

**RUSH University  
College of Health  
Sciences  
Department of Undergraduate Studies**

**Bachelor of Science  
in  
Health Sciences  
Program**

*2024-2025 Program Handbook  
A Manual for Students and Faculty*

**RUSH  
University  
Chicago, Illinois**

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# **RUSH University**

## **Accreditation**

RUSH University is accredited by the Higher Learning Commission (HLC), a regional accrediting agency that accredits degree-granting post-secondary educational institutions in the North Central region, which includes 19 states. In its accreditation process, HLC assesses the academic quality and educational effectiveness of institutions and emphasizes institutional structures, processes and resources.

The U.S. Department of Education as certifying institutional eligibility for federal funding in a number of programs, including student access to federal financial aid, recognizes HLC. The Commission accredits institutions, not individual programs. Accreditation of the university's specialty programs is conferred by accrediting organizations specific to each discipline.

## **Mission**

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

## **Vision**

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

## **College of Health Sciences**

### **Mission**

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

### **Vision**

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

## **Bachelor of Science in Health Sciences Program**

### **Accreditation**

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

## **Mission**

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

## **Vision**

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

## **Philosophy**

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

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

## **Program Overview**

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

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

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

Students are assigned a faculty advisor upon confirmation of admission to the Program. The role of the faculty advisor is to serve as a role model, mentor, and resource and will act in the best interest of the student. The advisor serves as a direct link between the student and the CHS and RUSH University administration. Each student must have a conference with his/her advisor at least once per semester during their time in the program.

College oversight of the program will assure that the design, conduct, and evaluation of the program is under the direct academic control of the institution. This will include

supervision of the processes for student recruitment, admissions, student services, instruction, evaluation and student records.

### **Health Sciences (BS): Technical Standards**

RUSH University is committed to diversity and to attracting and educating students who will make the population of healthcare professionals' representative of the national population.

Our core values — I CARE — (innovation, collaboration, accountability, respect and excellence) - translate into our work with all students, including those with disabilities. RUSH actively collaborates with students to develop innovative ways to ensure accessibility and creates a respectful accountable culture through our confidential and specialized disability support. RUSH is committed to excellence in accessibility; we encourage students with disabilities to disclose and seek accommodations.

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

#### **Acquire information**

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

#### **Use and Interpret**

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

#### **Motor**

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

#### **Communication**

- Communicate effectively and sensitively with patients and families.
- Communicate effectively with faculty, preceptors, employees, other

professionals and all members of the healthcare team during practicum, internship and/or other learning experiences.

### **Intellectual ability**

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

### **Behavioral**

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

### **Character**

- Demonstrate concern for others
- Integrity, accountability, interest, and motivation are necessary personal qualities
- Demonstrate intent and desire to follow the RUSH University and Health Sciences code of ethics

The technical standards delineated above must be met with or without accommodation. Students who, after review of the technical standards, determine that they require reasonable accommodation to fully engage in the program, should contact the Office of Student Accessibility Services] to confidentially discuss their accommodations needs.

Given the clinical nature of our programs, time may be needed to implement accommodations. Accommodations are never retroactive; therefore, timely requests are essential and encouraged.

Contact the **Office of Student Accessibility Services** to learn more about accommodations at RUSH University ([www.RUSHu.RUSH.edu/office-student-accessibility-services](http://www.RUSHu.RUSH.edu/office-student-accessibility-services)):

Marie Lusk, MBA, MSW, LSW  
Director, Office of Student Accessibility Services  
RUSH University

600 S. Paulina St., Suite 901  
Chicago, IL 60612  
(312) 942-5237

[Marie\\_Lusk@RUSH.edu](mailto:Marie_Lusk@RUSH.edu) or [StudentAccessibility@RUSH.edu](mailto:StudentAccessibility@RUSH.edu)

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

### **Counseling & Advising**

The Center for Clinical Wellness (CCW) serves as a hub for all things wellness at RUSH and is available to all current members of our community; including students, house staff, clinicians, and non-clinical employees at RUSH University Medical Center, RUSH Oak Park Hospital, and RUSH Copley Medical Center. In addition to a network of on-site and virtual tools, the CCW provides free counseling, coaching, and other services. For additional specifics, including scheduling, location, hours, and current program offerings, please visit the website.

