soon as they are within 12 semester hours of completion of the degree requirements.

GENERAL STUDENT REGULATIONS

Regis University is committed to cooperating with Federal, State and local authorities in their efforts to enforce existing laws regarding alcohol use, drugs, and public health and safety. University regulations in these areas are guided by our educational purpose within the framework of applicable law. Students are expected to abide by these laws and regulations and to accept responsibility for their conduct. Violations of Federal, State, or local laws may be referred to appropriate outside agencies for disposition in addition to any University disciplinary action.

Actions involving a student in a legal proceeding in a civil or criminal court does not free the student of responsibility for his or her conduct in the University judicial system. If a student is charged in both jurisdictions, the University will proceed with its own judicial review process according to its own timetable.

The University also reserves to itself the right to initiate disciplinary proceedings against students who have been formally charged with criminal violations off-campus by legal or civil authorities or who may have otherwise committed an action off-campus which may be related to the security of the University community or the integrity of the educational process. Such discretion rests with the President of the University or the Vice President for Student Life.

Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. The University reserves to itself the right to interpret conduct which is in violation of these regulations.

VIOLATIONS OF A SPECIAL NATURE

It is the wish of the University to create policies for the protection and well-being of the individual. However, at certain times, situations arise of a special nature not otherwise addressed in the Standards of Conduct that may require investigation and administrative action. It is not the intent of this summary to address or include all such possible situations. Depending on the nature of the incident, the investigation and hearing may be handled using normal disciplinary procedures or other appropriate review procedures as determined by the Vice President for Student Life, (e.g., Special Administrative Evaluations).

GENERAL POLICIES

Regis University, The Rueckert-Hartman College for Health Professions, and the Division of Health Services Administration are committed to creating and maintaining an environment where individual and institutional responsibility combine to promote each student's complete development. In order for the University, the College, and the Division to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures.

All Department of Health Services Administration students are bound by the provisions of the *Regis University Student Handbook* and the *Regis University Bulletin*, including, but not limited to, the Standards of Conduct and general University policies and regulations. Copies of the *Regis University*

Student Handbook may be obtained in the Office of Student Life located in the Student Center. Copies of the Regis University Bulletin may be obtained at the Office of the Registrar in the O'Sullivan Center.

ACCESS TO CLASSROOMS AND LABORATORIES

HSA courses are generally scheduled in Loyola Hall on the weekends. Courses may also meet in a designated computer lab. Students have access to the student computer labs in Carroll Hall during all posted hours including evenings and weekends.

HIM online and ground students will, as classes dictate, have access to HIM related software through AHIMA's Virtual Lab or applications on Regis servers.

CLASS ATTENDANCE

Professional behavior is demonstrated by being on time and prepared for class, labs, and clinical experiences. Because of the concentrated nature of the program, students are responsible for all materials discussed in each class session. This is also the time for faculty to be available to students to answer any questions on the particular subject matter.

If a student does not expect to attend a particular class, he or she is personally responsible to call the division office or notify the instructor directly of the absence as a professional courtesy. This absence does not relieve the student of the responsibility for the material covered. Many courses incorporate small group dialogue and activities. Grades are affected if students do not actively participate or if they come to class unprepared to discuss expected materials.

ONLINE CLASS PARTICIPATION

Students are expected to access their first class in each 8-week session by the second day of availability. Failure to do so may result in students being dropped from the course. During the class session, students are expected to participate in a responsible, professional and timely manner respecting other student's posting and faculty input. Online components of ground based courses will vary and will be assigned by each instructor.

CLASS CANCELLATIONS / SCHEDULE CHANGES

Unplanned Absence of a Faculty Member

In the very unlikely case of illness or unplanned absence of a faculty member, the faculty member contacts the division office. The office assists the faculty member in notifying students in the class of the cancellation if a substitute is not available and the notice of the cancellation is received during regular office hours. If possible, the instructor attempts to reschedule the class at a later date in the semester. The Division Director is notified of all class cancellations/schedule changes.

Cancellations Due to Extreme Weather

Classes are canceled due to extreme weather only by the Regis University Vice President for Academic Affairs or his representative. Cancellation of classes is generally announced over local radio and television stations. News media agencies participating in the notification process include: Channels 2,4,7,9 and 31; Denver radio stations 850 AM KOA, 98.5 FM KYGO, 101.1 FM KOSI, and 99.5 FM KKHK. Participating stations in the Ft. Collins area are: 850 AM KOA, 98.5 FM KYGO, and 1410 AM KCOL.

In addition, a special phone number is available for emergency closures:

Regis University Denver Weather Line......(303) 458-1818 (for a recorded message)

However, in the event of cancellations of weekend HSA classes, the most current and accurate information is posted on the voice mail messages of the Division of HSA (303-458-4157) by 6:00 a.m the day of class. Cancellation of Saturday classes does NOT mean Sunday classes will also be canceled. **STUDENTS MUST CALL THE DIVISION OF HSA AFTER 6:00 A.M. BOTH SATURDAY AND SUNDAY TO CONFIRM CANCELLATION OF CLASSES.** Absence due to failure to verify the cancellation of classes will be considered unexcused.

Class cancellations are extremely infrequent. Because of the accelerated format, it is important to make every effort to make up time missed due to class cancellation. However, students will not be penalized if they are unable to attend a rescheduled workshop due to extenuating circumstances.

One weekend will be designated on the academic calendar during each academic session for make up in the event of a cancellation. This will generally be either the weekend between the fourth and fifth workshops or following the fifth. However, this will change each session based on the University calendar. Students should make every effort to plan for and attend the rescheduled class.

COMMUNICABLE DISEASE POLICY

A variety of communicable diseases exist that vary in degree of transmission to others and in severity of potential health risks to individuals. These diseases, ranging from infections such as chicken pox, measles and mononucleosis to tuberculosis, leprosy, and acquired immune deficiency syndrome, generate differing levels of concern among various populations.

Regis University strives to establish clear, consistent and non-discriminatory policies and procedures to deal with communicable diseases while concurrently acknowledging the privacy of individuals. These policy and procedure statements are formulated on the basis of current medical and legal opinions regarding communicable diseases with the goals of providing health awareness opportunities and extending proper treatment to all Regis employees and students within the bounds of legal, moral, and ethical responsibilities.

A full description of the policy statement regulating communicable diseases is available in the Health Services office, or the Student Life office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 states that only directory information may be released without written authorization from the student. The student should contact the Office of the Registrar for further clarification of this Act. The Division of HSA adheres to this act with the guidance of the Registrar.

FINANCIAL AID

The University Office of Financial Aid is available to assist students in identifying potential grant and loan sources. Application deadlines for such materials typically follow a traditional fall/spring calendar, which may necessitate additional applications for HSA students. Be sure to obtain sufficient information from the Office of Financial Aid to thoroughly understand these important deadlines.

Information regarding HSA specific scholarships or related sources of funding is communicated to the students via newsletter or announcement as information becomes available.

