

it's all
about
Choices...

|S|H|R|P| School of Health Related Professions

Student Handbook 2008-2009



SCHOOL OF HEALTH
RELATED PROFESSIONS

University of Medicine & Dentistry of New Jersey

www.shrp.umdnj.edu

Important Message

This handbook is informational only and does not constitute a contract between UMDNJ and any student. It may be changed by UMDNJ without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by UMDNJ to promote fairness and academic excellence, based on the circumstances of each individual situation.

This handbook represents a program of the current curricula, educational plans, offerings and requirements of the UMDNJ - SHRP. The School reserves the right to change any provisions, offerings, tuition, fees, or requirements at any time within the student's period of study at UMDNJ. In addition, UMDNJ may at any time eliminate, modify or change the location of any School, Institute, Center, Program, Department, course or academic activity.



SCHOOL OF HEALTH
RELATED PROFESSIONS

University of Medicine & Dentistry of New Jersey

www.shrp.umdj.edu

SHRP

STUDENT HANDBOOK

2008 - 2009

This Student Handbook includes references to policies and procedures which are current at the time of publication, but may change during the academic year. Before relying on the printed version, please always check current policies, procedures, rules and regulations at the website links indicated in the Student Handbook. You may use the online Student Handbook at http://shrp.umdj.edu/current_students/pdf/handbook.pdf for clickable links to current documents. In addition, SHRP academic policies appear at <http://shrp.umdj.edu/policies/>. The printed version of the Student Handbook is intended to be used as a convenient reference guide when an Internet connection is not readily available. The Student Handbook is updated annually, but the referenced policies and procedures may be changed at any time.



SCHOOL OF HEALTH
RELATED PROFESSIONS

University of Medicine & Dentistry of New Jersey

2008 - 2009

SHRP STUDENT HANDBOOK

Acknowledgement Statement

Written Acknowledgement:

This acknowledges that I have read and have had an opportunity to ask any questions I have concerning the information in the Student Handbook and agree to abide by its contents.

Please fill out the fields listed below and return to your Program Director.

Print Name: _____

Signed: _____

Date: _____

Program enrolled in: _____

Or you may submit an Electronic acknowledgment if you are a web based student:

If you are reading this statement online, you may submit the above acknowledgment electronically. Please click on the e-mail address for your Program Director on **page 11**, type "Student Handbook Acknowledgment" into the subject line, and paste the acknowledgment printed above into the body of the message.

Table of Contents

Table of Contents.....	1
Welcome.....	5
Faculty/Student Honor Code	6
School General Information	10
Administration	10
Offices	10
Academic Program Directory.....	11
Student Rights and Responsibilities	13
Orientaton Requirement	13
Drug-free Environment.....	13
Student Rights Defined	13
Equal Educational Opportunity	14
Essential Functions for Participation in Courses.....	14
Services for Students with Disabilities.....	17
Student Assistance Campus Committee (SACC).....	18
Ombudsperson	18
Dress Code	18
Family Educational Rights and Privacy Act (FERPA)	19
Student Responsibilities	20
Student Disciplinary Procedure	21
Attendance.....	26
Academic Decision and Grade Review	26
Student Grievances.....	28
Ethical Statement on Patient Care Responsibilities.....	28
Criminal Background Check	29
Research for Students.....	29
Excellence in Teaching Award Policy	30
Academic Information.....	32
Academic Standing.....	32

Satisfactory Academic Progress.....	32
Readmission.....	35
Honors Designation.....	37
Examinations.....	38
Portfolio Assessment Policy.....	38
Transfer Credit.....	40
Transcripts.....	41
Counseling and Tutorial Services.....	42
Educational Opportunity Fund Services.....	42
Change in Student Data and Name Forms.....	42

Insurance and Health Information.....44

Immunization Status.....	44
Health Services.....	44
Student Mental Health Care Services.....	45
Insurance Information.....	45
Professional Liability Insurance.....	47
UMDNJ Incident Reporting.....	48
Needlesticks.....	48
Health Information Disclosure.....	49

Tuition And Fees.....50

Tuition Deposit.....	50
Tuition Information.....	50
Per Credit Tuition for 2008- 2009.....	51
Tuition and Fees for Web Courses.....	52
Registration Fee.....	52
Graduation Fee.....	52
Financial Aid.....	53
Scholarships for Students.....	53
Third Party Billing.....	53
Unpaid Accounts.....	54
Accounts in Arrears.....	54

Registration and Grade Policies.....56

Registration.....	56
Grading System Policy.....	56

Graduation Requirements	59
Maintaining Matriculation	59
Continuing Program Status	60
Repetition of a Course	60
Drop/Add Policy	60
Withdrawal From a Course	61
Withdrawal From the School	61
Administrative Withdrawal	62
Leave of Absence	62
Academic Warning	63
Examination	63
Probation Policy	64

Web Information 66

My.UMDNJ	66
Banner Self Service	66
Course Schedule	66
Course Descriptions	67
Policies	67
Faculty Information	67

Graduation/Commencement Information 68

Applying for Graduation	68
Commencement	68
Commencement Special Needs Services Request	69
Convocation (Annual Recognition Dinner)	69
Certificate of Excellence for Outstanding Service	70
Online Graduate Survey	70

Student Life and Services 71

Email, My UMDNJ Portal and Web CT Access	71
Student Identification	71
Housing	72
Smoking and Food Consumption	72
Food Services	72
Student Lounges	73
Student Bulletin Boards	74

E-mail/Mail and Messages	74
Computer Laboratories.....	74
UMDNJ University Libraries	75
Book Store	77
Radio Announcement of School Closings.....	77
Emergency Numbers.....	79
Parking, Transportation and Directions.....	80
Parking	80
Shuttle Schedule	80
Directions to SHRP Campuses.....	81
Directions to the Newark Campus.....	81
Directions to the New Brunswick Campus.....	82
Directions to the Piscataway Campus	83
Directions to the Scotch Plains Campus.....	84
Directions to the Stratford Campus.....	85
Academic Calendar	87
Index	92

WELCOME

Greetings!

Welcome to the UMDNJ-School of Health Related Professions. The administration, faculty and staff hope that your experience with us will prove to be educationally enriching and professionally rewarding. In many ways this Handbook has been devised to assist you in understanding the common practice of higher education and some particular expectations of health professions students. It is your guide, as well as ours, in the conduct of our mutual enterprise.

As health professions students you are responsible for reading all pertinent information in University publications regarding tuition/fees, add/drop policies, deadline dates, etc. Furthermore, students are responsible for compliance with the rules and regulations of the University as stated in University publications and in the University web site at www.umdj.edu. Also, check out our School web site at www.shrp.umdj.edu as a convenient source of information about UMDNJ and the School of Health Related Professions.

When you have suggestions, ideas or concerns, please share them with your faculty, Program Director or Chairperson or share through our suggestion box at http://shrpnet.umdj.edu/suggstbx/suggestion_intro.cfm.

On behalf of the faculty and staff of the School of Health Related Professions, I welcome you to UMDNJ and wish you the best with your educational endeavors.

Sincerely,

David M. Gibson, Ed.D.
Dean

Faculty/Student Honor Code

http://shrp.umdj.edu/policies/documents/faculty_student_honor_code.htm

- WHEREAS:** The faculty of UMDNJ-School of Health Related Professions believe health care professionals must observe high standards of honesty and integrity; and
- WHEREAS:** As future health care professionals holding a public trust and as members of the SHRP academic community, students must also observe high standards of honesty and integrity in all aspects of education, practice and research; and
- WHEREAS:** Observance of this Code is essential due to the sensitivity and confidentiality required in professional education and practice and because it is required to uphold and promote the public trust, the integrity of the professions represented at SHRP and the principles of learning and acquisition of knowledge; and
- WHEREAS:** The faculty and students must make diligent efforts to ensure these high standards are upheld by their colleagues and peers as well as themselves; and
- WHEREAS:** It follows that faculty and students accept responsibility to help ensure that these standards are maintained in SHRP by reporting incidents of academic and professional dishonesty in others;
- THEREFORE:** The faculty and students agree to abide by this Honor Code of the School of Health Related Professions as follows:

GENERAL PRINCIPLES AND RESPONSIBILITIES

The principles of truthfulness, fairness, respect for others, trust, and responsibility and a personal commitment to maintaining these high standards and values constitute the fundamental ideal we all must strive to attain. Accordingly, SHRP faculty and students have the following responsibilities:

- To be truthful in all academic and professional matters, and to always honestly represent their work and that of others;
- To be aware of and to abide by all applicable federal, state and local civil and criminal laws and regulations;
- To be aware of and abide by all applicable codes and standards of ethical and professional conduct and responsibilities, including those established by the

profession in which the student's course of study is intended to prepare him or her to practice;

- To be aware of and to abide by all applicable University and school policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty in all academic activities;
- To help ensure that high standards of professional and ethical conduct are upheld by faculty, students, colleagues and peers by reporting violations of this Honor Code observed in others to the appropriate School official.

Violations of this Honor Code include conduct that does not fully comport with the statements and principles above. Examples of violations include, but are not limited to, conduct listed below.

EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY AND OF STANDARDS OF BEHAVIOR

CHEATING occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

1. Copying another's work and submitting it as one's own on an examination, paper or other assignment;
2. Allowing another to copy one's work;
3. Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc.) that are visually or audibly accessible.
4. Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.

PLAGIARISM is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including Internet sources, as his/her own work. Examples include, but are not limited to:

1. Using the exact words (verbatim) of another source without quotations and appropriate referencing;
2. Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;
3. Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
4. Using facts and data from another source without a reference unless the information is considered common knowledge.

FABRICATION is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

1. Using information from a source other than the one referenced;
2. Listing of references in a bibliography that were not used in a paper;
3. Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
4. Falsifying or withholding data in patient charts, notes or records;
5. Submitting papers, reports or projects prepared in whole or part by another;
6. Taking an exam for another or allowing another to take an exam for oneself.

