

**FLORIDA GULF COAST UNIVERSITY**  
**MARIEB COLLEGE OF HEALTH & HUMAN SERVICES**  
**DEPARTMENT OF HEALTH SCIENCES**



**Master of Science in Health Science**  
**Certificate in Health Services Administration**

**Student Guidebook**

**Effective Fall 2018**



Dear Student:

We would like to take this opportunity to welcome you to the Department of Health Sciences of the Marieb College of Health & Human Services.

As you are aware, you are embarking on an exciting and challenging academic and career path. The Health Sciences' faculty hope to work with you, so that you can develop the knowledge, skills and abilities necessary to address the challenges you encounter as a health care professional.

We invite you to develop and maintain communication with the faculty so that they may assist you in your progression through the program. We also encourage you to develop networks with other students in the program, many of who already work in the health care arena.

For your convenience, we have compiled this Student Guidebook. It provides important policies and procedures, as well as general information.

Again, we would like to welcome you and wish you success. Sincerely,  
Faculty and Staff of the Department of Health Sciences

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Tony Burkett, MS  
Charles Daramola, EdD, MBA, CHES  
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## **Introduction to the Student Guidebook**

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The Guidebook contains current information pertaining to the Department of Health Sciences programs, policies, and procedures. It also contains references, information, and guidelines that would be helpful to your successful progression in either the Health Science or Health Services Administration Certificate program. The contents of this Guidebook are dynamic, and as such, changes or updates will be shared with enrolled students as they occur.

Each enrolled student is provided a copy of this Student Guidebook through the Health Science website. All students are expected to read, understand, and comply with the Guidebook policies and procedures. Students are responsible for seeking clarification regarding any items included in the Guidebook from their faculty advisor or the Department Chair.

## **Mission Statement**

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The Department of Health Sciences mission emerges from, and is congruent with the mission of the Marieb College of Health & Human Services (MCHHS) and Florida Gulf Coast University (FGCU). The Department of Health Sciences aims to meet community and market needs by providing future-oriented, accessible, student-focused undergraduate and graduate education programs that foster professional growth, career mobility, diversification, and advancement for health professionals. Faculty and administrators are committed to interdisciplinary education and practice experiences for health professionals from a variety of disciplines within the department and across the Marieb College of Health & Human Services. Faculty, administrators, students, and graduates will assume the responsibility of academic excellence, empathy and professionalism within their scope of practice, and will be empowered to act as ambassadors for health care consumers, the health professions, the Marieb College of Health & Human Services, and Florida Gulf Coast University.

## **Master of Science in Health Science Program Description**

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The Master of Science in Health Science program is designed to provide advanced opportunities for baccalaureate graduates. The coursework for this degree program is offered on a part-time basis by distance learning.

Students will complete a program core and 21 credit hours of elective courses. The degree conferred is a Master of Science in Health Science. Total program length consists of 36 semester credit hours.

### **Student Learning Outcomes**

Graduates of the Master of Science in Health Science Program are prepared to serve as health care leaders in advanced professional roles within the diverse and dynamic health services delivery system. Graduates will demonstrate proficiencies in their selected concentrations, and will be prepared to:

1. Evaluate how various legal and ethical issues influence the practice of health care.
2. Analyze health care problems and formulate plausible solutions.
3. Demonstrate professional communication skills in health care.
4. Analyze statistical information in health care.
5. Function as a health care professional.

## **Certificate in Health Services Administration Program Description**

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The program leading to a Certificate in Health Services Administration is designed to prepare individuals who seek specialized education and certification in health services administration. The flexibility of the program offers baccalaureate degree graduates the opportunity to acquire expertise and specialization in line with their interest, needs and career applications in health services administration. The program embraces different background and interests and is appropriate for individuals who wish to gain further

interdisciplinary education in health services administration. It is suited for graduates from any undergraduate major particularly those in business administration, finance, health administration, nursing, and other allied health professions; Master of Business Administration (MBA) or other master's level degree programs in nursing and other health professions; and physicians, dentists, and other professional clinicians. The program requires the completion of 21 credit hours of courses, 15 of which are required courses. The coursework for this certificate program is offered on a part-time basis by distance learning.

## FACULTY AND ADMINISTRATIVE SUPPORT

Telephone number: 239-590-7495 Fax number: 239-590-7460 Toll free number: 800-590-3428\*

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\*The toll-free number gives a menu option. Select option 6 and the University Operator can direct your call to the appropriate extension.