Financial Aid Fraud

Any fraud or misrepresentation by a student related to financial aid programs administered by the Financial Aid Office is absolutely prohibited. Fraud or misrepresentation includes, but is not limited to:

- * Forged, falsified or counterfeit documents or signatures
- * False or fictitious names, addresses or social security numbers
- * Intentionally submitting false or incorrect information
- * False claims of dependency or citizen status
- * Unreported or misreported receipt of student aid
- * Altering documents or falsifying hours worked

If the Financial Aid office suspects a student of committing fraud or misrepresentation related to financial aid or to participation in the work/study program, the Director or his/her designee will:

- 1. Notify the student of the charges;
- 2. Meet with the student to review the charges and possible consequences and provide him/her with copies of any documents used to support the charges;
- 3. Allow the student to respond to the charges, to ask questions of any witnesses, and to offer witnesses or evidence on his/her own behalf;
- 4. Allow the student to be accompanied by an advisor of his/her choice who is Regis University faculty or staff member;
- 5. Make a determination of the facts of the case based on the evidence presented and determine sanctions if applicable; and
- 1. Offer the student the opportunity to appeal the finding and/or sanctions to the Vice President for Administration and Finance, whose decision shall be final.

If a student is found guilty of Financial aid fraud or misrepresentation, possible sanctions include, but are not limited to:

- Cancellation of all or part of the student's remaining financial aid award;
- Ineligibility for future financial aid at Regis:
- Reimbursement of the University for any pay received for hours not actually worked;
- Referral of student's case to one of the following outside agencies/offices:
- Colorado Commission on Higher Education (Colorado Funding);
- Department of Education (Federal Funding).
- Inspector General's Office (Federal funding)
- State of local law enforcement agency with jurisdiction to investigate such cases. (If any such an agency is used, the Director will report all such referrals to the Inspector General's Office of Student Life for possible charges to be filed under the University's Standards of Conduct, which could result in expulsion of suspension from the University.

SECURITY

Drug Free Campus Policy

Regis University encourages all members of its community to learn proficiently, think logically, and critically, identify and choose personal standards of values which are socially responsible, and develop the skill and leadership abilities necessary for distinguished professional performance and significant contributions to their improvement and transformation. In consonance with this mission, the University is committed to preventing the use of illegal substances by students, faculty and staff and to encourage responsible behavior regarding alcohol and legal addictive substances through policy, needs assessment, education, and treatment.

In the case of employees, the Regis University Department of Human Resources, and in the case of students, the Regis University Student Life Office shall, at least annually, distribute to each employee, and each student who is taking one or more courses for any kind of academic credit at any Regis campus, a copy or summary of the Regis University Drug Free Campus Policy, a description of the health risks associated with the use of illicit drugs and abuse of alcohol, a description of the applicable legal sanctions under local, State and Federal law for the unlawful possession or distribution of illicit drugs and alcohol, and a description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students.

The University provides an Employee Assistance Program (EAP) for regular employees who work 1,000 hours or more a year. The primary services of this program include assessment, referral, and short-term problem solving for employees who are experiencing substance abuse or other personal problems which affect job performance. Eligible employees may seek the services of EAP on his/her own initiative, or a supervisor may direct the employee to the service when a decline in performance quality occurs. Supervisors are trained to focus on employee performance difficulties which may or may not relate to substance abuse rather than attempt to assess the cause of the problem. However, employees convicted of drug offenses may be required to utilize the services of the EAP or may be referred directly to a drug rehabilitation facility.

The Regis University Choices Program offers the services of assessment, referral, and short-term counseling to traditional undergraduate students who are experiencing substance abuse problems. This department also offers referral services to other University students. A student may seek these services on his/her own initiative or may be directed to participate in these services as a result of a disciplinary sanction.

In addition, the Choices Program provides awareness programs that focus on the dangers of health risks associated with the use of illicit drugs and abuse of alcohol. Such programs are made available to the entire University community.

Regis University prohibits the unlawful manufacture, distribution, dispensing, possession, consumption, sale or use of controlled substances on or in University owned or controlled property or in University business or activities. Individuals including, but not limited to, students, employees, contractors, agents, volunteers, or invitees who violate this policy shall be subjected to discipline, termination/dismissal, debarment, arrest or citation, and referral by University officials for prosecution, as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the University.

The University also prohibits possession or consumption of alcohol by its students and employees, except in designated locations at supervised events. No one under twenty-one years of age may possess or consume alcohol on campus. In addition, no alcohol possession or consumption is

permitted by anyone in the residence halls, classes or athletic events. Violators are subject to sanctions described in the University's Human Resource Manual and Student Handbook.

Any employee or student guilty of violating a local, State, or Federal law pertaining to unlawful possession, use or distribution of illicit drugs and alcohol must notify the appropriate University official, in writing, no later than five (5) calendar days after the conviction. Failure to comply with this notification requirement will result in immediate termination or dismissal.

No later than thirty (30) calendar days after receiving notification of such conviction from any employee or student the University shall:

- a) Take action against the employee or student to include any range of authorized disciplinary actions up to termination/dismissal; and/or
- b) Require the employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved by the University; and
- c) If the employee or student is authorized to work on a grant provided by the Federal Government at the time of the incident, the University shall notify the agency which awarded the grant within ten (10) calendar days after receipt of notification from the employee.

Regis University will review this policy and the related drug and alcohol programs biennially to determine their effectiveness, implement any indicated changes, and ensure that sanctions are consistently enforced. The University reserves the right to implement any indicated changes, and ensure that sanctions are consistently enforced. The University reserves the right to implement changes at any time by the approval of the President.

Emergency Information

Fire Procedures

- 1. FIRE: At the first sign of an obvious fire, LOCATE A PULL BOX AND INITIATE AN ALARM. IF the fire is small and contained, you may attempt to put it out with one of the extinguishers located throughout the buildings.
- 2. ALARM: When a fire alarm sounds, everyone is to leave the building immediately. Exit quickly and orderly through the nearest exit. Move far away from the building once outside. Be aware of arriving emergency equipment. Never open a door that feels warm to the touch. Close windows, turn on lights, close doors and carry a towel in case of smoke.
- 3. DRILL: Assume all alarms to be real emergencies. Fire Drills will be announced in advance. Residents who do not observe emergency procedures will be subject to disciplinary sanctions. Rooms will be checked during such a drill by authorized personnel.

Procedures for Student Assault Victims

If you are the victim of an assault or threatened assault by another Regis student, you have several options:

- I. File criminal charges with the police department. (In this case, you will be interviewed by police investigators and city attorney representatives and may be called to testify in court hearings if the case goes to trial.)
- II. File a civil lawsuit or restraining order request. (You would need a private attorney to assist you with these options, and you may be required to give testimony in court.)

- III. File charges against the student in the Regis judicial system. If you choose this option you can expect:
 - a. To be interviewed by a Student Life staff member, who will develop a written incident statement with you, and will explain your rights in the judicial process to you;
 - b. To be notified in writing why your case will not result in a hearing following the preliminary review by University officials;
 - c. To give testimony and to answer questions about the case before a judicial officer or judicial board, the accused, and an advocate for the accused should your case result in a hearing;
 - d. To be accorded those rights available to you as outlined in the Standards of Conduct section of the Student Handbook.
- IV. Inform University officials without filing formal charges. In this case, the University may:
 - Discuss with the accused student the potential consequences of his/her actions if charges were to be filed, either using your name or not, as you wish;
 - b. Keep a record for future information without informing the assailant that we have been contacted by you.

You may pursue all of these options at the same time, or any of them separately. Regis encourages victims to file criminal charges against their assailants, but the choice belongs to each student, and we will help you work through your choices. Remember, we can only take action against an assailant if formal charges are filed.

Weapons on Campus

The university at no time allows weapons to be present on campus either in university facilities, including residence halls, or on university grounds or at university events. Anyone possessing a weapon will be subject to university sanctions outlined in the University's Standards of Conduct.