OTHER ACTS OF MISCONDUCT include, but are not limited to:

1. Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a University building, office or confidential computer file for that purpose;
2. Obtaining, distributing, accepting or reviewing examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor;
3. Submitting written or computer work (in whole or in part) to fulfill requirements of more than one course without the prior and explicit permission of both instructors;
4. Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;
5. Stealing information from another;
6. Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of School documents, records or identification.
7. Obstruction or disruption of teaching, research, administration, procedures, or other School activities;
8. Theft, damage, or the threat of damage to the property of the state or a member of the University community or to any person lawfully on the university campuses;
9. Any action that harms, threatens bodily harm or presents an imminent danger of such to any person lawfully on the university campuses;
10. Possession or use of firearms, explosives, dangerous weapons on university property in violation of federal, state or local law or university regulations.

11. Use, possession, or distribution of narcotics or dangerous drugs, the use of which is prohibited by laws of the state;
12. Unauthorized entry into, or use of, University facilities;
13. Violations of established University policies or regulations, including regulations concerning consumption of alcoholic beverages or other substances, and any other procedure or regulation officially promulgated by the University.
14. Violations of any applicable professional Codes of Ethics.

Portions of this Honor Code have been adapted with permission from the administration of Ramapo College.

School General Information

ADMINISTRATION

- David M. Gibson, Ed.D.
Dean
- Julie O'Sullivan Maillet, Ph.D.
Associate Dean for Academic Affairs and Research
- Edward T. Kelley, M.Ed.
Associate Dean, Scotch Plains Campus
- Ann W. Tucker, D.Ed.
Associate Dean, Southern New Jersey Campus
- Freda Zackin, Esq.
Associate Dean for Academic and Student Services
- Brian J. Lewis, MS
Assistant Dean for Enrollment Services
- Sylvia Peña
Assistant Dean for Finance and Administration

MAIN OFFICES

Department:	Campus:	Contact:
Dean's Office	Newark	(973) 972-6507
Enrollment Services/Admissions	Newark	(973) 972-5454
Enrollment Services/Registrar	Newark	(973) 972-5454
Student Services	Newark	(973) 972-7939
Business Office	New Brunswick	(732) 235-9172
Cashier's Office	Newark	(973) 972-6307 / 7953
Cashier's Office	Liberty Plaza, N.B	(732) 235-9169
Financial Aid	Newark	(973) 972-4376
Public Safety (parking, emergency)	Newark	(973) 972-4491
Institute for Complementary and Alternative Medicine	Newark	(973) 973-8592
*CACE	Newark	(973) 972-5454

*(Center for Advanced and Continuing Education)

ACADEMIC PROGRAM DIRECTORY

For faculty profiles, please see: <http://profiles.umdnj.edu/shrp/index.cfm>

SHRP PROGRAM	PROGRAM DIRECTOR	TELEPHONE
*Bachelor of Sciences in Health Sciences Programs	Cheryl Bellamy, M.S. bellamcg@umdnj.edu	(973) 972-8512
Biomedical Informatics M.S./Ph.D., Health Care Informatics Certificate	Syed Haque, Ph.D haque@umdnj.edu	(973) 972-6871
*Graduate Programs in Clinical Nutrition	Riva Touger-Decker, Ph.D touger@umdnj.edu	(973) 972-6596
Cytotechnology	Cecilia Vallejo, M.D. vallejcb@umdnj.edu	(908) 889-2425
*Coordinated Dietetic, *Coordinated Dietetics-2 nd BS	Joyce O'Connor, DrPh. oconnoja@umdnj.edu	(908) 889-2435
Dental Assisting & Hygiene	Carolyn Breen, Ed.D. breen@umdnj.edu	(908) 889-2419
Diagnostic Imaging Technologies, Radiologist Assistant	Gladys Montane, M.S. montangm@umdnj.edu	(973) 972-8528
Diagnostic Medical Sonography	Cynthia Silkowski, M.A. silkowcy@umdnj.edu	(908) 889-2521
Dietetic Internship	Denise Langevin, M.S. langevdd@umdnj.edu	(908) 889-2488
Health Information Management & Coding Certificate Program	Barbara Manger, MPA mangerbj@umdnj.edu	(908) 737-3453
*MS in Health Systems *Health Sciences MS	Ann Tucker, D.Ed. tuckeraw@umdnj.edu	(856) 566-6434
*Health Sciences Ph.D.	Margaret Kilduf, PhD kildufma@umdnj.edu	(973) 972-9489
Medical Laboratory Science	Elaine Keohane, Ph.D. keohanem@umdnj.edu	(973) 972-5510
Nuclear Medicine Technology	Michael Teters, M.S. teterms@umdnj.edu	(908) 889-2449
Physical Therapy-Newark Entry level-DPT	Alma Merians, Ph.D. merians@umdnj.edu	(973) 972-7820
Physical Therapy-Newark Post-Professional-DPT	Sandra Kaplan, PhD kaplansa@umdnj.edu	(973) 972-2459
Physical Therapy-Stratford, Entry level-DPT	Marie Koval Nardone, Ed.D. mnardone@umdnj.edu	(856) 566-6452
Physician Assistant, MS	Ruth Fixelle, M.Ed. fixellru@umdnj.edu & Jill Reichman, MPH reichmji@umdnj.edu	(732) 235-4444
Psychosocial Rehab. and Treatment—A.S.and Rehabilitation and Psychology- B.S.	Nora Barrett, MSW barretnm@umdnj.edu	(908) 889-2431

Psychiatric Rehabilitation-Ph.D. & MS	Carlos Pratt, Ph.D. pratt@umdnj.edu	(908) 889-2461
Vocational Rehabilitation, MS	Janice Oursler, Ph.D. ourslejd@umdnj.edu	(908) 889-2462
Respiratory Care – Newark BSAHT Respiratory Care	Albert Heuer, Ph.D. heueraj@umdnj.edu	(973) 972-2418
Respiratory Therapy - S. Jersey Respiratory Therapy-2 nd BS	Alan Realey, BA realeyam@umdnj.edu	(856) 566-2892
Vascular Technology	Cliff Araki, Ph.D. arakict@umdnj.edu	(908) 889-2468

**Indicates programs that are entirely web-based, except for the Imaging track of the BSHS Programs.*

Student Rights and Responsibilities

ORIENTATON REQUIREMENT

<http://shrp.umdj.edu/NSO/index.htm>

The New Student Orientation provides essential information about the School. Please use the link above to begin the orientation and complete the school and program requirements.

Also, students are required to complete Academic Integrity Training online.

DRUG-FREE ENVIRONMENT

http://www.umdj.edu/opmweb/Policies/HTML/Admin/00-01-10-60_00.html

No student, faculty member, resident or staff member is permitted to unlawfully manufacture, distribute, dispense, possess or use a controlled substance in any UMDNJ facility or while conducting official University business. Individuals who violate this policy will be subject to appropriate disciplinary action up to and including expulsion or termination from the University and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

STUDENT RIGHTS DEFINED

http://shrp.umdj.edu/policies/documents/student_rights_defined.htm

Students of the University of Medicine and Dentistry of New Jersey have a right to free speech, freedom of assembly, and freedom to continue their academic work without undue interference. They shall be protected from all conduct which, because of its violent, forceful, threatening, coercive or intimidating nature, prevents them from conducting their normal activities within the University. Specifically, students on UMDNJ campuses have the following rights:

1. The academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately in a reasonable, non-disruptive manner without fear of reprisal;
2. The right to be informed of and to participate, when invited, in the formulation and implementation of appropriate policies and procedures affecting student affairs, and to express views about policies and issues of student interest;
3. The right to form associations to promote common interests;
4. The right to be apprised of criteria for academic evaluation, advancement and graduation;

5. All rights and protections mandated by applicable federal and state laws and regulations; and
6. The right to seek redress of grievances and have complaints heard.

Additional information about student rights is found in the following University policy:
http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-50_00.html

EQUAL EDUCATIONAL OPPORTUNITY

http://www.umdnj.edu/oppmweb/Policies/HTML/AA_EEO/00-01-35-15_00.html

The University of Medicine and Dentistry of New Jersey recognizes the value of diversity and is committed to providing appropriate support for all of its student body.

UMDNJ reaffirms its policy of conducting admissions, educational, and all related and supporting services in a manner which does not discriminate unlawfully because of a person's race, color, creed, religion, sex, sexual orientation, national origin, age, physical or mental handicap, military status, marital status, or other factors prohibited by law. This is the governing principle in student admissions, student services, and employment related activities.

UMDNJ commits itself to a program of affirmative action to encourage the application from minority and women students, to identify and correct the effects of any past discrimination in the provision of educational and related services, and to establish organizational structures and procedures which will assure equal treatment and access to the facilities and educational benefits of the University to all students.

ESSENTIAL FUNCTIONS FOR PARTICIPATION IN COURSES

http://shrp.umdnj.edu/admissions/admissions_tech.html

<http://shrp.umdnj.edu/admissions/documents/essentialfunctions.pdf>

The University of Medicine and Dentistry of New Jersey - School of Health Related Professions (UMDNJ-SHRP) is committed to the education of all qualified individuals, including persons with disabilities¹, who with or without reasonable accommodation, are capable of performing the essential functions of the educational program pursued.

The University will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and applicants with disabilities unless: (a) such accommodations impose an undue hardship to the institution, or (b) direct threats of substantial harm to the health and safety of self and others, due to the disability, cannot be eliminated by any reasonable accommodations available that would allow the student

¹As defined by state or federal law.

to perform the essential functions, or (c) such accommodations fundamentally alter the educational program or academic standards.

The following standards are described to assist each candidate in evaluating his/her prospect for academic success. It is important to read each standard carefully. By signing your name on your application form for admissions, you are indicating you have read and understood these standards.

General Standards for Allied Health Education: Student must perform the following functions on others including other students, patients or health care workers.

A. Observation:

Students must be able to acquire a defined level of required information as presented through educational experiences in the basic sciences as well as the clinical sciences, such as: information conveyed through physiologic and pharmacological demonstration in animals, microbiological cultures and microscopic images of microorganisms and tissues in normal and pathologic states. Students must be able to observe a patient/client accurately and safely and to acquire information from health care providers, and other sources such as: written documents and images from paper, films, slides or videos. Students must have the ability to interpret data (e.g., x-rays and other graphic images, digital or analog representations of physiologic phenomena such as EKG's) with or without the use of assistive devices.