All students, including distance learners, also have access to the RUSH Wellness Assistance Program, 24/7 counseling support for all members of the RUSH community and their families. Call 833-304-3627 to access this service.

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

## **Health Sciences (BS) Curriculum**

### **Upper Division Course Work**

RUSH University provides two years of upper-division course work to complete the requirements for the Bachelor of Science in Health Sciences program. Upper-division course work consists of core courses required of all students and elective courses offered within two concentrations:

- Medical sciences
- Leadership and community wellness

Students must complete a minimum of 60 credit hours of upper-division course work to include a minimum of 27 credit hours in the required core and at least 33 credit hours of courses approved by their academic adviser.

### **Core Courses Required of All Students**

**Course #**      **Course Title**                      **Credit Hours**

HSC 352	Professional Writing	3
HSC 354	Introduction to the Health Professions	3
HSC 358	Global Health	3
HSC 364	Healthcare Systems and Policies	1



HSC 448	Healthcare Ethics	2
HSC 462	Practicum	9
HSC 464	Capstone Project	3
HSC 488 or IS 463	Research Methods Research and Statistical Methods	3 3
IPE 502	Interprofessional Patient Centered Teams	0

All students are required to successfully complete RUSH University IPE 502.

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### **Electives**

The electives offered rotate and are based on the general population's needs. *Elective courses must be approved by the student's academic advisor and the program director and correspond with the student's career goals.* Individualized plans of study are developed for each student based on their future academic goals with their advisor.

### **Medical Sciences Electives**

- HSC - 350 Medical Physiology - 4
- HSC - 360 Human Anatomy/Lab - 4
- HSC - 362 Clinical Immunology - 3
- HSC - 368 Genetics - 3
- HSC - 372 Medical Terminology - 1
- HSC - 414 Patient Assessment - 3
- HSC - 445 Fundamentals of Neuroscience -3
- HSC - 454 Principles of Biochemistry - 4
- HSC - 455 Pathophysiology - 3
- HSC - 458 Microbiology - 3
- HSC - 459 Pharmacology - 3
- IS - 310 Sectional Anatomy & Pathology - 5
- VAS - 310 Patient Care - 2

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### **Leadership and Community Wellness Electives**

- HSC - 371 Health Education - 3
- HSC - 425 Healthcare Informatics - 3
- HSC - 435 Nutrition - 3
- HSC - 460 Management Principles - 3
- HSC - 461 Leadership Theory & Practice -3
- HSC - 467 Issues and Trends in Healthcare - 3
- HSC - 480 Principles of Holistic Health & Wellness - 3
- HSC - 483 Community Health - 3
- IS - 454 Healthcare Ethics and Cultural Competence - 4

### **Transfer of Credit**

Students who desire to complete other elective courses, either offered at RUSH University or at another regionally accredited college or university, may request to do so. These electives may be incorporated into the student's program plan with the approval of the program director.

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### **BSHS Co-Curricular Activities**

#### **Professional Development (Participation required for graduation)**

All students are expected to attend a series of sessions in Professional Development each semester. Referred to as "PRO" (Professional & Personal Roadmap to Opportunities) Series, the sessions are learning opportunities for students to develop professional behaviors and personal growth. Sessions are on-campus and are presented in a workshop and seminar format facilitated by the Student, Professional & Career Development Program Manager as well as designated faculty and staff. Professional mentoring panel discussions and guest presentations by community clinicians, educators, entrepreneurs and other healthcare providers are included in the series. In addition to being informative, the sessions are designed to be engaging, collaborative and elicit reflective learning. **Students must attend at least 70% of the scheduled sessions each term, in addition to completing activities assigned.**