Weapons may be properly stored with the office of Security in the Student Center and checked out for hunting purposes only. No weapons, once checked in to the Security office, will be released to the student unless it is for transport home, or for the purpose of hunting.

Parking

All students are welcome to bring cars to campus. Parking space, however, is limited. All students, faculty, and staff are required to register their cars. Registration is free and available from Campus Security.

All vehicles must be registered within the first two calendar weeks of the semester. Vehicles may be registered when the student completes financial clearance. After classes begin, vehicles must be registered at the Campus Security Office. To register a vehicle a student must have a valid driver's license, vehicle registration, and a current Regis I.D.

Parking tickets and fines are issued for the following parking violations: Parking in fire lanes, restricted areas, handicapped, roadways, loading docks, outside of marked spaces and other areas so designated including visitor parking spaces, failure to display a parking sticker. In addition, a Towing Policy has been implemented and could be used for many of these violations. If a vehicle is towed, it is at the vehicle owner's expense. The person in whose name the vehicle is registered shall be responsible for any violation. Individuals who wish to appeal a ticket should contact the Director of Campus Security. Please refer to the Parking/Traffic Rules and Regulations brochure put out by the Department of Campus Security for a complete listing of fines and policies.

SOLICITATION / USE OF UNIVERSITY NAME FOR SOLICITATION OF FUNDS

Any individual or group wishing to sell a product or service is strictly prohibited from doing so without written approval from the Director of Residence Life. Under no circumstances can door-to-door solicitation occur. Residents encountering a solicitor without written authorization are asked to report this to the Residence Director or Resident Assistant. This is to protect students and their property and to ensure University property is not used for personal and monetary gain.

There is to be no solicitation by anyone of advertisements, patrons, donations or any other type of financial support for any Regis University activity. The only exceptions are those approved by the Vice President for Development and Public Affairs.

STANDARDS OF CONDUCT

Student conduct regulations afford individual students maximum personal freedom, while protecting the rights and freedoms of others and maintaining the educational process. Personal freedom necessitates good judgment, a sense of self-discipline, and respect for the rights and privileges of others.

Regis University is committed to creating and maintaining an environment where individual and institutional responsibility combine to promote each student's complete development. In order for the University to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures. These regulations have been developed to reflect the nature of a student community and the situations inherent in it. Every member of the University community is provided equal rights and benefits in accordance with the expectation that each student has maturity, intelligence, and concern for the rights of others. Only when a person demonstrates a lack of cooperation and consideration does the University, acting through its officials and judiciary bodies, take some type of disciplinary action. Behavior, whether attempted or committed, judged to be disruptive to the community atmosphere, cannot be tolerated.

Final authority in disciplinary matters is vested in the University administration, and the President of the University and his designees, by the University Board of Trustees. Under this authority, the Dean for The Rueckert-Hartman College for Health Professions may request students of the College to participate in the resolution of disciplinary cases.

The intent in working with students in disciplinary matters is to enhance their growth in various areas including those of developing responsibility for their own discipline and behavior. Accordingly, each student will be treated as an individual within formal disciplinary procedures instituted at such time as it becomes apparent that informal procedures are unlikely to produce desired changes in behavior or to increase the ability of the student to work with others in a group situation.

The following are seen as purposes for disciplinary proceedings:

To redirect behavior:

To protect the rights of others in the community;

To encourage and to teach responsibility for one's own actions.

STUDENT RIGHTS

Disability Services

Any disabled or handicapped student is encouraged to see the Director of the Life Directions Program for information concerning building accessibility, housing, etc. This office is located in the Coors Life Directions Center (458-4184).

Learning Support Services

Regis University is committed to providing a supportive learning environment for all of its student, and to that end, the University offers the following services for these students who have demonstrated evidence of a disability or special learning need:

- * Students in Regis College and the College for Health Care Professions may seek specific subject area tutorial assistance through the office of Tutorial Services and the Writing Center, as well as from individual faculty members;
- * Students in the College for Professional Studies may seek specific subject are a tutorial assistance through the office of Adult Learner Services, as well as from individual faculty members;
- * Students with impaired sensory, manual, or speaking skills who require educational auxiliary aids, who have special housing needs, or special needs for access to University facilities, should contact the University's Disabled Students Compliance Officer in Carroll Hall Room 225.

A telecommunication device for the deaf (TDD) is also available for public use in the Dayton Memorial Library (303-458-3598). The Public Services Librarian, may be contacted regarding relay of messages via this TDD. Services are available during regular business hours. Complaints

Complaints related to general learning support services or to specific issues related to disability should be directed to the office of the President, Main Hall Regis University, 303 458-4190.

Complaints should be submitted in writing and should set forth in detail the alleged wrong, against whom it is directed, the relief and/or remedy sought, and any other information which the complainant deems pertinent. The President will designate a complaint officer who will collect all documents and information (s)he deems pertinent and will conduct discussions with and/or between concerned parties.

The complaint officer will review the facts and propose a resolution to the complainant and the party(ies) to whom the complaint is directed. Acceptance of this resolution by all parties brings the process to an end. A rejection of the resolution by any party should include reasons and suggested alternative solutions.

If the complaint officer's proposed resolution is rejected, (s)he will reconsider the matter and will recommend a resolution to the President. The President or his designee will review the complaint, investigate it further if (s)he deems it appropriate, and make a decision which shall be final.

Sexual Harassment Policy - Revised February 2008

- **2.8.7 Sexual Harassment.** This University sexual harassment policy, covering all Regis community members, is intended to ensure a professional working and learning environment free from sexual harassment.
 - **2.8.7.1** Purpose. Sexual harassment is a form of sexual discrimination and is illegal under Title VII of the Civil Rights Act and Title IX of the Higher Education Act. Sexual harassment most often exploits a relationship between individuals of unequal power and authority (for example, between a supervisor and employee, or between a faculty member and student), but may also occur between student peers or employees of equal rank. Regis University will not tolerate any form of sexual harassment. Regis will take immediate and appropriate corrective action in cases where it has determined that sexual harassment has occurred.
 - **2.8.7.2** Scope of Policy. All Regis University community members (faculty, students, staff, administrators, trustees, contract personnel, agents, visitors, invitees, volunteers, and other individuals associated with the University) are prohibited from engaging in acts of sexual harassment directed toward other Regis University community members. Regis University community members have the right to be free from sexual harassment during the course and scope of their employment or engagement in educational or other activities at the University. If an employee is aware of possible sexual harassment, the employee must report it to the Executive Assistant to the President or the Associate Vice President for Human Resources. Other University community members are encouraged to report incidents of apparent sexual harassment to the Executive Assistant to the President or the Associate Vice President for Human Resources.

Clubs, associations and other organizations (and their members) affiliated with or partaking of the benefits, services or privileges afforded by the University are required to abide by this policy in the conduct of their University-related programs and activities.

Faculty members and other employees are prohibited from making or participating in decisions affecting a student's or employee's progress or standing or which may reward or penalize a student or employee with whom the staff member has, or has had, a sexual or romantic relationship.

Members of the Regis University community who experience sexual harassment while performing University-related duties in a clinical or other external setting are encouraged to report any incidents to an appropriate University official and to an appropriate official at the external site. In such cases, there may be a cooperative investigation between Regis and the external organization.