# Academic Policies and Procedures

## **Students Rights, Responsibilities and Code of Conduct**

The policy, procedures and regulations governing student rights, responsibilities and conduct that are part of the terms and conditions of admission and enrollment for all graduate students are published annually in the FGCU Student Guidebook (<http://studentservices.fgcu.edu/StudentConduct/guidebook.html>) and it is the graduate student's responsibility to read and become familiar with these. General Graduate Academic Policies are published at the following website:  
[http://www.fgcu.edu/Graduate/files/Official\\_GGAP\\_REV\\_4.16.13.pdf](http://www.fgcu.edu/Graduate/files/Official_GGAP_REV_4.16.13.pdf).

## **Faculty Advisors**

Faculty advisors are assigned upon acceptance into the Health Science or Health Services Administration Certificate program and responsible for maintaining a curriculum progression list for students.

Students who request a change of faculty advisor must submit a written request to the Department Chair. The request must contain a rationale for the change of major. The Department Chair will then make a decision on whether to assign a different faculty advisor.

## **Faculty Advisor Review of Registration**

1. All students must submit registration requests to their designated faculty advisor for review prior to registration.
2. Students must obtain approval from their faculty advisor to register for courses out of sequence except in cases when it is necessary to repeat a course in which the student earned a grade of less than a C. A grade of C minus (C-) is considered less than a C.
3. All requests for adding courses, transfer credit, changes in curriculum plan or progression in the program, course extensions, or leaves, must be approved by the student's faculty advisor and/or Department Chair.

## **Access to Faculty and Staff**

Faculty and staff are available to address students' questions or concerns via electronic means or face-to-face meetings. The Department Chair is also available if you have difficulties that you wish to discuss. In addition, faculty office hours and contact information are included in each course syllabus.

## **Transfer of Credit**

Students who wish to take courses from another regionally accredited institution of higher education to fulfill degree requirements during enrollment in the Master of Science in Health Science or the Health Services Administration Certificate program must gain approval through their faculty advisor and Department Chair by completing the Transient Student Form obtained online at [www.FloridaShines.org](http://www.FloridaShines.org) under the Succeed in College tab.

The following items address transfer of credits earned prior to admission into the Master of Science in Health Science or the Health Services Administration Certificate program:

1. The number of credits transferred is limited to the number of credits as stated in the current FGCU graduate policies. ([http://www.fgcu.edu/Graduate/files/Official\\_GGAP\\_REV\\_4.16.13.pdf](http://www.fgcu.edu/Graduate/files/Official_GGAP_REV_4.16.13.pdf))
2. Applications for discipline specific transfer credit must be submitted to the Department of Health Sciences.

## Non-transferable Course Credits

The following are non-transferable:

1. Credit hours for coursework already applied toward a degree received from another institution.
2. Courses in which a "B-" or less was received.
3. Credit hours for undergraduate courses.
4. Credit hours for graduate courses that are not relevant or congruent in content to the Master of Science in Health Science program and degree concentration(s) courses being pursued.

## Transfer of Credit Hours Procedure

1. Contact faculty advisor and request a transfer of credit hours from previous institutions.
2. Supply faculty advisor with course descriptions and/or syllabi of courses to be transferred.
3. Faculty advisor completes the credit transfer equivalency form and submits it to the Department Chair.
4. Department Chair signs the credit transfer equivalency form and forwards it to the Graduate Admissions Office to enter in Banner.

## Grading Policies

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Grading policies are specified in each course syllabus. Letter grades are assigned using the Department's grading scale as follows:

A = 90-100%	Excellent
B = 80-89%	Above Average
C = 70-79%	Average
D = 60-69%	Below Average
F = <60%	Failure
I = Incomplete	
W = Withdrawal	
WF = Withdrawal/Failure	
S = Satisfactory (Capstone Project or Internship only)	
U = Unsatisfactory (Capstone Project or Internship only)	
Z = Continuing Registration (Thesis only)	

Faculty electing to use a +/- grading system will indicate this in the course syllabus. Numerical ranges corresponding to +/- letter grades are established for each course according to the professional judgment of the instructor and are published in the course syllabus. Students wishing to appeal final grades must follow the FGCU policy for grade appeals as outlined in the FGCU Student Guidebook. The FGCU Student Guidebook can be accessed at the FGCU Judicial Affairs website:

<http://studentservices.fgcu.edu/StudentConduct/guidebook.html>

### Withdrawal (W & WF)

The deadline for withdrawal from a course is listed in the academic calendar for each term. The Academic Calendar can be found at: <http://www.fgcu.edu/Registrar/academiccalendar.asp>

Once the withdrawal deadline has passed, a student who desires to withdraw from a course must submit an Appeal for Late Withdrawal without Academic Penalty. If a grade has already been entered for the class in question and the student has actively participated in the class, the student must submit an Appeal for Grade Change. Appeal forms and more information on the withdrawal process can be found at:

<http://www.fgcu.edu/CHPSW/AcademicAdvisors/forms.html>

Students who withdraw after the deadline without submitting an Appeal for Late Withdrawal without Academic Penalty will receive a grade of WF.

## **Incomplete Grade (I)**

A student who is passing a course but who has not completed all of the required coursework by the end of the term may, with the permission of the instructor, be assigned a grade of "I." A grade of "I" is not computed in the student's GPA.

An incomplete (I) grade cannot be assigned to a course if the student fails to attend the course, drops the course after the drop/add period, or withdraws from the university. A student, who registers for a course but fails to meet the course requirements, without officially dropping the course, will receive a grade of "F" in the course.

To initiate consideration for a grade of "I," a student must contact the instructor before grades are reported. The decision to award a grade of "I" is solely the decision of the instructor. Should a professor decide to assign the grade, the student must complete an Incomplete Grade Assignment Form and submit to the instructor before the grades are due. The Incomplete Grade Assignment Form is available from the course instructor.

The maximum amount of time to complete coursework to remove the grade of "I" is one year from the ending date of the semester for which the grade was assigned or graduation, whichever comes first; however, instructors may restrict the amount of time given to the student to complete the coursework. After one year, a grade of "I" will be changed to an "F" if the instructor has reported no grade. A student may not re-register for a course in which he or she currently has an incomplete (I) grade.

## **Final Grade Reports**

Grades are available via Gulfline at <http://gulfline.fgcu.edu>. The university does not mail final grade reports. Student needing written verification of grades should submit a request for an unofficial or official transcript to the Office of the Registrar.

## **Change of Grade**

A request for change of grade will be considered only during the term immediately following the term in which the grade was assigned. Grades assigned during the spring semester may be changed the following summer or fall terms. The Dean (or designee) of the college offering the course must approve the grade changes. Exceptions to the time limitations may be approved by the college Dean (or designee) with supporting justification attached to the Change of Grade Form. Grades will not be changed after a degree or certificate has been awarded.

## **Grade Forgiveness**

Graduate courses are not subject to grade forgiveness.

## **Student Grade Appeal**

A student may appeal a grade in a course to address one of the following alleged conditions:

1. Academic action including grading by the instructor that deviated from the established and announced grading policy;
2. Errors in grading procedures;
3. Lowering of grades for non-academic reasons

Note that the professional judgment exercised by the instructor in assigning a grade or in conducting a class is excluded from the provisions of the Grade Appeal process except as noted above.

Before beginning the grade appeal process, the student must first meet with the instructor of the course to discuss the assigned grade and make every effort to resolve the problem at the informal level. If dissatisfied with the instructor's decision, or if the instructor is not available, the student may continue to pursue an informal resolution with the Chair or Director of the department in which the course is housed. The Chair or Director will notify the student in writing of the resolution of the complaint.

If not satisfied with the resolution of the complaint proposed by the Chair or Director, the student may proceed within ten (10) school days of receipt of the Chair's or Director's decision to file a written appeal with the Office of the Dean of the Marieb College of Health & Human Services.

The Student Grade Appeal Policy is published in the FGCU Student Guidebook provided online by the Office of Student Affairs. Student should read the policy before beginning the grade appeal process. Failure to follow the correct procedures may result in a delay of the resolution of a grade appeal. The process for Student Grade Appeals can be found at <https://www2.fgcu.edu/studentguidebook/index.html> More information on the Marieb College of Health & Human Services can be found at <https://www2.fgcu.edu/mariebcollege/AcademicAdvisors/forms.html> The *Appeal for Grade Change* form in PDF format can be found at [https://www2.fgcu.edu/mariebcollege/AcademicAdvisors/files/Appeal\\_for\\_Grade\\_Change\\_form.pdf](https://www2.fgcu.edu/mariebcollege/AcademicAdvisors/files/Appeal_for_Grade_Change_form.pdf).