#### **Peer Mentoring**

The "I CARE. Peer Mentoring Program" offers innovative approaches for practical application of networking skills, personal growth, support and service to others. Each approach incorporates the values of RUSH University including innovation, collaboration, accountability, respect and excellence; hence I CARE. The Peer Mentoring Program is required, co-curricular activity for incoming students. There is an application process for upperclassmen and graduate students interested in becoming a peer mentor in the program.

### **BS in Health Sciences Learning Objectives**

The program will enable students to:

1. Effectively communicate in writing and speech
2. Reflect, analyze, and apply ethical principles in professional activities
3. Demonstrate the ability to function effectively in a diverse society
4. Demonstrate quantitative reasoning
5. Qualify for entry-level employment or graduate professional study in health-related fields

# BS in Health Sciences Program Policies and Procedures

## Grading System

The grading system is as follows:

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

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

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

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

## Protocol for Undergraduate Programs Student Academic Support Services

Students who receive less than 70% on assessments (examples: exams, projects/presentations) will be required to complete an academic enrichment form and/or meet with the Director of Student Professional & Career Development for academic and personal guidance and support. Failure to comply accordingly, including but not limited to incomplete form submissions and missed appointments, will result in documentation of the student's lack of professionalism and will be a part of the student's academic file. More than one occurrence of aforementioned unprofessional behavior and subsequent documentation will elicit follow-up by the Program Director, who will determine the impact on your academic standing in the program. For more details regarding the protocol, contact the Director of Student Professional & Career Development.

## Expectations for Communication

Whether your class is fully online or on campus, it is important to follow guidelines for effective and respectful communication between students, faculty and staff within RUSH University. Clear and consistent communication is essential for maintaining a positive and productive learning environment.

Students, faculty and staff will communicate through RUSH provided outlook email. All

RUSH University students are assigned an email account through the University and the Department will use this account. It is expected that all parties maintain an active RUSH email account. RUSH email must be checked every day. It is the responsibility of the student to check their RUSH email regularly for Departmental communications. In many instances, the only notification sent to a student may be through email.

Course directors will communicate changes to class sessions, syllabus, and assessments through RUSH's learning management system or email. The syllabus for each course will outline the course director's expectations for course communication, preferred method of communication, availability, and response time. Students are expected to respond to emails from faculty or staff within 3 business days. Faculty and staff will also follow a similar timeframe for non-course-related inquiries.

In case of absence for class, lab, discussion, rotation or co-curricular activity, students are expected to communicate via preferred method of communication to each course director. In case of an extended absence, students are expected to communicate to both their course directors and program director. Please review **Attendance Expectations** below.

All communication, whether verbal, written, or electronic, must be conducted with respect and courtesy. Students, faculty and staff members are expected to:

- Use appropriate language and tone in all interactions.
- Avoid offensive or disrespectful language, personal attacks or harassment.
- Show consideration for diverse perspectives and backgrounds.

### **Attendance Expectations for In-person and Synchronous. Online Courses**

Students are expected to be on time and attend all scheduled classes, including lectures, discussions, lab, rotations and any other required activities as specified in the course syllabus and program handbook. Students should arrive on time for all classes and other scheduled academic or co-curricular activities. It is expected that for synchronous online courses and online co-curricular activities, students will also

1. Have video cameras on with full face in the video camera for the entirety of the session or class. We understand there may be times where you cannot have your camera on; it is expected that you communicate this to your course director/facilitator prior to the start of class or at a minimum in a private chat message to faculty at the time in which your camera needs to be turned off. It is your responsibility to return to the camera.
2. Not be commuting via car, train, bus or air or working during session or class.