Such observations and information acquisitions necessitate the adequate functional use of visual, tactile and other sensory modalities. Such observations and educational experiences may require travel to facilities off UMDNJ campuses.

B. Communication:

The student must be able to gather, utilize and disseminate information in English effectively, efficiently and professionally using a variety of communication modalities. The student must master basic computer and Internet skills and be able to communicate via e-mail.

C. Intellectual/Conceptual Abilities:

The student must be able to measure, calculate, reason, analyze, process, integrate, synthesize, apply and retain facts, concepts and data related to the art and science of health care including pertinent legal and ethical issues. The student must have the ability to perform problem-solving tasks in a timely manner.

D. Motor:

The student must possess the motor functions needed to perform the necessary movements reasonably required to conduct allied health work in his/her particular program or profession. (These may include, but are not limited to: diagnostic and therapeutic maneuvers and procedures, such as the use of

clinical instruments, laboratory tests and handling and transferring patients). The student must also be able to perform prescribed preventive techniques (properly wash hands, wear protective devices, etc.) and standard precautions to minimize exposing him/herself and others to pathogens (e.g., bacteria and viruses).

E. Behavioral and Social Skills:

The student must demonstrate emotional stability with appropriate interpersonal relationships and communication skills. He/she must be able to exercise good judgement and sustain an attention level necessary to complete all responsibilities promptly; be attendant to the diagnosis and care of patients, and develop mature, sensitive, professional and effective relationships with patients/clients (in well and diseased states from every gender, socioeconomic status and cultural group) and health care workers. The student must be able to tolerate taxing workloads and to function effectively under stress. He/she must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of uncertainties inherent in the clinical setting. Compassion, integrity, concern for others, appropriate hygiene, appearance, interpersonal skills, interest and motivation are all personal qualities that are required throughout the admissions and educational processes.

A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be required to obtain evaluation and/or testing by a health care provider designated by the School, and to provide the results to the Campus Student Health Service for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including further testing, counseling, monitoring, leave of absence, etc.

Some programs/disciplines have additional Essential Functions. Please check these additional essential functions by going to the SHRP website, Enrollment Services, Admissions, and clicking on:

http://shrp.umdj.edu/admissions/admissions_tech.html

In addition, please check with the Office of Student Services to request accommodations for disabilities by calling the Disability Compliance Coordinator at 973 972-8594 and by following the procedures indicated in the link listed below.

http://shrp.umdj.edu/current_students/shrp_oss_ada.htm

Enrollment and continued enrollment of accepted students to UMDNJ-School of Health Related Professions is conditional, based on fulfilling of immunization requirements or check the UMDNJ Student immunizations & Health Requirements policy at http://www.umdj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-40_00.html and the UMDNJ HIV, HBV and HCV policy at http://www.umdj.edu/oppmweb/Policies/HTML/HealthServ/00-01-40-40_10.html

SERVICES FOR STUDENTS WITH DISABILITIES

http://shrp.umdj.edu/policies/documents/services_for_students_with_disabilities.htm

No program or activity administered by the University shall exclude from participation, admissions, treatment or employment, or deny benefits to, or subject to discrimination any qualified individuals solely by reason of his or her disability.

Qualified individuals are those persons who, with or without reasonable accommodation, are capable of performing the essential functions of the position in question in accordance with UMDNJ policy, applicable laws and regulations. University policies with regard to the rights of individuals with disabilities include:

UMDNJ Policy 00-01-20-91_00 Disabilities and UMDNJ Students/Applicants

http://www.umdj.edu/opmweb/Policies/HTML/AcademicAff/00-01-20-91_00.html

UMDNJ Policy 00-01-35-40_00 Individuals with Handicaps/Disabilities

http://www.umdj.edu/opmweb/Policies/HTML/AA_EEO/00-01-35-40_00.html

UMDNJ Policy 00-01-35-35_00 Equal Access in Public Service

http://www.umdj.edu/opmweb/Policies/HTML/AA_EEO/00-01-35-35_00.html

In compliance with the UMDNJ policy regarding students with disabilities, each program has delineated the essential functions that are necessary for a student to participate in the program. The Essential Functions for all SHRP programs and additional Essential Functions for individual programs are listed on the SHRP Registrar's website.

The School will, if requested, provide reasonable accommodations to otherwise qualified enrolled students and applicants with disabilities unless: (a) such accommodations impose an undue hardship to the institution, or (b) direct threats of substantial harm to the health and safety of others due to the disability cannot be eliminated by any reasonable accommodations available that would allow the student to perform the essential functions, or (c) such accommodations fundamentally alter the educational program or academic standards. Requests for accommodations must be made by contacting the SHRP Office of Student Services, Disabilities Coordinator and by complying with the procedures for requesting accommodations under Services for Students with Disabilities, SHRP Student Services website.

A student whose behavior or performance raises questions concerning his or her ability to fulfill the essential functions may be required to obtain evaluation and/or testing by a health care provider designated by the School, and to provide the results to the Student Health and Wellness Center for the purpose of determining whether the student is fit to pursue the educational program. If the student is deemed fit to pursue the program, the School reserves the right to require actions recommended by the health care provider, including further testing, counseling, monitoring, leave of absence, etc.

STUDENT ASSISTANCE CAMPUS COMMITTEE (SACC)

www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-35_00.html

It is UMDNJ's policy to assist impaired students to achieve and maintain optimal health. In some cases, the committee may take immediate action to protect the health and safety of the student and others.

The purpose of the Student Assistance Campus Committee (SACC) is to help students who may be suffering from mental health and/or substance abuse problems to obtain appropriate and effective treatment as early as possible. Self-referrals as well as referrals from all members of the University community are encouraged. In addition, the SACC recognizes the importance of confidential and early intervention in helping with full recovery. The SACC is available to answer questions, to provide information, or to suggest referral. In some cases, the committee may take immediate action to protect the health and safety of the student and others.

For additional information please contact:

North Jersey Campuses: Ted Kelley at 908 889-2400 or via e-mail at kellyed@umdnj.edu

Central Jersey Campus: Erich Vidal at 732 235-4445 or via e-mail at vidaler@umdnj.edu

South Jersey Campus: Fran Milarta at 856 770-5750 or via e-mail at milartfr@umdnj.edu

OMBUDSPERSON

<http://shrp.umdnj.edu/policies/documents/ombudsperson.htm>

The ombudsperson serves as a resource for students and to guide and assist students and the School in the evaluation of options for resolving problems. Additionally, the ombudsperson shall maintain confidentiality to the extent permitted by law.

The University Policy that defines the role of the ombudsperson is found at: http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-60_00.htm

For further information, please call SHRP's Ombudsperson, Dr. Robin Eubanks at (973) 972-4136.

DRESS CODE

http://shrp.umdnj.edu/policies/documents/dress_code.htm

The University of Medicine and Dentistry of New Jersey - School of Health Related Professions does not have a specific dress code. However, students are expected to exercise discretion and personal decorum in their choice of clothing and in personal

hygiene. Furthermore, students are expected to adhere to any dress code policies established by their programs and by clinical affiliates in which they may be practicing. Additionally, students are expected to wear proper student identification, i.e., the UMDNJ identification card.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

http://www.umdnj.edu/oppmweb/Policies/HTML/StudentServices/00-01-25-05_00.html

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) and its subsequent amendments, UMDNJ students have the right to review, inspect and challenge the accuracy of certain information kept in their education records unless the student waives this right.

Annual Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review their education records within 45 days of the day an appropriate University official receives a written request for access.

Students shall submit to the Registrar, Financial Aid Director, Associate Dean or other appropriate University or School official written requests that identify the record(s) they wish to inspect.

2. The right to request the amendment of education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading by writing to the University official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to School officials with legitimate educational interests. A School official is a person employed by the University or acting in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health care staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); an administrator or faculty

member from an institution with which UMDNJ has an academic or clinical affiliation who has a legitimate educational interest; a person serving on the Board of Trustees; or a student serving on an official School committee, such as a disciplinary or grievance committee, or assisting another School official in performing his or her tasks.

School official has a legitimate educational interest if he/she is:

- a. performing a task in order to fulfill his or her professional responsibility;
- b. performing a task related to a student's education; or
- c. performing a task related to a disciplinary action involving a student.

Upon request, the University discloses education records without consent to officials of another school in which a student is, seeks, or intends to enroll.

UMDNJ reserves the right to release directory information without prior written consent of a student unless notified in writing to the contrary. UMDNJ has designated the following items as Directory Information: student name, University-issued identification number (A#), addresses (including electronic), telephone numbers, date and place of birth, field(s) of study or program(s), participation in officially recognized activities, photographs, enrollment status, dates of attendance, degrees, awards and honors received, previous schools attended, and graduate medical/dental placements.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

The student may challenge only the accuracy of a grade recording, not the determination of the student's performance in the course. Students should contact Enrollment Services at 973 972-5454 to either review their academic records or to challenge the contents pursuant to the UMDNJ FERPA policy.

For additional information you can visit the University's Registrar's website at:
http://www.umdj.edu/uroweb/registrar_office/FERPA/FERPA.shtml

STUDENT RESPONSIBILITIES

Students are responsible for being aware of and complying with information and requirements in University publications such as rules, regulations, policies, procedures, use of forms, compliance with deadline dates and payment of tuition and fees.

Students are responsible for immediately notifying the appropriate School office of any special circumstances which may influence their performance, such as changes in health status and or personal difficulties or disabilities. Students who do not notify promptly the School of changes or difficulties may not request review of academic decisions on the basis of such circumstances.

For information as to the appropriate office to notify, consult the Program Director, Office of Student Services, the Ombudsperson or the appropriate UMDNJ or School policy.