## **Academic Behavior/Standards**

As stated in the Academic Behavior Standards in the FGCU Student Guidebook, FGCU is committed to a policy of honesty in academic affairs. Conduct that comprises a breach of this policy shall result in academic and/or disciplinary action. Academic action affects student assignments, examinations, or grades. Disciplinary action affects student enrollment status.

According to the FGCU Code of Conduct, cheating is a violation of student academic behavior standards. Any student who knowingly helps another violate academic honesty standards is also in violation of the standards. The common forms of academic dishonesty include:

1. Cheating which includes, but is not limited to:
  - a. Intentionally using or attempting to use any unauthorized assistance (including but not limited to materials, communication of information during an academic exercise, notes, study aids, or devices) in an academic exercise, including, but not limited to quizzes, tests, or examinations;
  - b. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
  - c. The acquisition without permission of tests or other academic material belonging to a member of the University faculty or staff;
  - d. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion;
  - e. Submitting work that has been purchased or borrows generously from work submitted in a previous or concurrent class except where expressly permitted by the instructor; or
  - f. Communication to another through written, visual, electronic, or oral means.
2. Selling notes, handouts, or other materials without authorization or using them for any commercial purpose without the express written permission of the University and the instructor.
3. Falsifying or misrepresenting your academic work.
4. Plagiarism whereby another's work is deliberately used or appropriated without any indication of the source, thereby attempting to convey the impression that such work is the student's own. Any student failing to properly credit ideas or materials taken from another is plagiarizing.
5. Knowingly helping another student violate academic behavior standards.

The Department of Health Sciences maintains a **zero-tolerance policy** for academic dishonesty in all programs. Any student found in violation academic honesty principles will earn a grade of "F" for the course and may be permanently dismissed from the program. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the program. In addition to these consequences, students receiving a grade of "F" for academic dishonesty will not be eligible for grade forgiveness for that course. Refer to FGCU Student Handbook regarding faculty options for academic dishonesty.

## Student and Professional Behaviors/Conduct

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Professional behaviors are those actions by which students and professionals demonstrate the values and beliefs that are commonly held by members of the profession. These behaviors are a manifestation of the individual's personal ethics, and are a reflection of his/her sense of personal integrity, acceptance of opposing points of view, respect for self and others, and commitment to the welfare of others (Fidler, 1996). Professional behaviors are demonstrated through the students and practitioner's dependability, professional presentation, initiative, empathy, cooperation, organization, clinical reasoning, participation in the supervisory process, and verbal and written communication (Kasar & Clark, 2000).

Students are expected to maintain respect for themselves and others, and to maintain civility in all classroom and off-campus educational experiences (Such as service learning, internships, and practicums). This includes the physical classroom, virtual classroom, and practice sites in which students gain knowledge, values, and competencies. Students are expected to express themselves in generally accepted and expected patterns of social behavior during both face to face and electronic communication (such as email, voicemail, and online discussion). Such behavior is consistently expressed through social politeness, sensitivity, respect, and courteous treatment of others.

Instructors have the primary responsibility of managing the physical and online classroom environment. Students who fail to meet reasonable behavior expectations will be counseled by their instructor and/or their advisor regarding the specific instance of inappropriate behavior. All occurrences of inappropriate behavior will be reported to the Chair of the Department of Health Sciences and a copy of the report will be placed in the student's file. Instructors may remove a student from the physical classroom for disruption on the day that it occurs at their discretion. Instructors may also remove inappropriate electronic postings. If a student is removed from the classroom for disruptive behavior, a grade of "F" may be assigned for an assignment, the day, and/or the course at the instructor's discretion. In addition, instructors may report inappropriate behavior by way of a written incident report to the Dean of Students Office.

Students found responsible for disrupting the classroom by their conduct, may be permanently dismissed from the program, suspended, or expelled from the university. Students dismissed from the program or suspended or expelled from FGCU for student conduct violations are permanently dismissed from the Department of Health Sciences and are not eligible to reapply.