Please review individual course syllabi for the point deductions for not adhering to the attendance policy. Should excused or unexcused absences exceed two consecutive class sessions and/or student has more than two incidences of not following attendance expectations, that student will be required to meet with the program director to discuss academic progression which may include withdrawing from class or a leave of absence from the program. The meeting notes will be formally entered into the

student's file and assessed on a case-by-case basis. The program director and student will communicate to the course director the academic plan for progression. In collaboration with the Office of Student Accessibility Services, accommodations are officially documented and managed for each student individually.

Excused absences can be given for significant life events that prevent you from attending in-person or online class. The following are not considered acceptable excuses for missing class or tardiness unless discussed 24 hours prior to class:

For example:

- scheduled flights or trips
- scheduled non-emergency doctor appointments
- job interviews
- traffic
- transportation

The following can be considered excused, with appropriate documentation as asked by the course director.

- Funeral with obituary
- Death in the family with medical note
- Emergency medical appointment with medical note
- Religious holiday

For an excused significant life event, an extension may be granted, for the assignment that is/was due during the life event. Granting of the extension and length of time for the extension is up to the discretion of the course director. If additional extensions for assignments or additional assignments are needed due to a significant life event or following the life event, you must contact The Office of Accessibility Services to put in place a temporary accommodation.

It is the student's responsibility to obtain the missed content from class for excused and unexcused absences. Course directors are not obligated to provide recorded materials for excused or unexcused absences.

### **Expectations for Online Assessments**

Students are required to download Lockdown browser onto any computers that will be used for assessments. If student is unable to download the appropriate software, or it is not working properly, students should seek guidance from the course director and RUSH McCormick Educational Technology Center (METC, [McCormick Educational Technology Center | Student Affairs | RUSH University](#)).

If webcam needs to be activated, it is the students' responsibility to obtain a working camera. Webcams are available for students; please see your program director to receive a webcam. Students are responsible for ensuring they have reliable internet connection to complete the online assessment, if not taken on campus.

In addition to the academic honesty policy, when taking an online exam that requires Lockdown Browser and webcam (or the like), please follow the following guidelines:

1. Ensure you are in a quiet, well-lit, distraction-free environment. A well-lit room will ensure that your face can be detected by the webcam.
2. Ensure that your environment is private.
3. Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
4. Clear your desk or workspace of all external materials not permitted - books, papers, other devices, unless otherwise instructed.
5. Remain at your computer for the duration of the test.
6. The environmental check must be completed. During the environmental check, you must show the top of your desk, underneath your desk and the walls surrounding you.
7. Your entire face must be in the video screen for the duration of the test.
8. Do not wear hats or caps with brims.
9. Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move and the webcam cannot detect your face.
10. If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete.
11. If you encounter a technical issue that prevents you from completing the assessment, notify the course director immediately.

Review the course syllabus for specific point or grade deductions on assessments if directions are not followed. If guidance for online testing is not followed, student will receive a warning (first offense). If guidance is not followed AND Lockdown Browser identified student with a high number of flags (first offense), at your expense, the program director will identify an approved test facility where you will be able to take the test or appropriate alternative. For a second offense and subsequent offense, student will receive a zero and activate RUSH's academic honesty policy.

[RUSH University Academic & University Policies - RUSH University - Acalog ACMS™](#)

### **Expectations of cell phone and pager use**

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

### **Incomplete Grades**

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

Students receiving a grade of "I" are responsible for obtaining from the Course Director the exact work required to remove the incomplete. The "I" grade must be removed within 1 year or it will revert to the earned grade unless otherwise approved by the Course Director and the Program Director.

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

### **Academic Progression**

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

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

### **Academic Probation**

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

- The student must attain a grade point average of at least 2.0 in the term following the term when probation was assigned.
- Two semesters after being placed on probation, the student must have a cumulative grade point average above 2.0.

Failure to make the minimum term grade point average one term after probation regardless of the cumulative grade point average, or failure to make the minimum cumulative grade point average two terms after probation may impact scholarship award and/or result in dismissal from the University.