- **2.8.7.3** <u>Definition</u>. Unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal or physical conduct of a sexual nature, may constitute sexual harassment when such conduct:
 - a. Is made, either explicitly or implicitly, a term or condition of instruction, employment, or participation in a University activity; or

- b. Is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- c. Has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or
- d. Is sufficiently severe, persistent, or pervasive so as to limit a student's ability to participate in or benefit from an educational program or activity; or
- e. Is sufficiently severe, persistent, or pervasive so as to create an intimidating, hostile, or offensive work or educational environment.
- **2.8.7.4** Examples of Sexual Harassment. The overriding factor in sexual harassment is that the behavior is uninvited and unwanted. In one extreme form, sexual harassment occurs when a person in a position of influence or control uses authority or power to coerce sexual relations or to punish refusal. Sexual harassment, however, is not limited by the gender of either party, or by superior-subordinate relationships.
- A hostile environment may occur even if the harassment is not targeted specifically at the individual complainant. For example, if a group of students regularly directs sexual comments toward a particular student, a hostile environment may be created not only for the targeted student, but also for those who witness the illegal conduct.

Sexually harassing behaviors may include, but are not limited to, the following:

- a. Coerced sexual relations.
- b. Physical assault, including rape.
- c. Unwelcome sexual flirtation, advances or propositions.
- d. Inappropriate personal questions.
- e. Verbal remarks of a sexual nature, whether to an individual or directed to a group.
- f. Sexually explicit or sexually offensive jokes.
- g. Graphic or degrading verbal or written comments about an individual or the individual's appearance.
- h. Public display of sexually explicit, offensive or demeaning photographs.
- i. Written or electronic transmissions with sexually explicit or sexually offensive content.
- j. Requiring a person to wear sexually revealing clothing when not relevant to the educational or work experience.
- k. Any suggestive or unwelcome physical contact.
- I. Demanding sexual favors accompanied by promises, hints or threats concerning one's employment or educational status or opportunities.
- m. Introducing clearly inappropriate or generally offensive sexual content into a classroom discussion.
- n. Stalking.

2.8.7.5 <u>Information and Advice about Sexual Harassment</u>. Members of the University community who desire information about sexual harassment, have questions about the University's policies and procedures, believe that they may have been sexually harassed, or who have been accused of sexual harassment are encouraged to contact the Executive Assistant to the President or the Associate Vice President for Human Resources.

Employees of Regis University must advise individuals seeking assistance or information about sexual harassment that they have a legal obligation to report to the Executive Assistant to the President or the Associate Vice President for Human Resources all alleged incidents of sexual harassment of which they become aware either directly or indirectly.

Individuals who do not wish to have their claims of sexual harassment investigated should limit their contact to licensed counselors or university ministers. However, all individuals are encouraged to report their claims so that immediate and appropriate action can be taken.

Cases involving sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited to those disclosures appropriate to the conduct of the University's responsibilities under law and policy and to assure that the privacy of all individuals involved is safeguarded as fully as feasible.

2.8.7.6 <u>Complaint Procedures.</u> These procedures apply to complaints of sexual or other types of civil rights harassment as well as to other complaints of civil rights infringement (see 2.8.6) by any member of the Regis University community against any other member.

a. <u>Filing a Complaint.</u>

i. <u>Definition of Parties to the Complaint</u>

The individual who believes that (s)he has been harassed is referred to as the complainant.

The individual who is accused of harassment is referred to as the respondent.

ii. <u>Time Limits</u>.

Prompt filing of a complaint after any alleged incident or pattern of harassment is strongly encouraged. A lengthy period between an alleged occurrence and an investigation may make fact-finding difficult or impossible. Therefore, it is recommended that complaints be filed within 120 days after the alleged occurrence or most recent alleged occurrence, in the case of numerous alleged incidents.

iii. Where to File.

A complaint must be filed with the Executive Assistant to the President or the Associate Vice President for Human Resources. Normally, complaints must be in writing; however, exceptions may be allowed where circumstances warrant.

iv. Content of Complaint.

The complaint should include a detailed statement describing the conduct that is the basis of the complaint, including the name(s) of the respondent(s), the date(s), time(s), and location(s) of the conduct, and the names of any witnesses. If the Executive Assistant to the President or Associate Vice President for Human Resources believes that the complaint is incomplete, additional information may be requested.

v. Withdrawal of Complaint.

A complaint may be withdrawn at any time after it is filed. Withdrawal of a complaint will not necessarily result in the termination of the University's investigation into the allegations.

vi. Response to the Complaint.

Upon receipt of a harassment complaint, the Executive Assistant to the President or Associate Vice President for Human Resources will determine if the complaint indicates behavior which is severe or pervasive as defined by applicable law. If it does not indicate behavior which is severe or pervasive, the formal process will be discontinued, although other action may be taken as deemed appropriate by the Associate Vice President for Human Resources or the Executive Assistant to the President. If the complaint does indicate behavior which is severe or pervasive, the Executive Assistant to the President or the Associate Vice President for Human Resources will promptly forward a copy, or in the case of a verbal complaint, a summary of the complaint to the respondent. The respondent will then have 10 calendar days from the receipt of the complaint or summary to reply. Normally, responses must be in writing, however, exceptions may be allowed where circumstances warrant.

Upon receipt of the response to the complaint, the Executive Assistant to the President or Associate Vice President for Human Resources will promptly forward a copy of the response, or in the case of a verbal response, a summary of the response to the complainant.

b. <u>Investigation.</u>

i. When Investigations Occur

As soon as a response to a complaint is received, or if no timely response is presented, the Executive Assistant to the President or Associate Vice President for Human Resources will oversee a prompt, thorough investigation of the allegation.

The University may investigate harassment allegations without a complaint, the agreement of the complainant, or notification to the alleged respondent. All investigations will be conducted as confidentially as feasible.

ii. <u>Investigative Process</u>

The Executive Assistant to the President or Associate Vice President for Human Resources shall appoint a trained 2-3 person, gender-mixed or otherwise diverse Investigating Team to the extent feasible

from the Regis community. Investigations will be conducted on a case-by-case basis to ensure fairness, completeness and thoroughness. All parties to the investigation will have the right to submit evidence and names of witnesses to the Investigating Team.

iii. Notice of Possible Harassment or Hostile Environment in Absence of Complaint.

If the University has credible notice -- either direct or indirect -- of possible harassment of a member of its community, or notice of a hostile environment, then it will take immediate and appropriate steps to investigate or otherwise determine what occurred and take steps reasonably calculated to end any harassment, eliminate a hostile environment if one has been created, and prevent harassment from occurring again.

iv. <u>Documenting Investigation</u>

In conducting all harassment investigations, written records will be prepared and kept on file, even if the conclusion is that the event was not severe enough to constitute harassment or the facts did not support the complainant's allegations.

c. Resolution of Complaint.

Within 45 calendar days after the receipt of the response to the complaint, or when the time for response has expired, the Investigating Team will conclude the investigation and issue findings as to whether the alleged actions constituted harassment.

If the Investigating Team concludes that the respondent's behavior did not constitute harassment, then the complaint will be dismissed and all parties to the proceedings will be notified immediately of the dismissal.

If the Investigating Team concludes that harassment has occurred or is occurring, it will immediately provide a report of its findings and recommendations to the Executive Assistant to the President or Associate Vice President for Human Resources who shall consider the report and direct the appropriate University official to take immediate and appropriate steps to end any harassment, eliminate a hostile environment if one has been created and/or remove the complainant from harm's way, and prevent harassment from occurring again. The Investigating Team will also provide copies of the investigation documentation and recommendations regarding the respondent to the appropriate University official who shall consider appropriate disciplinary or corrective action in accordance with procedures outlined in the appropriate employee or student handbook or manual. (See Regis College Faculty Handbook, Library Faculty Handbook, Student Standards of Conduct, RHCHP Faculty Handbook, CPS Faculty Handbook, Human Resources Policy Manual, RHCHP Student Handbooks, Regis University Bulletin.)