Additional Important Responsibilities:

- Students are responsible to check their UMDNJ assigned e-mail account no less than weekly and to expect to receive notifications by the School through that e-mail account. A students' assigned UMDNJ e-mail account is the official e-mail account for School purposes.
- Students are responsible to complete all training programs required by the University or School within the established time frame. Check with your Program Director regarding any specific training requirement. (e.g. HIPAA, Sexual Harassment, Academic Integrity, etc.)
- Students are required to review the Faculty/Student Honor Code and, prior to enrollment, acknowledge their agreement to abide by it.
- Students are responsible for completing the SHRP online orientation and specific Program orientation. For orientation information contact the Department of Enrollment Services or go to:
<http://shrp.umdj.edu/NSO>

STUDENT DISCIPLINARY PROCEDURE

SHRP Student Disciplinary Procedures:

http://shrp.umdj.edu/policies/documents/disciplinary_infractions.htm

UMDNJ Student Rights, Responsibilities and Disciplinary Procedures:

www.umdj.edu/oppmweb/policies/html/studentsservices/00-01-25-50_00.html

A. DISCIPLINARY INFRACTIONS:

The following are actionable under the Student Disciplinary Procedures, and may also subject the student to action by the School concerning academic performance or misconduct in science.

1. Infractions of Federal, state or local civil or criminal laws and regulations that have a direct impact on the individual's status as a student and as a future health professional or biomedical scientist;
2. Infractions of University or School policies, procedures, rules and standards;

3. Infractions of the Faculty/Student Honor Code or other programmatic, professional and academic codes of honor or standards of behavior.

B. REPORTING DISCIPLINARY INFRACTIONS

1. Pursuant to the SHRP Faculty/Student Honor Code, faculty and students have the responsibility to report violations of the Faculty/Student Honor Code observed in others to the appropriate School official. When a faculty member or student observes conduct by a student that may constitute a violation of the Honor Code or any other applicable rule, the faculty member or student may approach the individual and gain a satisfactory explanation that there was no actual infraction. If, however the faculty member or student does not gain a satisfactory explanation, a report of the infraction should be made. Initial reports of Honor Code violations or any other disciplinary infraction may be transmitted orally or in writing to Program Directors, Department Chairs, Associate Deans or the Dean. The official to whom the report is made shall discuss the matter with the person making the report and, if appropriate, with other involved parties and the Associate Dean for Academic and Student Services to determine whether a request for disciplinary action is warranted. In addition, the official shall consult with the Associate Dean for Academic and Student Services to determine if there was a prior Honor Code violation or disciplinary infraction by the student.
2. In appropriate cases, if it is a first offense or minor in nature, and in cases in which sanctions do not include suspension or dismissal, academic matters involving disciplinary infractions may be handled completely by a course instructor and Program Director/Department Chair without being transmitted to the Dean. In such cases, if the student accepts the sanction, and waives a Hearing, the course instructor or Program Director/Department Chair may impose sanctions including, but not limited to:
 1. Completion of additional academic integrity training and reaffirmation of the Honor Code.
 2. Completion of a make-up assignment on a different topic with a grade penalty or a make-up exam that is graded in accordance with the SHRP Policy 3.2B on retesting.
 3. No credit given or a grade of F for the original assignment.
 4. Oral or written reprimand.
- If a matter is handled completely by a course instructor and the Program Director/Department Chair, in accordance with Section III,B.2. above, the individual handling the matter shall report the incident and any sanction to the Associate Dean for Academic and Student Services. The Associate Dean for Academic and Student Services shall maintain records of all such matters, so that faculty, programs, committees, or administrative officials involved in proceedings involving any additional allegations of infractions by the student can

be informed of prior incidents. A record of the incident shall also be kept in the Program or Department file for the duration of the student's enrollment.

- If the student does not accept the sanction, or if the student has a prior violation and sanction on file, the student shall be referred to the Dean for resolution through Section C. and D, below.

C. INFORMAL RESOLUTION PROCESS

Pursuant to the UMDNJ Student Rights, Responsibilities and Disciplinary Procedures 00-01-25-50:00, written requests for disciplinary action must be made within thirty (30) working days of the alleged infraction or the discovery of the infraction. If a written request for disciplinary action is submitted to the Dean within the required time period, the Dean or the Dean's designee may conduct an informal process to resolve the matter to the satisfaction of all parties without submitting it to a Hearing Body. If the Dean or the Dean's designee concludes that the matter cannot or should not be resolved informally, the charges shall be referred to the SHRP committee designated to serve as the disciplinary action Hearing Body within ten (10) working days of the decision that the matter will not be informally resolved.

D. HEARING BODY PROCESS

1. The SHRP committee designated to serve as a disciplinary Hearing Body shall comply with all procedural requirements of the UMDNJ Student Rights, Responsibilities and Disciplinary Procedures, 00-01-25-50:00. The following provisions supplement the UMDNJ policy as additional elements of the disciplinary procedures:
2. Administrative staff to the Hearing Body shall maintain files of all Hearing Body proceedings, and shall, at the request of the Hearing Body, provide to it a summary or other information concerning prior disciplinary hearings involving any student, without indication of student names or other identifying information. The Hearing Body may examine such information to promote fairness in its recommendations while evaluating each case on its own merits.
3. The Hearing Body's recommendations to the Dean may consist of any or no disciplinary action, based on the factual findings, the severity of the violation, and the accused student's education records at the School or the University. Depending on the severity of the offense as determined by the Hearing Body, one of the suggested levels of disciplinary action cited below may be recommended to the Dean. A majority vote will be required to recommend such sanctions with the exception of Level Four Disciplinary Actions, which will require a two-thirds vote of the Hearing Body.
4. Sanctions shall be based on the individual facts and circumstances of the student's conduct, with appropriate consideration given to the student's academic and disciplinary record and the impact of the student's conduct on the

School and University community. Sanctions shall generally be commensurate with the level of violation and take into account factors such as the scope of the violation, educational level and experience of the student, whether the action was intentional or an omission, whether direct harm to others was caused or risked, and whether the student takes responsibility for the violation and at what point. In addition to the description of sanctions listed below, the Hearing Body may recommend or the Dean may impose additional sanctions, such as those indicated in Section III.B.2 of this policy:

Where there is a description of sanctions below, it is not all-inclusive, and recommendations by the Hearing Body and decisions by the Dean may vary from the sanctions described.

No Violation

In the event that the student is found innocent of the allegations brought against him/her, the Hearing Body may recommend to the Dean that the matter be dropped with no further action taken.

No Action

In the event that the Hearing Body finds a student guilty of an infraction for which no action is deemed necessary by the Hearing Body, the Hearing Body may report that finding to the Dean with a recommendation of no action.

Level One

Level one violations may occur because of inexperience on the part of persons committing the violation. These violations may involve a small fraction of the total coursework, are not extensive, and do not pose direct harm to others. The student shall receive a written reprimand from the Dean or the Dean's designee and may be required to complete additional academic integrity training and reaffirmation of the Honor Code. In addition, there may be a recommendation that either no credit or a grade of F be given for the assignment/requirement or a make-up assignment be given if appropriate.

Level Two

Level two violations are those that go beyond level one. Level two violations include misconduct of a more serious character or misconduct that affects a major, significant or essential portion of work done to meet course requirements, that is intentional, or that may have posed harm to others, or that is preceded by one or more violations at levels one. The student will be suspended for a minimum of one semester from the School. A notice of "Disciplinary Suspension" will be placed in the student's official academic file and remain for the designated suspension period. A notice of "Disciplinary Probation" will be placed in the student's file, such that any further disciplinary infraction during the student's enrollment will result in a recommendation of a higher

level sanction, up to and including dismissal. A permanent indication of the violation will be included in the student's academic file. Notation of "Disciplinary Suspension" will be placed on a student's transcript and remain for the designated suspension period. In addition, the student will be required to complete additional academic integrity training and reaffirmation of the Honor Code, and if the infraction involves coursework, a grade of F for the course will be recommended.

Level Three

Violations at this level represent the most serious breaches of the School's standards of conduct, which may involve a serious violation of a professional code of conduct, violation of law and/or likely direct harm to others. The typical sanction for all level three violations and a repeat infraction at level two is permanent dismissal from the School. A permanent indication of both the violation and the dismissal will be placed in the student's official academic file and "Disciplinary Dismissal" will be noted on the student's official transcript.

E. DEAN'S DECISION

Following the Dean's receipt of the Hearing Body recommendations the Dean may invite the accused student to present his/her position in person to the Dean. Any party may submit to the Dean written objections to the Hearing Body's recommendations within five (5) working days of receipt of the Hearing Body's decision. The Dean shall, within a reasonable period of time, render a final decision on the disciplinary action to be taken and will determine whether notice of the action shall be included in the student's official academic file and/or official transcript.

F. APPEAL OF DEAN'S DECISION

The Dean's decision may be appealed pursuant to the procedures set forth in the UMDNJ Student Rights, Responsibilities and Disciplinary Procedures, 00-01-25-50:00.

G. OTHER ACTIONS

1. At the Dean's discretion at any time following receipt of the initial request for disciplinary action, the Dean may delay the awarding of a degree or certificate pending the outcome of the disciplinary procedure.
2. Unless specifically permitted by the Dean, a student may not withdraw from a course while the student is the subject of an ongoing disciplinary procedure. If a student withdraws from the School while the student is the subject of a pending disciplinary procedure, the student's transcript shall contain a notation that the student has withdrawn prior to completion of pending disciplinary procedures, unless the Dean determines that such notation is not warranted.
3. There shall be no action taken to suspend or dismiss a student from the School prior to completion of the disciplinary hearing procedures unless, in the judgment

of the Dean or the Dean's designee, the continued presence of the student poses a substantial and immediate danger to the welfare or safety of any person or threatens damage to property.

ATTENDANCE

<http://shrp.umdj.edu/policies/documents/attendance.htm>

Student Responsibilities

Students are expected to attend all classes, web-units, laboratories, and clinical sessions for which they are registered. Specific attendance policy is established at the program level. Students are expected to adhere to the stated attendance policy for each course and for the specific program in which they are enrolled.

Students are fully responsible for all material presented in classes, on the web, in laboratories, and at all clinical sessions. Absent students are responsible for obtaining all material covered in missed sessions. Students may be permitted to make up a missed web-unit, laboratory or clinical session only at the discretion of the instructor. When illness or other special circumstances prevent attendance, students should inform their instructors in advance, whenever possible.