### **D, F or N Grades in the BS in Health Sciences Program**

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

### **Minimal Acceptable Grade Point for Graduation in the BS in Health Sciences Program**

Candidates for the Bachelor of Science degree must earn a 2.0 cumulative grade point average in all computed upper division credits taken at RUSH University. Participation in cap and gown at commencement exercises is expected of all graduates.

### **Final Grades Reported to the Registrar**

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

### **Final Grade Appeals**

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

### **Residency Requirements**

Students must complete 36 credit hours of coursework in residence at RUSH University in order to graduate.

### **Minimum Core General Education Requirements for admission**

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

### **Proficiency in English**

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

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

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



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

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

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

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

### **Textbooks**

Listing of textbooks for each course will be posted in RUPortal at the time of registration and the RUSH bookstore website at the beginning of each semester.

### **Professional Conduct**

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

The Code of Conduct can be accessed at:

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

### **Procedure for Unprofessional Conduct**

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

1. The student will have been identified as violating an established standard of professional conduct/judgment or moral/ethical behavior, and the Department Chair/Program Director will have been notified.
2. The Department Chair/Program Director will meet with the individual(s) making

the allegation and the student's faculty advisor to review the available information and determine the veracity of the allegations.

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

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

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

For more information regarding the procedures for handling instances of unprofessional conduct, see the University Catalog and the College of Health Sciences Rules for Governance. [RUSH University - Modern Campus Catalog™](#)

## **College of Health Sciences Policies and Procedures**

### **CastleBranch**

**CastleBranch** is a secure platform that allows you to order your background check and medical document manager online. Once you have placed your order, you may use your login to access additional features of CB, including document storage, portfolio builders and reference tools. CB also allows you to upload any additional documents for immunizations and drug testing required by RUSH University.

### **Criminal Background Checks**

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

Students should be prepared to comply with the policies and procedures at any facility

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

Persons with certain types of criminal convictions may not be eligible for state licensure and/or national registry or certification. In addition, many employers perform criminal background checks and may not hire individuals with certain types of criminal convictions. Students will have access to consult with an advisor to consider their options on an as-needed basis.

### **Drug Testing**

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

### **Immunizations**

Proof of Immunity under Public Act 85-1315, Illinois College and University Immunity Requirement, stipulates that all students born after December 31, 1956 must show proof of immunity. While documentation of this information for compliance with state regulations is not mandatory for students who were born before 1/1/57, most colleges and programs at RUSH have individual immunization requirements for their students. Program immunization requirements are mandatory for all students in those programs regardless of age.

- **Measles (Rubeola), Mumps, Rubella** – positive titers
- **Varicella** – positive titers
- **Hepatitis B** – immunization record and positive titers
- **Tetanus/Diphtheria** – booster within the last 10 years
- **Tuberculosis** – two-step PPD Mantoux Skin Test or the Quantiferon-TB Gold test with negative results
- **Meningococcal** – immunization record of one dose of meningococcal conjugate on or after the age of 16
- **Flu Vaccination**

## **Student Academic Appeal and Grievance Procedures**

The College of Health Sciences student appeals and grievance procedures provide a review mechanism for students with a complaint of unfair treatment to obtain a review of the issue. The student appeals procedures shall not be used to question a rule, procedure or policy established by an authorized faculty or administrative body. Rather, it shall be used to provide due process for those who believe that a rule, procedure, or policy has been applied in an unfair or inequitable manner or that there has been unfair or improper treatment by a person or persons.

Students who appeal an academic decision that could result in a dismissal from the University may be allowed to continue progressing in the program until the issue is resolved. If the academic decision is upheld and the student is dismissed from the University, they will be withdrawn from their current classes. This withdrawal will be backdated to before the beginning of the term, and the student will receive 100% tuition reimbursement for that term.