The Executive Assistant to the President or Associate Vice President for Human Resources will promptly communicate the findings and any recommendations to all parties to the proceedings.

d. <u>Follow-up</u>.

The Executive Assistant to the President or Associate Vice President for Human Resources will follow-up with the appropriate vice president to determine the disposition of the Investigating Team's recommendations and whether further

action, if recommended, was taken. The Executive Assistant to the President or Associate Vice President for Human Resources will appropriately advise the complainant of the actions taken.

e. Retaliation Prohibited.

Any act (overt or covert) by a member of the University community which interferes with or penalizes the responsible use of this policy and its procedures by another member of the Regis community may trigger an investigation under this policy and may result in appropriate disciplinary action.

f. Frivolous or False Charges.

This policy shall not be used to bring frivolous or false charges against any member of the University community. Appropriate disciplinary action will be taken against the person making the frivolous or false charges.

g. Cooperation.

Every member of the Regis University community, as a condition of his/her continuing association with the University, is required to cooperate with any harassment investigation by providing information within his/her knowledge, possession or control.

Supervisory employees are required to enforce this policy by seeking to eliminate harassment in the work environment under their jurisdiction, by reporting incidents of harassment to the Executive Assistant to the President or Associate Vice President for Human Resources, and by periodically informing supervised employees about this policy and their obligations there under.

Regis University will work closely with law enforcement officials in cases involving allegedly criminal behavior.

CIVIL RIGHTS COMPLAINTS OR HARASSMENT POLICY

As a principle, Regis University is committed to maintaining a humane atmosphere in which the race, color, creed, national or ethnic origin, physical or mental handicap or veteran status of an individual or group are respected and not disparaged.

Investigation Procedure

The procedure utilized in the investigation of any complaint of violation of this statement or principle will be the same as those used for the investigation of a complaint of sexual harassment or gender discrimination. See details under the 'Sexual Harassment' policy in this section of the Handbook.

STANDARDS OF CONDUCT

INTRODUCTION

Regis University is committed to creating and maintaining an environment where individual and institutional responsibility combine to promote each student's complete development. In order for the University to achieve this goal within an atmosphere where the rights of its members are respected, it is necessary to establish policies and procedures. These regulations have been developed to reflect the nature of a student community and the situations inherent in it. Every member of the University community is provided equal rights and benefits in accordance with the expectation that each student has maturity, intelligence and concern for the rights of others. Only when a person demonstrates a lack of

cooperation and consideration does the University, acting through its officials and judiciary bodies, take some type of disciplinary action. Behavior, whether attempted or committed, judged to be disruptive to the community atmosphere, cannot be tolerated.

Students are asked to assume positions of responsibility in the University judicial system, as described later in this section, in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the University administration, the President of the University and his designees, and by the University Board of Trustees. Under this authority, the Vice President for Student Life may assign adjudication of cases to the Student Judicial Board or administrative judicial officers, at his/her discretion.

It is the intention of this code to clarify the standards of behavior essential to the University's educational mission and its community life. The Standards of Conduct are applicable to all students.

PURPOSE

The intent in working with students in disciplinary matters is to enhance their growth in various areas including those of developing responsibility for their own discipline and behavior. Accordingly, each student will be treated as an individual within formal disciplinary procedures instituted at such time as it becomes apparent that informal procedures are unlikely to produce desired changes in behavior or to increase the ability of the student to live with others in a group situation.

The following are seen as purposes for disciplinary proceedings:

- 1. To redirect behavior;
- 2. To protect the rights of others in the community:
- 3. To encourage and to teach responsibility for one's own actions.

Since an important part of the 'discipline process' involves emphasizing a student's responsibility for his/her behavior, student records will remain on file for the entire length of his/her stay at the University.

TERMS

Day: the normal business day. It shall not include Saturdays, Sundays, or administrative holidays.

Harassment: Intentional or reckless interference with the legitimate right(s) of another member of the University community to, without unreasonable disruption or interference, pursue their business, residential, employment or educational activities with the University. Examples of proscribed harassment may include, but are not limited to: publicizing false, defamatory or private information about another with an intent to antagonize, embarrass or physically intimidating or threatening another; unconsensual physical touching of another, engaging in unlawful discriminatory conduct directed toward another, communicating false material information to another with the intent of causing emotional distress or with a reckless disregard for the consequences of such communication;

Harassment, by its nature, encompasses acts that transcend the bounds of acceptable conduct within the Regis Community. Judgments must be predicated on the reasonable person standard

Hazing: The University interprets hazing as any act, whether physical, mental, emotional or psychological, which subjects another person, voluntarily through coercion or intimidation or as a condition of participating in a student activity or partaking of a student benefit; or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate an individual, or which may, in any fashion compromise an individual's inherent dignity or physical safety. In addition, any requirements by a

member that compel another member to participate in any activity that is against University policy or state or federal law will be defined as hazing.

Institution or *University*: Regis University.

Knowing Presence is used in order to reasonably enforce University alcohol and drug policies. It means being in a residential hall area (includes but not limited to a room, hallway, or lounge) or other University facility or function where a prohibited act is occurring. Does not imply participation in the act, but rather awareness that the act is taking place. The University expects students to remove themselves from situations where University policies are being violated.

Major versus Minor offenses: In acts of damage or theft, \$500 is minor and anything over \$500 is major. Other circumstances such as safety, intent and prior offenses may be considered while determining the severity of the sanction

Organization: a group of persons who have complied with University requirements for registration or recognition.

Preponderance of Evidence: such evidence as, when weighed with that opposed to it, has more convincing force and greater probability of truth.

Reckless: conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or which would otherwise be likely to result in interference with normal University or University-sponsored activities

Student: A person currently enrolled at a campus or in a course, program or activity of the University, Including without limitation, all persons taking courses at the University, both full-time and part-time, pursuing undergraduate or graduate studies in any University College or program. During the recess period between semesters or the summer period, it includes those individuals who have completed the immediately preceding term and who are eligible for enrollment or graduation. For an individual who becomes subject to discipline while a student, student status shall continue for disciplinary process purposes until all University proceedings have been concluded.

University Community: all persons associated with the University as student, employees, agents, trustees, volunteers, contractors (including employees or agents of contractors), members of an affiliated religious order, or members of the public lawfully in attendance at a University activity or present on University premises.

University Premises: building or grounds owned, leased, operated, controlled, or supervised by the University.

Weapon: any object or substance designed, used or intended to be used to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, chukka sticks, explosives, paint guns, pellet or BB guns, knives with blades five or more inches in length, and chemicals such as tear gas.

GENERAL STUDENT REGULATIONS

Regis University is committed to cooperating with Federal, State and local authorities in their efforts to enforce existing laws regarding alcohol use, drugs, and public health and safety. University regulations in these areas are guided by our educational purpose within the framework of applicable law. Students are expected to abide by these laws and regulations and to accept responsibility for

their conduct. Violations of Federal, State, or local laws may be referred to appropriate outside agencies for disposition in addition to any University disciplinary action.

Actions involving a student in a legal proceeding in a civil or criminal court does not free the student of responsibility for his or her conduct in the University judicial system. If a student is charged in both jurisdictions, the University will proceed with its own judicial review process according to its own timetable.