For more information on student conduct, see the FGCU Student Code of Conduct:

[https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU\\_4002\\_StudentCode\\_04112017.pdf](https://www2.fgcu.edu/generalcounsel/files/regulations/FGCU_4002_StudentCode_04112017.pdf)

References:

- Fidler, G. S. (1996). Developing a repertoire of professional behaviors. *The American Journal of Occupational Therapy*, 50, 583-587.
- Kasar, J., & Clark, N. (Eds.). (2000). *Developing professional behaviors*. Thorofare, NJ: Slack Incorporated.

## Student Progression and Completion of the Program

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A minimum cumulative GPA of 3.00 is required for satisfactory academic progression in the Master of Science in Health Science and Health Services Administration Certificate programs. Courses taken outside of the Department will not apply unless approved by the faculty advisor or Department Chair. Students must earn a grade of C or better in each course, or a grade of S (Satisfactory) in courses that use the S/U (Satisfactory/Unsatisfactory) grading system. A student will be dismissed from the program if they earn a grade of C or less in two (2) courses. If the student earns a grade less than a C, WF or U in a course, the student must repeat the course and earn a grade of C or better, or S. Courses may only be repeated once.

### Academic Probation

Students whose cumulative GPA falls below a 3.00 will be placed on academic probation and the student will have three (3) subsequent courses, or nine hours, to raise the GPA to a 3.00. After being

removed from academic probation, a student must maintain a GPA of 3.00 or higher. If the student fails to maintain a GPA of 3.00 or higher, or does not bring the GPA up to 3.00 during the probation period, then the student is dismissed from the MS in Health Science program or the Health Services Administration Certificate program because of unsatisfactory academic performance. Students on Academic Probation must accept whatever additional requirements are stipulated by the Department of Health Sciences. Examples include, but are not limited to, specified credit hour limitations, specific GPAs, and restriction on choice of courses including internships and capstone projects. Academic advising is mandatory prior to registration.

### **Academic Dismissal**

Students will be dismissed from the MS in Health Science program and the Health Services Administration Certificate program because of unsatisfactory academic performance for the following reasons:

- Earns a grade of F or WF in 1 course;
- Earns a grade of C, D, F or WF in 2 courses;
- Earns a grade of C, D, F, or WF twice in the same course; or
- Fails to maintain a GPA of 3.00 or higher after being removed from academic probation.

Students dismissed from the Health Science program and/or FGCU cannot take courses as non-degree seeking students or enroll in any of the Department of Health Sciences certificate programs. Any course(s) taken elsewhere while dismissed from the Department of Health Sciences will not count towards the degree or certificate. Students with a program GPA of less than 3.00 are not eligible for reinstatement. Students dismissed from the program, or suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the Department of Health Sciences and are not eligible to reapply.

### **Reinstatement**

Students dismissed because of unsatisfactory academic performance are ineligible to reapply for admission into any program in the Department of Health Sciences for one year. Students with a program GPA of less than 3.00 are not eligible for reinstatement. **READMISSION IS NOT GUARANTEED.** As a condition of reinstatement, students on Academic Probation must accept whatever additional requirements are stipulated by the Department of Health Sciences. Examples include, but are not limited to, specified credit hour limitations, specific GPAs, and restriction on choice of courses. Academic advising is mandatory prior to registration. Not meeting these conditions may result in the student's academic dismissal from the Department of Health Sciences. A student academically dismissed a second time is permanently dismissed from all programs in the Department of Health Sciences.

## **Internship or Capstone Project**

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A three credit hour capstone project or internship is required for partial fulfillment of the Health Science program. Students are eligible to enroll after completion of a majority of the required coursework and approval from their faculty advisor. Students can register for the project once the faculty mentor approves the project topic.

### **Capstone Project**

A Capstone Project is the application of knowledge, concepts and principles to design a plan of action or present solutions to a defined problem in the health care delivery system. Refer to the Capstone Project Guidebook for details.

### **Internship**

The student internship is a valuable experience which allows the student to integrate the theoretical components they have learned in the classroom into a real world experience in the Health Sciences. Students are encouraged to seriously consider the type of internship placement they would prefer and select one that will enhance their personal and career goals.

All internship placements are coordinated using legal contracts and affiliation agreements between FGCU and the internship site. The process to develop a new affiliation agreement may take several months and there is no guarantee that an affiliation agreement can be secured at a student's preferred site.