Faculty Responsibilities

An instructor is expected to monitor the attendance in each course. Normally, the instructor will deal directly with a student in respect to brief absences from class for any cause or the student may be asked to present excuses for absence to be approved by the Program Director. Instructors promptly report three consecutive absences to the Program Director.

Faculty are not expected to be regularly available for students who miss sessions or are late for them.

ACADEMIC DECISION AND GRADE REVIEW

http://shrp.umdj.edu/policies/documents/academic_decision_grade_review.htm

Academic decisions and grade assignments are not subject to formal appeal procedures, however students who wish to dispute an academic decision or grade are required to discuss the matter with the faculty member who made the decision or assigned the grade. If this discussion fails to resolve the matter, the student may request further review only if the student produces evidence of one of the following elements at each procedural step:

- (1) Grade miscalculation or other technical error affecting the academic decision, or

- (2) Failure by the faculty member to consider circumstances affecting the student's performance, which were outside the student's control and which the student disclosed to the faculty member prior to the academic decision or assignment of grade.

Procedural Steps:

1. A student who wishes to initiate a review of an academic decision or grade must request an opportunity to confer with the faculty member making the decision or assigning the grade within three working days of notification of the decision or grade and provide written evidence required in (1) or (2) above. The student and the faculty member must attempt to resolve the issue.

When a student initiates an academic review pursuant to this procedure, he/she should ordinarily be allowed to resume the academic didactic course work pending the outcome of the review. A student's continued participation in clinical experiences is prohibited, unless the Program Director determines that the clinical experience is necessary, that the student's participation is safe and that the clinical experience cannot be readily rescheduled at the end of the review process.

2. If this attempt at resolution is unsuccessful, the student, within three working days, may submit a written request for further review to the Program Director, or to the Department Chair, if a Program Director is not the supervisor for the matter in question or is otherwise not available. The request shall include (1) the date the meeting was held with the faculty member, and (2) the written evidence previously submitted in Step 1. The student must obtain proof of receipt by the Program Director.
3. Upon receipt of the student's request, the Program Director will attempt to resolve the issue, either independently or with the assistance of the Department Chair or his/her designee(s), and issue a written decision.
4. If the student wishes a further review, he/she must submit a written request to the Associate Dean for Academic and Student Services within three working days of receipt of the Program's decision. The student's request must contain a front page entitled "Request for Final Review of Academic Decision" and a copy of previously submitted evidence. The student must obtain proof of receipt by the Associate Dean for Academic and Student Services or designee. The Associate Dean for Academic and Student Services or designee shall request all pertinent evidence from the department.
5. The Associate Dean for Academic and Student Services will convene an academic review panel consisting of the Associate Dean for Academic and Student Services or designee and two Committee on Admissions and Academic Standing faculty members who are not affiliated with the student's Program. The academic review panel will review the evidence provided by the department and

the student. The student and a department designee must be available for an interview by the panel, if requested. The panel will render a final written decision, which will be transmitted to the student and the department

6. When circumstances warrant, a Department Chair, Program Director, Associate Dean or Dean may request that an academic review panel be convened to review an academic decision or grade assignment concerning one or more students.

STUDENT GRIEVANCES

<http://www.umdnj.edu/legalweb>

Students are encouraged to seek a resolution of complaints and grievances at the departmental level by consulting the appropriate faculty member or by bringing the issue to the appropriate Program Director or Department Chair. Complaints related to harassment or discrimination may, if the student wishes, be brought directly to the UMDNJ Labor and Employment Group at 973-972-4705. The UMDNJ Office of Workplace Diversity may be contacted for consultations at 973-972-4855.

ETHICAL STATEMENT ON PATIENT CARE RESPONSIBILITIES

http://shrp.umdnj.edu/policies/documents/ethical_statement_on_patient_care_responsibilities.htm

UMDNJ is committed to providing quality health care to all patients in its health care units, including those with infectious diseases such as hepatitis B and HIV. This policy extends to all health professions, faculty, students, and personnel. Students and faculty of the School of Health Related Professions are expected to provide quality and dignified health care to every patient regardless of his or her social status, race, gender, religion, ethnic background or diagnosis.

The School of Health Related Professions provides information and training in appropriate patient care procedures in order to reduce any risks of infection from patients, particularly from those who have been diagnosed with an infectious disease.

The University unequivocally prohibits its health professionals or health profession students from refusing competent and complete health care to any patient whose condition warrants their care. This prohibition extends to all patients including those who are at risk of contracting an infectious disease or who have contracted such a disease, including AIDS, Hepatitis B, or other similar diseases.

The School will attempt to reasonably accommodate students' religious beliefs when they relate to clinical performance, provided that the accommodation does not prevent the successful completion of the essential functions of the course of study.

CRIMINAL BACKGROUND CHECK

http://www.umdnj.edu/opmwweb/Policies/HTML/AcademicAff/00-01-20-95_00.html

This policy shall apply to all applicants accepted for admission to, and students enrolled in or visiting educational programs that may include clinical experience in any facility that requires or may require a criminal background check to be performed on students assigned to that facility as part of their educational program.

Due to changes in Joint Commission on Accreditation of Healthcare Organizations (JCAHO) standards, most clinical facilities will not permit a student to start clinical training until completion of a criminal background check. Criminal background checks, with results deemed favorable by UMDNJ, are required to complete the clinical education component in many SHRP Programs. Most SHRP Programs conduct criminal background checks immediately upon offering admission. Some Programs that have limited affiliations with JCAHO accredited facilities will conduct the background check on an as needed basis. Students are charged a fee by the School to conduct the criminal background check.

Students may be required to undergo additional criminal background checks required and/or conducted by the clinical facilities in which they receive education. If a Program's clinical facilities require additional background checks, the student may be charged an additional fee for any additional criminal background checks.

The School requires students to authorize the conduct of a criminal background check and to certify that the information provided in the Criminal Background Self-Disclosure Form is true, accurate and complete. Any omission or false or misleading information may result in actions including, but not limited to, denial or rescission of an offer of admission, disciplinary action or dismissal.

Following completion of the Criminal Background Self-Disclosure Form, all students, whether on active or inactive student status, are required to notify the School of any future convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense; and of any future arrests, detentions, charges or investigations by any law enforcement authorities. Failure to do so may result in disciplinary action, including dismissal.

The current fee for a criminal background check is \$85.00.

RESEARCH FOR STUDENTS

<http://shrp.umdnj.edu/research/index.htm>

Each year the School of Health Related Professions and the UMDNJ Foundation fund a number of Summer Student Research Internships which provide graduate students with a stipend and the opportunity to work with a faculty member on a research project.

Descriptions of projects developed by faculty members are made available for student perusal in the Dean's office in April and May. When a student finds a project that interests them, they discuss the project and responsibilities with the faculty member. Once both agree to the delineation of time and responsibilities, the project is forwarded to a selection committee headed by the Associate Dean for Academic Affairs and Research. This program is designed for doctorally qualified faculty members, and students who are less than half-way through their Master's degree program.

EXCELLENCE IN TEACHING AWARD POLICY

The UMDNJ Foundation provides funds to cite members of the UMDNJ faculty for outstanding teaching during the academic year. Each year UMDNJ-School of Health Related Professions recognizes two members of the faculty for excellence in teaching. Recipients receive a cash award and a framed scroll commemorating the award. The President of UMDNJ may set any guidelines for this series of awards. Nominations are due mid February of each year, please check postings or with your Program Director.

Criteria:

1. Planning and providing effective instruction
 - a. Focuses on course content, faculty expertise, innovativeness, and creativity.
2. Personal and professional role modeling
 - a. Focuses on role modeling through scholarship and research, personal and professional growth/development, and extracurricular activities.
3. Facilitating growth and development through means other than instruction
 - a. Focuses on formal counseling and advisement and informal support and encouragement.

Summary Procedure:

1. Nominations will be solicited via multiple mechanisms such as the website, from course evaluations etc.
2. All initial nominations must be submitted by a student and should be directed to the Associate Dean for Academic Affairs or designee. Nominations must be accompanied by a letter of recommendation from the student(s) addressing the criteria. The Associate Dean for Academic Affairs will confer with the Department Chair to determine if the nomination will go forward. Faculty may not solicit nominations for him/herself.

3. The Committee will consist of the immediate past recipients, two additional faculty from the School, and two students from programs without nominations.
4. SHRP Faculty may not receive the award more than once in a five year period. A listing of the awardees for the past five years will be included with some postings.

Deadline for nominations: February 12, 2009

Academic Information

ACADEMIC STANDING

http://shrp.umdj.edu/policies/documents/academic_standing.htm

Students are considered to be in good standing as long as they meet the program requirements for good standing. Good standing is generally based upon academic and clinical performance and progress. Students are notified by the Program Director or the program's Committee on Academic Standing if they are no longer in "good standing". Students performing below satisfactory levels of proficiency (before completion of a course or module) as outlined by the program receive a written warning notice.

SATISFACTORY ACADEMIC PROGRESS

http://shrp.umdj.edu/policies/documents/academic_progress.htm

Sound academic principles require that students be required to maintain standards of satisfactory academic progress. In addition, federal regulations require the School to establish satisfactory academic progress standards for students who are awarded federal financial aid funds. The following standards apply to all matriculating students, whether they are financial aid recipients or not. Students who fail to maintain satisfactory academic progress during any semester may be placed on probation or suspension or may be dismissed, in accordance with the policies of the School. The standards of satisfactory academic progress measure a student's performance in three areas: completion rate, cumulative grade point average (GPA) and maximum time frame.

A. Completion Rate

Each academic year Program Directors, in consultation with a Program Committee on Academic Standing, if any, shall evaluate all students' academic progress by comparing the number of attempted credit hours with the credit hours earned during the academic year. In order to achieve satisfactory academic progress, a student must earn a minimum percentage of credits attempted in accordance with the chart below:

Measurement Interval (Fraction of Maximum Credit Hours Attempted)	Percentage of Credit Hours That Must Be Passed
1st Quarter of Maximum Credit Hours	50%
2nd Quarter of Maximum Credit Hours	60%
2nd Half of Maximum Credit Hours	67%

Programs may establish additional or more stringent completion rate requirements, which shall also apply to all students in the program.