The University also reserves to itself the right to initiate disciplinary proceedings against students who have been formally charged with criminal violations off-campus by legal or civil authorities or who may have otherwise committed an action off-campus which may be related to the security of the University community or the integrity of the educational process. Such discretion rests with the President of the University or the Vice President for Student Life.

Disciplinary regulations at the University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. The University reserves to itself the right to interpret conduct which is in violation of these regulations.

OFF CAMPUS INCIDENTS INVOLVING REGIS UNIVERSITY STUDENTS

Regis University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and the students who comprise it. It may become necessary for the University to take necessary and appropriate action as a result of student incidents off-campus which may affect the ability for students to function well in the university community, at university sponsored events, or in the classroom.

Typically, the University would address off campus violations of the University Standards of Conduct as outlined in the Handbook, between currently enrolled University students or students and other Regis University community members, including, but not limited to, theft, assaults, harassment, fraud, dishonesty, or other incidents outlined in the Prohibited Conduct section of this Handbook. A student involved in an off campus incident with another University community member could face charges in the University's judicial process as well as civil and criminal charges.

In the event of complaints from community citizens or agencies, the University will cooperate fully with local authorities in the performance of their duties. Complaints from University community members against University students involving infractions other than violations of the Standards of Conduct, will not be the responsibility of the University to investigate or review.

STUDENT CONDUCT EXPECTATIONS

Within the traditions of its mission and Catholic, Jesuit heritage, Regis University expects its students to develop a high standard of behavior and personal values. Among these expectations are included:

- 1. Respect for the rights and human dignity of others, especially in the conduct of relationships;
- 2. Respect for the rights and needs of the Regis community to develop and maintain an

atmosphere conducive to academic study and personal development:

- 3. Respect for the University's academic traditions of honesty, freedom of expression and open inquiry;
- 4. Tolerance and respect for the different backgrounds, religious traditions, personalities and beliefs of the students, faculty, and staff who make up the Regis community;
- 5. A willingness to assist others in need of support, guidance or friendship;
- 6. Respect for Federal, State, and local laws and ordinances;
- 7. Respect for the authorities, policies, procedures and regulations established by the University for the orderly administration of University activities and the welfare of the members of the University community.

PROHIBITED CONDUCT

The following actions constitute misconduct for which students may be disciplined:

- Intentionally or recklessly causing physical harm to any person on University premises or at University-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm. This includes, but is not limited to physical assault, verbal or written threats or abuse, stalking, racial or other forms of deliberate harassment, unlawful detention of a person against their will, or hazing of any kind.
- 2. Rape, attempted rape, other non-consensual sexual activity, sexual battery, sexual harassment, including but not limited to, non-consensual verbal or physical conduct related to sex which unreasonably interferes with an individual's work, educational, or social activities or creates an intimidating, hostile or offensive environment at the University, on University owned or controlled property, at University sponsored or supervised activities or at functions of recognized student organizations.
- 3. Theft of property or of services belonging to the University or others, or knowing possession of stolen property whether occurring on University premises or at University-sponsored activities.
- 4. Dishonesty, such as cheating and plagiarism; furnishing false information; and forgery, alterations, or unauthorized use of University documents, records, identification, or property.
- 5. Damage to or destruction of University property or property belonging to others. Littering or dumping trash on grounds or common areas.
- 6. Arson, attempted arson, or unauthorized possession, use or storage of weapons or explosives on University property.
- 7. Unauthorized sale, use, distribution, or possession of any controlled substance, illegal drugs or drug paraphernalia on University premises or at University-sponsored activities. Knowing presence in an area of a University building or University property where such substances

are being used or are present. Attempted sale, use, distribution or acquisition of any controlled substance, illegal drugs, or drug paraphernalia on University premises or at University sponsored activities.

- 8. Possession, sale or use of alcoholic beverages on campus, or at University-sponsored events off-campus, except at such events, or in such areas and in such manner specifically authorized by the University. Underage drinking at an event sanctioned by the university to dispense alcohol whether on or off campus. Knowing presence in a campus facility or at a University-sponsored event on or off-campus where alcohol is being illegitimately consumed or is present without authorization of the University. Possession of alcohol beverage containers in residence hall areas, whether empty or full.
- 9. Failure to comply, or uncooperative behavior, with the directions of University officials, including but not limited to Resident Assistants, Residence Directors or Campus Security Officers, acting in the performance of their duties or to comply with University rules, including without limitation, failing to appear and give testimony at University disciplinary proceedings unless excused. Verbally threatening, abusing or harassing any of the above in the performance of their duties.
- 10. Engaging in disorderly conduct or public intoxication.
- 11. Intentionally or recklessly misusing or damaging fire or life safety equipment, including, but not limited to, security cameras, telephone lines, safety signs, fire alarms and extinguishers, or propping or misuse of entrance or exit doors.
- 12. Intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on University premises or at University-sponsored activities.
- 13. Intentionally or recklessly interfering with normal University or University-sponsored activities, including but not limited to, studying, teaching, research, University administration, residence hall living, student activities, or fire, police or emergency services.
- 14. Knowingly violating the terms of any disciplinary sanction imposed in accordance with this code.
- 15. Intentionally and substantially interfering with the freedom of expression of others on University premises or at University-sponsored activities.
- 16. Engaging in lewd, indecent or obscene behavior on University premises or at University-sponsored activities.
- 17. Violation of other published University regulations or policies. Such regulations may include, without limitation, Residence Life Policies or the Housing Agreement, regulations relating to entry or use of University facilities, vehicle regulations, Sexual Harassment Policy, Responsible Use of Information Technology Policy, or the Food Service agreement.
- 18. Unauthorized presence in or use of University facilities or premises.
- 19. Actions which annoy, disturb, or otherwise prevent the orderly conduct of the residence

halls, dining areas, activities, administration, classes of Regis University, including, but not limited to, violations of the Residence Hall Quiet Hour Policies.

- 20. Actions not committed on University property, but related to the security of the University community, or members thereof, or the integrity of the educational processes. Such actions may include any Prohibited Conduct set forth in this section.
- 21. Violations of Federal, State or local law.

STUDENT CONCERNS AND QUESTIONS REGARDING POLICY

The division staff can answer general questions about division policy, however, they are not the appropriate people to direct complaints or questions regarding specific courses or academic policies. Business of this nature should be directed to the individual faculty member and, if an acceptable solution can not be made with the faculty member, the student is welcome to make an appointment with the Division Director. Student representatives elected by the student body can also participate in relaying student concerns to appropriate faculty members, committees, or the Division Director.

STUDENT - FACULTY CONFLICTS

In the case of any perceived conflict with an instructor or faculty advisor, other than disagreement concerning a grade, students should use the following procedure:

- 1. Discuss conflict with the faculty member within three (3) working days of conflict.
- If discussion with the relevant faculty member is not possible for whatever reason or does
 not result in satisfactory resolution of the conflict, the student may submit a written summary
 of his/her concerns to the Division Director within three working days of the discussion with
 the relevant faculty member.
- 3. The Division Director will arrange mediation discussions with the involved student and faculty member within five working days of receiving the request from the student.
- 4. In the absence of a mediated resolution to the perceived conflict, the issue may be referred to the Dean of The Rueckert-Hartman College for Health Professions.