### **Internship Placement Guidelines**

1. Students are eligible to enroll in the internship course after completion of a majority of the required coursework with a grade of C or above **and** approval from their faculty advisor.
2. During the first six (6) weeks of the semester **prior to** the semester when the placement actually occurs, students will contact the faculty internship coordinator to arrange an internship.
3. Employment experiences cannot be used or substituted for program internships.
4. Internships are arranged as follows:
  - a. Students consult with the faculty coordinator regarding their career goals and related internship experiences.
  - b. The internships are approved and arranged by the faculty coordinator in conjunction with the preceptors at the internship sites.

Scheduling of repeat internship courses due to unsatisfactory performance will be subject to availability of an appropriate affiliate site and adequate supervision. Unsatisfactory performance in the repeated internship course may result in dismissal from the Master of Science program.

### **Liability Insurance, Immunizations, Background Checks, and Health Insurance**

Students are required to provide proof of the following to the Department of Health Sciences before beginning an internship:

1. verification of student liability insurance
2. proof of immunizations/screenings **if required** by internship facility
3. background check **if required** by internship facility
4. health insurance **if required** by internship facility

Students are required to contact the faculty internship coordinator during the first week of the semester to verify that the liability insurance will continue to be current through the end of that semester, immunizations are up to date, and a background check and health insurance are secured if required by the internship facility. The faculty internship coordinator will notify all faculty members of students who have not provided appropriate documentation by the beginning of the second week of the semester. ***It is the students' responsibility to contact the faculty internship coordinator about this matter. The faculty internship coordinator will not seek out students for this information.***

Students who fail to obtain liability insurance and do not meet the requirements of the facility will not be permitted to go on assignments until such documentation is provided. Once documentation is provided, an attempt will be made to reschedule the assignment prior to the completion of the semester. If the assignment cannot be rescheduled, the student will receive an Incomplete (I) for the course, and will be required to complete the assignment during the following semester.

Specific requirements are as follows:

1. Student liability insurance, with minimum limits of \$1,000,000/\$3,000,000 required, can be purchased from a number of companies.
2. Immunizations and/or screening tests **if required** by the internship facility.
3. Background check **if required** by the internship facility.
4. Health insurance **if required** by the internship facility.

## **Time Frame for Completing Program Requirements**

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Upon admission into the Health Science or Health Services Administration Certificate program, students must meet with the Faculty advisor to plan a program. Students are expected to maintain continuous enrollment in order to complete the program requirements within the time frame discussed between the student and the faculty advisor.

If the student cannot meet all of the graduation requirements specified by the University, College, and Department due to decisions and changes in course offerings or department policies, appropriate substitutions will be determined by the faculty advisor and Department Chair.

University and Department policies are subject to change. If the student's graduation requirements are affected by these changes, appropriate arrangements will be made to preclude penalization of the student.

### **Degree Time Limitations/Extension of Time Limit for MS Program**

In order to ensure that students working towards a MS degree maintain currency in their field of study, all credit hours (including transfer credits) applied toward the degree must have been earned within the seven (7) academic years prior to graduation. Coursework completed before this time period cannot be applied toward the degree.

Any student requiring more time to complete the MS degree may request an extension from the Office of Graduate Studies, provided that the student has written approval from the program.

### **Former Student Returning**

A former student returning is any former FGCU degree-seeking student who has not been enrolled at FGCU in any of the last three terms, and who wishes to re-enroll. The former student must submit a new FGCU admission application by the appropriate application deadline. A new application fee is not required. To be readmitted, a student must (a) be in good standing and eligible to return to the last institution attended, including FGCU; (b) be admissible by the program; and (c) have a GPA of at least 3.00 on a 4.00 scale on all courses attempted in the MS in Health Science program. Former students reapplying to any of the Department of Health Sciences programs must meet Health Science admission standards as stated in the current FGCU catalog. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the Department of Health Sciences and cannot reapply.

## **Additional Policies**

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### **Disability Accommodations**

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodation to students with documented disabilities. If you need to request accommodation in any class due to a disability, or you suspect that your academic performance is affected by a disability, contact the Office of Multi Access Services. The Office of Adaptive Services is located in Howard Hall, room 137. The phone number is 239-590-7956 or TTY 239-590-7930.

### **Vacations**

Students choosing to go on vacation while enrolled in a course are responsible for submitting all course work by the state due dates. Lack of Internet access is not an excuse for late submission. A vacation is an unexcused absence and accommodations in course requirements will not be made.