Credit hours for courses in which a student has remained enrolled after the Drop/Add period will be considered as attempted or earned as follows:

ATTEMPTED & EARNED	ATTEMPTED BUT NOT EARNED	NOT ATTEMPTED OR EARNED
* "P"	"F"	"AU"
Successfully repeated courses (credit hours may be counted as earned once per course)	"W"	*Transfer credits
	"WF"	Non-credit and enrichment courses
	"I"	
		"IP"
		"NG"

* "P" grades received for pass/fail courses and for non-collegiate learning through Portfolio Assessment (Policy 2.3.3) are considered attempted and earned credits;

** Quality points from an earlier course grade in a repeated course do not count in the calculation of the GPA.

*** Grades received in transferred courses are not included in the calculation of the GPA.

B. Grade Point Average ("GPA")

Each semester Program Directors, in consultation with a Program Committee on Academic Standing, if any, shall evaluate whether each student has achieved satisfactory levels of academic and clinical proficiency as established by the Program in which they are enrolled. Each student must also achieve the standards established by the Program and by the following School policies :

1. Grading System Policy 3.0
2. Grade Point Average Calculation Policy 3.0.1
3. Probation Policy 3.1.4
4. Repetition of a Course Policy 3.1.5
5. Graduation Requirements Policy 3.3
6. GPA for Change of Program Policy 1.4
7. Transfer Credit Policy 2.3

C. Maximum Time Frame

“Maximum time frame” is defined by the School as the maximum number of credit hours (undergraduate students) or maximum number of semesters (graduate students) a student may attempt SHRP courses in the full-time pursuit of a degree or certificate. For undergraduate students, the maximum time frame may not exceed 150% of the credit hours or semesters indicated in the Requirements for Graduation submitted to the student upon matriculation, however it may be lower if so designated by the Program. Calculations of satisfactory academic progress for part-time students shall be pro-rated from the full-time maximum, based on the student's percentage of full-time credit hours or semesters attempted. Each academic year Program Directors shall evaluate whether each student can complete the program without exceeding the maximum credit hours or semesters in which courses were attempted.

Each Program has established a maximum time frame for completion of the Program's degree requirements. Maximum time frames are indicated in Exhibit A of this policy.

D. Notification of Lack of Satisfactory Academic Progress

Following the evaluations required by Sections A, B & C of this policy, Program Directors shall transmit written notification to all students who have not met the standards for satisfactory academic progress, with copies to the UMDNJ Office of Financial Aid, SHRP Office of Enrollment Services and SHRP Office of Student Services. The notification shall indicate the nature of the deficiency, any methods that may be available for correcting the deficiency and any consequences that have resulted or may result, such as probation, suspension or dismissal. A student may re-establish satisfactory academic progress by demonstrating to the Program Director achievement of the completion rate and GPA required pursuant to Sections A and B of this policy within the maximum time frame required in Section C of this policy.

E. Probation

Students on probation in accordance with Probation Policy 3.1.4 may make satisfactory academic progress during the probationary period or any subsequent probationary period, provided that the standards of this policy are met.

F. Appeal of Unsatisfactory Academic Progress Designation

Students who wish to dispute a determination of unsatisfactory progress may do so in accordance with the Academic Decision and Grade Review Policy 3.1.1. If a student's failure to make satisfactory progress is due to circumstances that may not be considered under Policy 3.1.1, the student may request that the Associate Dean for Academic Affairs and Research approve an exception to the requirements of this Satisfactory Academic Progress policy. Examples of

exceptional circumstances warranting an exception include death of a relative and injury or illness of the student.

G. Dismissal or Withdrawal

Students who are dismissed or withdrawn from the School are not making satisfactory academic progress and are not eligible to receive financial aid.

H. Other Institutions

Students enrolled in SHRP courses as exchange students or as students in Joint Programs with other institutions are subject to the standards of academic progress of this policy, if the student's enrollment is administered by SHRP. If the terms of the exchange program or Joint Program include stricter requirements for satisfactory academic progress, the stricter requirements will be enforced.

I. Documentation

Documentation of decisions concerning probation, dismissal, appeal, or re-establishment of satisfactory academic progress shall be transmitted to the affected student and maintained in the Program's student academic file in accordance with UMDNJ record retention requirements.

J. Dissemination

This policy shall be published in the same manner as other academic policies of the School, including online publication and inclusion in all new editions of the Student Handbook following adoption of the most recent policy amendment. Programs shall disseminate any additional Program-specific standards of satisfactory academic progress to all students when they enroll in the Program.

K. Standards for Satisfactory Academic Progress Established upon Matriculation

Standards for Satisfactory Academic Progress included in "Requirements for Graduation" distributed to a student upon matriculation are applicable for the duration of the student's continuous matriculation in the same program, despite any changes in standards that may apply to newer matriculants.

Please refer to the link on top for Maximum Time Frame for Completion.

READMISSION

<http://shrp.umdj.edu/policies/documents/readmission.htm>

The term re-admission applies only to those persons who apply for admission after enrolling and withdrawing (or being dismissed) from the same discipline or program previously attended.

The student is required to submit an application and fee to Enrollment Services. Enrollment Services will forward a copy to the Program Director and inform the student of the Program Director's decision with an official letter of readmission or denial. The applicant must satisfy the requirements of the Program that are in effect at the time of re-entry, e.g. GPA requirement, updated licensure, transcripts, and any other Program requirements. Upon deposit, the student is required to have current criminal background check and immunizations, sign a new Requirement for Graduation form, complete the Applicant Response Sheet as well as fulfill any other requirements for new students that have been established.

Policy for students in a Doctoral program who leave prior to completion

Students who leave a SHRP Doctoral program prior to completion may apply for admission to a master's program within two years of separation. Students admitted will be re-evaluated by the Program Director and may be required to repeat all courses completed more than five years prior unless the student demonstrates current competencies in the field deemed acceptable by the Program Director. Previously earned credits for courses in which the student earned a grade of "B" or better within the past five years may be applied to the Master's program with approval of the Program Director. A minimum of 25% of the credits required for the Master's program must be earned following re-admission pursuant to this policy.

Policy for students in a Master's program who leave prior to completion

Students who leave a SHRP Master's program prior to completion may apply for admission to a Certificate program within two years of separation. Students admitted will be re-evaluated by the Program Director and may be required to repeat all courses completed more than five years prior unless the student demonstrates current competencies in the field deemed acceptable by the Program Director. Previously earned credits for courses in which the student earned a grade of "B" or better within the past five years may be applied to the Certificate program with approval of the Program Director. A minimum of 25% of the credits required for the Certificate program must be earned following re-admission pursuant to this policy.

Policy for students in any program who leave prior to completion

Students who are re-admitted to any SHRP program will be reevaluated by the Program Director and may be required to repeat all courses completed more than five years prior unless the student demonstrates current competencies in the field deemed acceptable by the Program Director. Previously earned credits for courses in which the student earned a grade of "B" or better within the past five years may be applied to fulfill the Program's

Requirements for Graduation, with approval of the Program Director. A minimum of 25% of the credits required for the program must be earned following re-admission pursuant to this policy.

HONORS DESIGNATION

http://shrp.umdj.edu/policies/documents/honors_designation.htm

An undergraduate student in good academic standing who is a full-time student as defined in the "Registration Full-Time" Policy with a minimum semester grade point average of 3.5 and no grade lower than "C" is eligible for Dean's List each semester. One grade of "P" may be included in the full-time credit load.

This policy may vary with joint programs.

Students with Incomplete and In-Progress Grades:

In-Progress Grades

Students in good standing who have successfully completed a minimum of 12 credits with no grade lower than "C" but who carry in-progress grade(s) into the next semester, are eligible for the Dean's List if their semester grade point average is 3.5 or greater after the in-progress has been satisfied. Program directors must make this recommendation to the Office of Enrollment Service s by the end of the semester in which the grade report and revised grade point average computations is received from Enrollment Services for the semester in question.

Incomplete Grades

Normally, students with incomplete grades are not eligible for Dean's List. However, students in good standing who have successfully completed a minimum of 12 credits with no grade lower than "C" but who carry one incomplete into the next semester may still be eligible for consideration of placement on the Dean's List if their incomplete grade was the result of extenuating circumstances beyond the student's control and the revised grade point average for the semester in question is 3.5 or greater after the incomplete has been satisfied. It shall be the sole prerogative of the Program Director to recommend such students once the incomplete grade has been satisfied. Program directors must make this recommendation to the Office of Enrollment Services by the end of the semester in which the incomplete is satisfied.

Graduation with Honors:

At the completion of an undergraduate degree program, a designation of cum laude (with honors) indicates a cumulative grade point average of at least 3.50; a designation of

magna cum laude (with high honors) indicates a grade point average of at least 3.65; and summa cum laude (with highest honors) indicates a cumulative grade point average of at least 3.80. Criteria for honors may differ for joint programs.

Honors status will be recorded on the final transcript.

EXAMINATIONS

<http://shrp.umdj.edu/admissions/documents/examination.htm>

Examinations are administered on a regular basis and are considered essential to a student's learning experience. An examination is an excellent means for clarifying course objectives and for providing students with objective feedback concerning their level of progress.

It is the student's responsibility to be present for all scheduled examinations. Any student who is absent from a scheduled examination will automatically receive a grade of "F" for that examination unless the absence is due to illness or a sudden emergency which must be documented by a physician or other suitable evidence.

A student missing an examination due to a circumstance described above is to be examined at the convenience of the instructor within two weeks after the student's return to class.

Repetition of an examination for the record is a discretionary decision of the instructor; it shall not be in violation of the examination policy statement regarding absenteeism.

The student may not receive a grade higher than "C" or the grade delineated by program policies for that re-examination.