STUDENT PROFESSIONAL LIABILITY INSURANCE

Students are required to carry student professional liability insurance through the group University policy. This insurance premium is included in tuition for each internship, practicum, observation, and directed practice course. This policy covers students during all approved student clinical practice experiences while in the program. The policy also requires appropriate student supervision while in the clinical setting. Students must not take on responsibility that is above their capability in any student experience. Certain clinical situations require proof of such insurance. The student and facility can request verification of insurance from the Division of HSA.

TRANSPORTATION

Students need access to a car for clinical experiences. Automobile transportation may be required for clinical experiences as part of a non-clinical course. Transportation and related expenses are the responsibility of the student.

RESPONSIBLE USE OF UNIVERSITY TECHNOLOGY RESOURCES

Regis University technology resources are to be used to advance the University's mission of education, scholarship and service. Faculty, students and staff may use these resources for purposes related to their studies or research, their teaching, the execution of their duties as University employees, their official business with or for the University, or other University-sanctioned activities. The University encourages the use of technology resources for these primary activities. These resources include, but are not limited to, hardware (including telephones, computers, and traditional media equipment) either owned or leased by the University, software, and consulting time (and expertise) of the staff of Information Technology Services or other University technology support staff. Unless approved in advance by a vice-president or dean, use of University technology resources for commercial purposes is prohibited.

The use of technology resources provided by the University for purposes not directly related to the primary activities indicated in the previous paragraph should be considered as secondary activities (i.e. personal or otherwise.) Should such secondary activity interfere with primary activities, the University may require the immediate termination of such secondary activities.

All computer files, documents, and software created or stored on the University's computer systems are subject to review and inspection at any time.

Many of the University's technology resources are shared amongst the entire University community. The use of these may not violate law or the rights of others. Prohibited activities include, but are not limited to:

- Activities that obstruct usage or deny access to technology resources
- Activities that are harassing or libelous
- Activities that are obscene as applied in the context of an academic environment
- Activities that violate copyright or other intellectual property rights of others
- Activities that violate Regis University policies
- Activities that violate local, state or federal laws
- Unauthorized use of computer accounts
- Impersonating other individuals
- Attempts to explore or exploit security provisions, either at the University or elsewhere
- Activities that invade the right to privacy of others
- Destruction or alteration of data belonging to others
- Creating, using or distributing computer viruses
- Allowing other individuals to use your account/password
- Disruption or unauthorized monitoring of electronic communications or of computer accounts
- Academic dishonesty (e.g., plagiarism, cheating)
- Inappropriate and/or widespread distribution of electronic communications (e.g. "spamming")

Additionally, individuals may wish to use University Wide Information Systems including, but not limited to, the World Wide Web, the Internet, RegisNET, and e-mail. Any person providing information through these resources or via connections to the data or telecommunications infrastructure must also abide by the general policy statements below. These policy statements apply to information made available actively, as in e-mail, as well as passively, as in the World Wide Web.

- Anonymous information is strictly prohibited. All publications must contain the electronic mail
 address of the person making the information available. For example, active information such as
 e-mail must contain the e-mail address of the sender in the FROM: field. Passive information,
 such as that found on the World Wide Web, must contain the e-mail address of the author, owner
 or sponsor at the bottom of the page.
- All information must carry a date indicating the date the information is being made available. For
 information made available actively, such as through e-mail, the date would appear in the DATE:
 field. For passive information, such as that found on the World Wide Web, the date should appear
 at the bottom of the page labeled as the posting date.
- Specific and detailed guidelines for the responsible use of E-mail (active) and World Wide Web (passive) technology resources exist in other policy documents. Copies can be obtained from these policy pages by returning to the Policy index page.

Members of the University community often access confidential, private or sensitive data and/or information in order to complete job responsibilities. As stewards of data and information resources, members of the University community have fundamental responsibilities, including:

- Protection of data and information from unauthorized access, alteration, disclosure or destruction.
- Secure storage of private or confidential data and information.
- Interpretation of data and information based on a job-related "need to know."
- Presentation of data and information based on the audience's authorized "need to know."
- Disposal of confidential data and information, particularly that which is redundant, when the purpose for use has been met.

The University intends to place effort toward development of technology resources and not the policing of the use of those resources. Engaging in activity that violates or is prohibited by current faculty, student, and staff operational policies may result in loss of access privileges as well as appropriate disciplinary or corrective action in accordance with procedures outlined in the governing contractual agreement, if any. (See Faculty Status Agreement, Student Standards of Conduct, RHSHP Faculty Handbook, SPS Faculty Handbook, Human Resources Policy Manual, RHSHP Student Handbooks, Regis University Bulletin.) If such activity also violates local/state/federal laws, perpetrators may be referred to appropriate law enforcement officials.

DIVISION OFFICE POLICIES

The division staff are valued and an integral part of the department. They are support staff to the full and part time faculty and as such maintain heavy workloads. Students should not request to use their office phones, computers, or other equipment, nor should they use the department copier. Phones for student use are located in designated lounge areas and classroom/labs for local calls only. Copiers are located in the library and other sites on campus.

STUDENT ACCOUNTS

Student tuition and fees are due prior to the first class meeting. For questions regarding payment policies and options, contact the Office of Student and University Accounts.

E-MAIL POLICY

A. Purpose

There is an expanding reliance on electronic communication among students, faculty and staff at Regis University. This is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within the University.

B. Scope

This e-mail policy provides guidelines regarding the following aspects of e-mail as an official means of communication.

- University use of e-mail;
- Assignment of e-mail addresses;
- Use of and responsibilities associated with assigned e-mail addresses; and
- Expectations of e-mail communication among faculty, staff and students.

C. Policy

- 1. University use of e-mail- E-mail is an official means for communication within Regis University. The University may send correspondence exclusively through e-mail regarding important matters including, but not limited to, financial aid, policy announcements, employee benefits information, meeting and event notifications, student judicial correspondence, and academic information. Students, faculty, and staff are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications.
- 2. **Assignment of e-mail addresses -** Information Technology Services (ITS) will assign each student, faculty member and staff member an official University e-mail address as part of the application process to obtain a RegisNET account. It is to this official address that the University will send e-mail communications.
- 3. Redirecting of e-mail A student, faculty member or staff member who chooses to redirect e-mail from his or her official Regis University address to another e-mail address takes full responsibility for the correct configuration of that forwarding and assumes all risk for such action. The University will not support and will not be responsible for problems associated with or the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student, faculty member or staff member from the responsibilities associated with communication sent to his or her official University e-mail address.
- 4. **Expectations regarding use of e-mail -** Students, faculty and staff are expected to appropriately manage their Regis University mailboxes and to check their official University e-mail address on a frequent and consistent basis in order to stay current with University communications. Prompt disposition of e-mail is necessary to manage storage space on the e-mail system.
- 5. **Educational uses of e-mail -** Faculty may determine how e-mail will be used in their courses. It is highly recommended that if faculty has e-mail requirements and expectations that they specify these requirements in the course syllabus. Faculty

- may expect that students' official Regis University e-mail addresses are being accessed, and faculty may use their Regis University e-mail accordingly.
- 6. **Appropriate use of e-mail -** In general, e-mail is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.
 - All use of e-mail, including use for sensitive or confidential information, will be consistent with the University's Responsible Use of Information Technology and Responsible Use of E-Mail policies.
 - Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). University policy prohibits the transmission of non-directory student information by general email. However, in the course of doing business, such information may be transmitted internally from one Regis.edu account to another. (See www.regis.edu/registrar/FERPA for a listing of directory information.)
 - E-mail shall not be the sole method for notification of any legal action.