## Student Observance of Religious Holidays

All students at Florida Gulf Coast University have a right to expect that the University will reasonably accommodate their religious observances, practices, and beliefs. Students, upon prior notification to their instructors, shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith. Students shall be permitted a reasonable amount of time to make up the material or activities covered in their absence. Students shall not be penalized due to absence from class or other scheduled academic activity because of religious observances. Where practicable, major examinations, major assignments, and University ceremonies will not be scheduled on a major religious holy day. A student who is to be excused from class for a religious observance is not required to provide a second part certification of the reason for the absence.

## Social Media Policy

Social media is defined as web-based and mobile technology used for interactive communication. Regardless of the type of social media, students are responsible for content they post, text, and promote. Examples of social media may include (but are not limited to) the following:

- Blogs – Blogger, LiveJournal, Xanga
- Microblogs – Dailybooth, Foursquare, Google Buzz, Posterous, Tumblr, Twitter
- Podcasts – Blubrry
- Social networks – Allnurses.com, Bebo, Facebook, Google+, LinkedIn, MySpace, Orkut, Second Life
- Social news sharing – Digg, Flickr, Instagram, Reddit, Snapchat
- Social bookmarks/social tags – Delicious, Diigo, Google Reader, StumbleUpon
- Video hosts – Vimeo, YouTube

Students in the Marieb College of Health & Human Services have a responsibility to understand the benefits and consequences of participating in social media. Students must consider important concepts and a number of principles when functioning within the virtual world of social media in order to maintain their own reputation and the reputation of the MCHHS and FGCU. This policy encompasses personal and professional social media use. Students should represent Florida Gulf Coast University (FGCU) and the Marieb College of Health & Human Services in a fair, accurate, ethical, and legal manner while engaging in all social media activities. Official electronic communication regarding FGCU and MCHHS business, academic schedules, and academic classes will occur through University sanctioned channels such as FGCU email, Canvas, listservs, and FGCU websites.

When interacting on social media, students must be cognizant that information may be public for anyone to see and can be traced back to the individual. **Students are prohibited from disclosing through social media information such as (but not limited to) the following:**

- Clinical discussions for the purpose of education that include any identifiable information related to patients or clinical institutions and employees.
- Confidential or non-public proprietary information including photos or videos of patients, patient families, students, faculty, staff, and clinical institutions and employees.
- Comments that are damaging to FGCU, other students, faculty, staff, and clinical institutions and employees.
- Comments that are threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
- Postings that are in violation of any state or federal laws.

Improper use of social media may violate state and federal laws established to protect patient privacy and confidentiality and can result in both civil and criminal penalties. Inadvertently or unintentionally breaching privacy and confidentiality may result in disciplinary action including:

- Failure in a course
- Report/Notification to the Dean of Student Affairs
- Student Conduct Hearing
- Dismissal from the program
- Suspension from the University

Students are legally responsible for any and all communications on social media websites. If you make a mistake, admit it immediately. Faculty and staff can assist you in finding a solution, potentially avoiding any harmful implications.

## **Graduation Requirements for MS Program**

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The following are minimum requirements for the master's degree:

- Apply for graduation in the semester in which student expects to graduate.
- Apply for graduation by the deadline indicated in the university calendar.
- Complete a minimum of one (1) credit hour during the semester in which student applies for graduation.
- Earn a minimum of 36 credit hours with a minimum of a 3.0 GPA on a 4.0 scale.
- Earn more than 50% of the credit hours toward the degree through FGCU.
- Complete all program requirements, as determined by the appropriate college.

## **Application for Graduation**

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An Application to Graduate must be completed electronically on Gulflink in the term before graduation by the deadline noted in the academic calendar. **All students eligible to graduate must complete an Application to Graduate regardless of whether they choose to participate in commencement.** The application is used to prepare the graduate's diploma, initiates the process of verifying degree requirements, and ensures that commencement information is sent to the student. If an application for graduation is denied, a new application must be submitted by the deadline in the new term. The Application to Graduate can be found on Gulflink.

It is the student's responsibility to clear all incomplete (I) grades and to provide official transcripts of all transferred coursework and foreign language requirements needed for graduation prior to the application deadline. A student taking an incomplete (I) in any course during the semester in which they have applied to graduate will be denied graduation for that semester. Grade changes and transfer work received after the degree statement has been posted to the transcript will not be incorporated into the degree.