PORTFOLIO ASSESSMENT POLICY

http://shrp.umdj.edu/admissions/documents/portfolio_assessment.htm

SHRP provides award of credit for knowledge and skills gained outside the usual college/university setting. Students may be granted credits for non-collegiate learning by providing proper documentation to enable validation of competencies with the course material on a course by course basis. Also, if institutional documents are unavailable, and the student has appropriate professional experience in a field of study for which SHRP faculty have expertise, credits may be given by portfolio assessment. In addition, SHRP accepts evaluations performed by other agencies such as the following:

1. American Council on Education
 - College Credit Recommendation Service

- Armed Services Experience
 - Guide to Educational Credit by Examination
2. Thomas Edison State College

Advanced standing or credit for non-collegiate learning experiences may be granted following review and evaluation by appropriate faculty in consultation with the Program Director, Chairperson, and Associate Dean for Academic Affairs and Research.

For an application to submit Portfolio Assessment please go to the web page listed below or call the Office of Enrollment Service at (973) 972-5454
<http://shrp.umdj.edu/admissions/documents/ApplicationforPortfolioAssessment.pdf>

Assessing Prior Learning Procedure

1. Students initiate the process by obtaining an "Application for Portfolio Assessment" from the Office of Enrollment Services.
2. The Department Chairperson with the Program Director and faculty decide which courses are acceptable for assessment of prior learning. This includes full or partial assessment of learning.
3. Students confer with the faculty or Program Director about the availability of prior learning credit for a particular course. If prior learning is permitted, the student requests the course description and objectives /competencies.
4. The student completes the Application to Submit Documentation of Prior Learning form and returns it along with a check for 50% of the current in-state tuition rate to the Office of Enrollment Services. The application and fee must be received by Enrollment Services before faculty reviews documentation and decides to grant or deny credit. The Office of Enrollment Services forwards the application to the appropriate department.
5. At least two faculty members review the materials and evaluate whether the materials are sufficient to grant credit or partial credit. As a result of the review, there may be a request for a meeting, further documentation may be required, or a decision rendered granting no credit, partial credit or full credit. Credit will be documented as a "Pass" on the transcript.
6. Results will be available in six weeks or less. Results are sent to the student with a copy for the student file in the department and a copy to the Office of Enrollment Services. A portfolio accepted for course credit will be given a "pass" grade and the credits earned counted towards the degree requirements per the transfer credit policy.
7. After portfolio review, if partial credit is granted, the student must work with the faculty to arrange the duration of the independent work/ rotation to achieve all competencies,

required for credit. This contract learning is developed by the student and approved by the faculty prior to initiation. The student must register for the course.

8. As this is an academic decision, the decision cannot be appealed. The student may request one meeting with the faculty to submit clarification for further review by the faculty.

Compilation of data to assess prior learning may include but not be limited to:

- samples of work notes, presentations
- performance evaluations and job descriptions
- video tapes
- letters from supervisors

Assessment of Clinical Experiences consideration is based on:

- competency not time
- level of practice and theory commensurate with level of course

TRANSFER CREDIT

http://shrp.umdj.edu/policies/documents/transfer_credit.htm

http://shrp.umdj.edu/registrar/pdf/transfer_evaluation.pdf

The SHRP may accept in transfer recently earned credits at the designated academic level that appear on official academic transcripts from previously attended U.S. colleges, universities and other post secondary accredited institutions. Such institutions must be approved or accredited by agencies recognized by the Council on Postsecondary Accreditation (e.g. Middle States Association of Colleges and Schools, American Medical Association Commission on Accreditation of Allied Health Educational Programs, American Dental Association Council on Dental Accreditation, American Council on Education, National League of Nursing) or other appropriate program accrediting agencies.

For undergraduate programs only course work completed with a grade of "C" or better or graduate credits with a grade of "B" or better shall be accepted as transfer credit. Transfer credits may also be awarded for courses completed in institutions in foreign countries, provided acceptable evaluation of the course work is documented by agencies approved by the school. Advanced standing or credit for non-collegiate learning experiences may be granted following review and evaluation by appropriate faculty in consultation with the Associate Dean for Academic Affairs and Research. Exceptions to the transfer credit may apply where students are transferring from one UMDNJ program into an SHRP program. Such credits must appear on official academic transcripts from accredited institutions.

The number of undergraduate professional credits that may be transferred is limited to one half of the total professional curricula credits of the SHRP Program in which the student will enroll. For students entering master's programs, normally a minimum of 70% of degree

credits must be taken in the master's programs at SHRP or the program's academic affiliates. Final thesis credits from previous educational experiences are not acceptable for transfer.

For students entering doctoral programs, the percentage of degree credits allowed for transfer or advanced placement varies according to previous academic preparation. For students entering with a baccalaureate degree, normally a minimum of 70% of degree credits must be taken in the doctoral program at SHRP or the program's academic affiliate(s). For students entering with a master's degree in the same or related discipline from another accredited institution, normally a minimum of 60% of degree credits must be taken in the doctoral program at SHRP or the program's academic affiliates. For students entering with a SHRP master's degree in the same or related discipline, normally a minimum of 50% of degree credits must be taken in the doctoral program at SHRP or the program's academic affiliates. Thesis, candidacy, and dissertation credits are not accepted in transfer. Students can take courses at other institutions with written pre-approval from SHRP.

A student cannot receive two degrees simultaneously using the same course work to fulfill the course requirements for both. If a student wishes to obtain a second degree, he/she may apply to the program's director, the student may transfer credits to the second program consistent with the school transfer credit policy. The remaining credits necessary to fulfill the degree requirements of the second program will be taken using appropriate elective courses.

Transfer course work is defined as those courses taken prior to enrollment that are determined to be equivalent to specific courses that are required for graduation. The transfer course policy limits do not preclude the Program Director from granting pre-approval to enrolled graduate students to take courses at other institutions to facilitate their educational goals. Advanced placement mechanisms may be used to give credit for life experiences, course work completed before enrollment, or advanced degrees that contribute to the student's ability to satisfy program outcomes that do not necessarily correlate with particular individual course requirements.

Exceptions to the transfer credit policy may be made by the Associate Dean for Academic Affairs and Research for defined arrangements between UMDNJ Programs that promote career mobility and integration.

TRANSCRIPTS

<http://shrp.umdj.edu/policies/documents/transcript.htm>

Only a transcript that bears the official signature and/or seal of the originating institution and is mailed directly from that institution to SHRP shall be considered "official" and, therefore, acceptable for consideration for admission or for documentation for transfer

credits. Official transcripts and other documents are the property of the School and are not returnable to applicants.

Applicants who submit transcripts from foreign institutions must submit "official" evaluations from recognized transcript evaluation agencies (e.g., World Education Services). If a foreign transcript is written in a language other than English, a certified English translation must be submitted.

Waiver of an Academic or Certification Admission Document may be granted in accordance with the Policy on Special Admissions.

COUNSELING AND TUTORIAL SERVICES

http://shrp.umdny.edu/current_students/shrp_oss_home.htm

The Office of Student Services provides academic, personal and financial counseling and selected tutorial services. A variety of services are offered and extended to all SHRP students. They include, academic tutoring, counseling services, college survival tips, employability workshops, Educational Opportunity Fund (E.O.F.), and services for students with disabilities. For more information contact the Office of Student Services at (973) 972-7939 or visit the website listed above.

EDUCATIONAL OPPORTUNITY FUND SERVICES

http://shrp.umdny.edu/current_students/shrp_oss_eof.html

The Educational Opportunity Fund (EOF) program at UMDNJ-School of Health Related Professions (SHRP) is a state and University sponsored effort to provide access to higher education for economically and educationally disadvantaged individuals. EOF provides educational opportunities for low-income New Jersey residents who are motivated and demonstrate potential to succeed in college but who lacked access to a quality educational experience.

The SHRP-EOF program administers a summer program and an academic year program designed to promote academic success of each student.

CHANGE IN STUDENT DATA AND NAME FORMS

<http://shrp.umdny.edu/forms/index.html#registrar>

Each student is required to keep both the Office of Enrollment Services and his/her Program Director informed of any legal change of name or change of an address.

To refer to the forms on our website please refer to links below.

Official change of student data form:

http://shrp.umdj.edu/admissions/pdf/Student_Date.pdf

Change of name form:

http://shrp.umdj.edu/admissions/pdf/name_change.pdf

Insurance and Health Information

IMMUNIZATION STATUS

http://shrp.umdj.edu/admissions/admissions5_immunization.html

All UMDNJ-SHRP students are required to submit documented proof of immunity; the extent of immunization is based on the extent and type of interaction with patients, blood and potentially infectious bodily fluids. Questions regarding specific requirements should be directed to the Campus Student Health Service.

Students who fail to comply with immunization requirements may be prohibited from registering for future courses and participating in clinical requirements.

Please review the University policy at:

http://www.umdj.edu/opmweb/Policies/HTML/StudentServices/00-01-25-40_00.html

HEALTH SERVICES

UMDNJ provides health services to students on its various campuses through Student Health centers.

All students who pay tuition directly to UMDNJ in full-time, day programs located on the Newark, Piscataway and Stratford Campuses, are required to pay the health service fee and may receive services from the campus health centers. The AY2008-2009 rate is \$150.00 per semester or \$300.00 per year.

For students on the Newark area campuses, the Student Health and Wellness Center is located in the UMDNJ Doctors Office Center (DOC), Suite 1750, Newark, NJ 07103. Tel: (973) 972-8219

For students on the Piscataway Campus, Student Health Services are located at: 317 George Street, New Brunswick, NJ. 08901 Tel: (732) 235-5160

For students on the Stratford Campus, University Doctor's Family Medicine is located on 42 E. Laurel Rd., Suite #2100B., Stratford, NJ. 08084. Tel: 856-566-7020

Services may differ for students enrolled in joint programs.

STUDENT MENTAL HEALTH CARE SERVICES

www.ubhc.isweb.org/studentSWP/

The School of Health Related Professions (SHRP) provides mental health care for students at each of its locations.

Students enrolled in programs based on the Newark and Scotch Plains campuses, and all part time, evening and distance education students are referred to the Student Wellness program of the University Behavioral Health Care (UBHC-Newark) for mental health care.

Students enrolled in programs on the Piscataway Campus are referred to the University Behavioral Health Care (UBHC- Piscataway Campus).

Students enrolled in programs based on the Stratford Campus are referred to the University Behavioral Health Care (UBHC-Stratford Campus) and some students may also receive mental health care and medical care at the Rutgers University Health Center located in Camden.