SMOKING POLICY

In order to conform with city ordinance (Article IX of Chapter 24 Relating to Smoking in Public Places and Places of Employment, Denver Municipal Code) all buildings on the Regis University Lowell Campus are designated as no-smoking areas. The only exceptions are the individual rooms in the residence halls.

PROFESSIONAL ORGANIZATIONS

Students are strongly encouraged to join and actively participate in appropriate professional organizations. Supporting one or more professional associations or organizations is an important way to demonstrate professional responsibility and contribute to the growth of your profession.

Students in the HCA program are encouraged to obtain or maintain active membership in other professional organizations related to health care. Students should select organizations most closely related to their own professional interests (e.g., finance, technology, long term care, etc.) and/or societies respective to their specialty.

Students in the HIM program are encouraged to obtain membership in the American Health Information Management Association (AHIMA) and the Colorado Health Information Management Association (CHIMA). Applications for membership are distributed in the orientation packet or can be obtained through the HSA office. Please note that the application requires the signature of the Department Director in order to qualify for student membership. Student membership provides discounted registration fees to national and local meetings as well as a subscription to the <u>Journal of AHIMA</u>. Scholarship and loan programs are also provided by AHIMA and CHIMA.

Students in the graduate programs are encouraged to join the HIMSS (Health Information Management and Systems Society), ACHE (American College of Health Executives), MGMA (Medical Group Management Association), or HFMA (Health Care Financial Management Association).

COMMUNITY SERVICE

The educational process at Regis University is founded on Judeo-Christian ideals and is committed to intellectual growth, a search for truth, respect for human dignity, and service to others. As future professionals, students are expected to give back to the community through service in a variety of ways. Examples might include: participating in projects that improve access to persons with disabilities; volunteering for community youth or senior projects; or serving as a volunteer at health fairs.

ALPHA SIGMA NU

Alpha Sigma Nu is the honor society for Jesuit colleges and universities. Alpha Sigma Nu recognizes outstanding women and men who have attained a high degree of excellence in their fields and demonstrate scholarship and academic achievement, Aleadership in service to others," and loyalty to the Jesuit educational tradition. Deadlines and membership applications may be obtained in the Department of Health Services Administration.

REXFORD B. STEPHENSON HSA AWARD OF EXCELLENCE

The Rexford B. Stephenson HSA Award for Excellence recognizes academic achievement, leadership and service in the HSA programs. It is awarded to an outstanding baccalaureate graduate at the time of commencement. Students may be nominated by instructors or other students early in the semester in which the student plans to graduate or, in the case of August graduates, the semester in which the student plans to participate in commencement. Nomination forms are available in the Department of Health Services Administration.

SUPPORT SERVICES

HSA Drop Box

A secured HSA drop box is located near Room 31 of Loyola Hall for convenience. Correspondence or other materials may be placed in the box on weekends. The box is checked each Monday following scheduled HSA courses.

Computer Labs

A student computer center is located in the ground level of Carroll Hall and is equipped with computers loaded with software programs for word processing, data management, and statistical analysis. More advanced statistical programs such as SPSS are also available to faculty and students for research and teaching support activities. Assistance is readily available during supervised lab hours. The lab is available to students with current University identification cards 24 hours a day.

Computer labs are available to all HSA students. The labs are located in several locations:

- 1) Carroll Hall: Lower Level, Labs A, B & C and Room 9. (12 computers in A & B, 18 in C and 16 in Room 9) Room 9 is the designated Health Care Lab with HSA specific software.
- 2) Adult Learning: Labs 1 & 2
- 3) Dayton Memorial Library: All four floors

All computers provide access to the following general programs:

- Microsoft Office Suite
- Internet Browsers (IE and Netscape)
- Microsoft Project
- SPSS (Statistical Package)

There are many other course/program specific programs loaded on the network. If you are looking for a specific program, you may either contact the HSA office at 303-458-4108 or the ITS Help Desk at 303-458-4050.

The labs in Carroll Hall are accessible 24 hours per day. Printers are available in each lab.

^{*} HIM Students also have access to the Virtual Lab through AHIMA and paid for by Regis University.

RegisNET Account

All students MUST sign up for a RegisNET account (no charge) which will allow you to maneuver through INsite (The University's inside web page – http://insite.regis.edu) freely and access your email account.

You must have a RegisNET account to print from any of Regis' computer labs or to take an online class. To sign up for a RegisNET account, logon to http://insite.regis.edu (You will need your Regis ID number.) If you have difficulty call the ITS Help Line at 303-458-4050.

E-mail Accounts

A Regis e-mail account must be obtained by all HSA students. The HSA Department will be sending emails to you through your Regis account only.

WebAdvisor.

WebAdvisor, https://webadvisor.regis.edu/datatel/openweb/default.html, will allow you to: 1) search for and register for classes online; 2) view and print your own grades; 3) view and print your own unofficial transcript.

Library Services

The Dayton Memorial University library is available to students for resource access and independent study. The regular Fall and Spring semester library hours are:

Monday-Thursday, 8 a.m.-11 p.m. Friday-Saturday, 8 a.m.-7 p.m. Sunday, 12:30 p.m.-11 p.m.

Holiday and Summer semester hours vary.

Media Support Services

The College, as well as the library, is equipped with an assortment of media support for teaching and independent study options. Media services are available during posted hours or by special appointment, seven days a week. Use of this equipment is free of cost to the students. Students are expected to pay nominal fees for supplies used in developing teaching or other presentation materials.

International Students

International students applying to the Department of HSA are referred to the International Student Services Representative in the Office of the Registrar once their application is complete and a formal letter of acceptance is issued. This representative will guide the student through the process required to obtain the appropriate visa or other official documents.

International students will receive their copy of the *International Student Handbook* when they obtain their form I-20 "Certificate of Eligibility for Student Status (F-1)" or Form IAP-66 "Certificate of Eligibility for Exchange Visitor (J-1)" from the International Student Services Department after their arrival to Regis University.

Student ID Cards

Student identification cards are issued to HSA students during their first semester in the program. This card allows the student to use the library, and other Regis facilities and support services.

Coors Life Direction Center/Fitness Facility

The Coors Life Directions Center is a fully equipped exercise. Use of these facilities is free if the student shows a Regis identification card. There is also a lap pool in the Field House.

Campus Ministry

Campus Ministry serves the University community by assisting the members of the community in their search for, experience with, and celebration of a life of faith. Campus Ministry provides numerous services throughout the academic year.

Campus Dining

The Cafeteria, Snack Bar, and Einstein's Bagels coffee shop are located in the Student Center.

Vending machines are located in Carroll Hall, Main Hall, Loyola Hall, and the Adult Learning Center.

Campus Security Office

The Campus Security Office exists to provide greater security and safety for the entire Regis community. The Campus Security Office personnel monitor the parking lots, ticket and/or tow improperly parked cars, and escort students on campus at night if requested. This is also the location of the campus lost and found.

Emergency call boxes are located in the Loyola parking lot (entrance #1) at the curb line southeast of the Coors Life Directions Center and in the lower Adult Learning Center parking lot (entrance #4) at the curb line southwest of the ALC.

Bookstore

The Regis University Bookstore has textbooks and supplies needed for the program. Store office hours vary depending on the semester. For specific information on hours and supplies call (303)458-4150.

Students may also order books online at: http://shop.efollett.com/htmlroot/storehome/regisuniversity269.html