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

**Step 1.** In the academic community, the responsibility for course development, course delivery and the assessment of student achievement rests primarily with each course instructor. Any student who has a complaint of inappropriate treatment related to a course should first seek to resolve it with the course instructor.

- a. A student with such a complaint must request reconsideration, in writing, of the application of a rule, procedure or policy, or unfair or improper treatment. The request must be within five working days following the issue that forms the basis for the complaint.
- b. The instructor will meet with the student to discuss the issue. The instructor will notify the student in writing of the decision regarding the appeal.

If the course instructor is the department chairperson or if the appeal does not pertain to a specific course, the student should seek resolution with the department chairperson at the outset and begin with Step 2.

**Step 2.** If resolution is not achieved in Step 1, the student may submit a written appeal describing the application of a rule, procedure or policy, or unfair or improper treatment to the chairperson of the department in which the student's program resides within five working days following notification by the instructor of their decision.

- a. The chairperson will meet with the student following receipt of the student's request for resolution to discuss the issue or refer the appeal to the department's student progress and promotion committee as outline in Step 3.

- b. The chairperson will notify the student of their decision in writing following the meeting.

**Step 3.** If resolution is not achieved in Step 2, the student may submit a written appeal describing the application of a rule, procedure or policy, or unfair or improper treatment to the student progress and promotion committee of the department within five working days following notification by the department chairperson of their decision.

- a. The student may appear before the committee in person, make an oral statement and answer questions from the committee. The student will not be allowed to be present during committee deliberations.
- b. The committee may request that any university employees pertinent to the appeal appear before the committee to make an oral statement and answer questions.
- c. Following review of the information provided, the committee will notify the chairperson who will notify the student of its decision.

**Step 4.** If the resolution is not achieved in Step 3, the student may submit a written appeal describing the application of a rule, procedure or policy, or unfair or improper treatment seeking a hearing to the dean within five working days of receiving the department progress and promotion committee decision.

- a. The dean will meet with the student for a hearing following receipt of the written request from the student.
- b. After the meeting with the student, the dean may either render a decision or choose to appoint a panel to investigate the appeal.
- c. Following review of the information provided and any recommendations from the panel, should one be appointed, the dean will then notify the student of their decision.

The decision of the dean shall be final.

## **RUSH University Policies and Procedures**

### **Lockers and Mailboxes**

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

### **Health Insurance**

Students must either purchase university-provided student health insurance or provide documentation that they have current health insurance. Documentation must be on file with Academic Health Plans (AHP) by required due date to be allowed to register for courses and must be done every year. Students who do not provide

evidence of current health insurance will be automatically charged for the Student Health Insurance Plan offered by AHP.

### **Required RUSH University Medical Center OSHA, HIPPA, and Safety Training**

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

### **Change of Address Responsibility**

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

### **Withdrawal from Courses**

Withdrawal from a course requires approval from the Course Director and the Program Director. Students should note that some courses in the BS in Health Sciences program are sequential and are taught once a year.

### **Continuous Enrollment**

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

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

### **Leave of Absence**

A student, who must interrupt his or her studies for reasons of sustained ill health or compelling personal situations, may apply for a leave of absence for a stated period of time, not to exceed four semesters. A Petition for Withdrawal / Leave of Absence must be completed and signed by the Department Chairman and other specific University offices (available from the Office of the Registrar or from the web site: (<http://www.RUSHu.RUSH.edu/registrar/forms.html>)). If approved by the Department Chairman, the student must satisfy the conditions of the leave before reentering, and

must comply with all policies, requirements and course sequences in effect at the time of reentry. The student will pay tuition and fees at the rates in effect at the time of reenrollment. Only one leave will be granted per academic year.

### **Withdrawal from the Program**

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

### **Readmission to the Program**

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

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

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

## SIGNATURE PAGE

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

I, \_\_\_\_\_, (Print your name here)

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

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)