UBHC STUDENT WELLNESS PROGRAM LOCATIONS:

NEWARK

183 S. Orange Avenue
Newark, NJ
973 972 5429

PISCATAWAY

220 Old New Brunswick Road
Suite 104
Piscataway, NJ 08854
732 235 5935

STRATFORD/ CAMDEN

227 Laurel Rd.
Suite 101
One Echellen Plaza
Voorhees, NJ 08043
856 770 5750

INSURANCE INFORMATION

For all insurance information please refer to the website under admissions at:
http://shrp.umdnj.edu/admissions/admissions4_insurance_requ.html

HEALTH INSURANCE

http://shrp.umdny.edu/admissions/admissions4_insurance_requ.html

All full-time students are required to have health insurance coverage. Also, all part-time students who participate in a clinical experience are required to have insurance coverage. If you are in these categories, you will be billed by UMDNJ for coverage by Aetna, unless you complete a waiver proving comparable coverage. Your proof of comparable coverage must be done prior to enrollment in classes or by the dates below (which ever comes first). Otherwise you will be required to purchase the Aetna policy.

To fill out a waiver, you can complete the form at: www.universityhealthplans.com

- Click on University of Medicine and Dentistry of New Jersey
- Click on UMDNJ Student Health Insurance Plan
- Go to the menu on the left side of the screen and select Waiver Form
- The menu also has a brochure describing Aetna's coverage and other information

If you choose to join Aetna, the insurance coverage periods are as follows:

Students entering Fall August 1 to August 1

Students entering Spring January 1 to July 31

Students entering Summer May 1 to July 31

Deadline date for Fall August 15th

Deadline date for Spring January 15th

Deadline date for Summer June 15th

Students who miss the waiver deadline and wish to appeal the health insurance charges should call the Office of Enrollment Services at (973) 972-5454. Students who appeal will be charged a \$100 administrative fee, whether or not the appeal is approved.

DENTAL INSURANCE

http://shrp.umdny.edu/admissions/admissions4_insurance_requ.html

UMDNJ is offering students, postdoctoral fellows and their dependents the DeltaCare dental insurance plan for 2008-09. Enrollment in this plan is voluntary; it is not required insurance.

Students and postdoctoral fellows interested in participating in the plan will enroll on-line, beginning June 13, through University Health Plans (UHP). The on-line enrollment

form, plan benefits and highlights and a list of network dentists can be found by linking to <http://universityhealthplans.com>, and following the links to the UMDNJ dental insurance information.

July 15, 2008 is the enrollment deadline for coverage from August 1, 2008 to July 31, 2009. Deadlines of August 15, 2008 and September 15, 2008 have been established as well for September 1 and October 1, effective dates respectively. Students who enroll after the first deadline of July 15 may not appear on their dentist's roster until October, and their dentist will need to call DeltaCare to verify eligibility. The premium will not be pro-rated for the September and October effective dates. Students with questions regarding the plan or the enrollment process should contact UHP via email at info@universityhealthplans.com, or telephone at (800) 437-6448.

VISION INSURANCE

<http://universityhealthplans.com/>

University Health Plans (UHP), has arranged to offer students and post doctoral students a Voluntary Vision Insurance Plan, VSP Vision Care, for 2009. Enrollment information, deadlines, plan benefits and highlights, pricing, and a list of providers can be found on the UHP website listed above.

Coverage for the 2009 academic year will be effective 9/1/08.

DISABILITY INSURANCE

http://shrp.umdj.edu/admissions/admissions4_insurance_req.html

Disability Insurance is available for voluntary purchase by full-time students enrolled in the School of Health Related Professions through Standard Insurance Company. The administrators for the plan are Professional Benefit Consultants. The rate for 2008-2009 is \$93.60. Additional information regarding the plan can be obtained by contacting them at (866) 960-6337 or (262) 537-3454.

PROFESSIONAL LIABILITY INSURANCE

Students wishing to participate in out-of-state clinical or non-clinical rotations as a part of their educational experience may be required to purchase professional liability insurance covering such activities and obtain a certificate of such insurance, naming UMDNJ and the clinical facility as certificate holders, prior to beginning the rotation. Students may purchase insurance for this purpose at <http://www.hpsa.com/students/studentindex.php3> or any comparable source of their choosing.

UMDNJ INCIDENT REPORTING

http://www.umdnj.edu/oppmweb/Policies/HTML/financial/00-01-50-87_00.html

If a student suffers an accident during a School activity, the student must complete an incident report. If the accident occurs at a non-UMDNJ facility, that facility's incident report form should be completed. If the accident occurs at a UMDNJ facility, the UMDNJ incident report form must be completed and submitted to the UMDNJ Office of Risk and Claims Management, ADMC 1313, Newark campus, with a copy to the Office of the SHRP Dean. The Office of Risk and Claims Management should be contacted immediately if the accident involves injury. Call (973) 972-6277. Incident Report forms may be obtained through Program Directors, the Office of the Dean and the Office of Student Services.

NEEDLESTICKS

<http://www.umdnj.edu/oppmweb/policies/html/healthserv/00-01-40-40.html>

Incidents involving needle sticks and potential exposure to bloodborne pathogens require immediate action to protect a student's health and safety. The UMDNJ Policy on Management of Potential Occupational/Educational Exposures to HIV, HBV and HCV, 00-01-40-40:10, will be implemented: http://www.umdnj.edu/oppmweb/policies/html/healthserv/00-01-40-40_10.html

If a student reports a needle stick to any SHRP official, the student should be instructed to:

- A. Wash exposure site thoroughly with soap and water (or water only for mucous membranes).
- B. Notify the clinical supervisor for assistance.
- C. Call/Go to the nearest Student Health and Wellness Center or the area of the clinical facility designated for treating needle stick exposures. Consult concerning appropriate tests, risk-assessment counseling and chemoprophylaxis.

Newark & Scotch Plains:

Student Health & Wellenss Center: (973) 972-8219 (7:30-5 M-F)

After hours: ER at UMDNJ-University Hospital (973) 972-5123

Piscataway/New Brunswick:

EOHSI Employee Health Service: (732) 445-0123 (8-4 M-F)

After hours page Infectious Diseases Fellow on call at RWJ University Hospital (732) 828-3000, press 0

Camden:

Student Health Service: (856) 342-2434 (4-4:30 M-F)

After hours: ED Nurses' Station at Cooper Hospital (856) 342-5392

Stratford:

(856) 566-6845 (24 hrs.)

- D. Complete an incident report from the facility in which the incident occurred.

- E. Send treatment and testing bills to the student's insurance company. For reimbursement of expenses not reimbursed by insurance, send a request, including the incident report, your insurance Explanation of Benefits and original treatment fill, to your Program Director or the Associate Dean for Academic and Student Services.

HEALTH INFORMATION DISCLOSURE

[Http://www.umdnj.edu/complweb/policies/hipaapols](http://www.umdnj.edu/complweb/policies/hipaapols)

Health Information at UMDNJ is protected under the Health Insurance Portability and Accountability Act (HIPAA). UMDNJ is committed to providing students with notification of legal duties and privacy practices.

Please see the link above for further information.

Tuition and Fees

TUITION DEPOSIT

Once a student is accepted into any SHRP Academic Program, he/she must submit a tuition deposit. The deposit holds a place in the program for the student and is deducted from the first semester's tuition bill. In addition, a Criminal Background Check fee is charged immediately upon admission to most programs.

TUITION INFORMATION

Students will receive a statement of account to reflect their financial obligation to the School from the Business Office. University Policy requires that all students pay or demonstrate a commitment to pay tuition and fees in full, thirty (30) days prior to each term's start date. All funds from financial aid are initially applied to tuition and fees.

Refunds

Refunds will be issued on credit balances after all financial obligations to UMDNJ are satisfied.

Official Withdrawal Refund Schedule

First week of semester	100%
Second week of semester	75%
Third week of semester	50%
After third week	0%

Installment Plan

Students receiving partial or no financial aid can opt to enroll in an installment plan. The student must enroll in the installment plan on or before the due date specified on their bill. A fee of \$20.00 per semester is assessed. Students enrolled in the installment plan are required to adhere to the following schedule:

- Payment of all fees plus one-half of the tuition is due at the time of enrollment in the installment plan.
- One quarter of the tuition is due 30 days from enrollment in the installment plan.
- One quarter of the tuition is due 60 days from enrollment in the installment plan.

Students with accounts in arrears who have established a payment plan and are timely in their payments shall be permitted to register for their subsequent semester. Students who do not resolve their account after two notifications from the Business Office will not be permitted to continue to attend classes during the semester in which they are currently enrolled.

PER CREDIT TUITION FOR 2008- 2009

http://shrp.umdj.edu/registrar/regist_04_tuiton_fee.html

Tuition¹

UMDNJ reserves the right to change tuition and/or fees at any time. Financial information concerning tuition and fees and their payments can be obtained from the Office of Enrollment Services at (973) 972-5454. The following are approved rates for the Schools programs for Academic Year 2008-2009.

UMDNJ Tuition and Fees¹

Tuition for all programs at UMDNJ-SHRP is payable to UMDNJ and is subject to change. UMDNJ fees are paid at the beginning of each semester. Additional Program fees for disposable educational supplies, materials and duplication costs of handouts are charged. Program fees average \$10 per credit, but vary by program. A technology fee of \$120.00 is assessed for students taking 6 credits or more and \$60.00 for students taking less than 6 credits. A one-time \$50.00 student activity fee is charged for "new" incoming students. A graduation fee is charged the first semester as a matriculated student. Fees for students in joint programs may differ.

A \$50.00 late fee is charged to students who register after the standard registration period (please see the academic calendar for dates).

UMDNJ-SHRP Tuition¹

- Undergraduate tuition: **\$284.00/per credit in-state**
- Dietetic Internship Certificate Tuition: **\$343.00/Per Credit in-state**
- Graduate tuition: **\$494.00/per credit in-state**

Students are charged a per credit rate to a maximum of 16 credits a semester. The University policy for tuition is as follows:

- Tuition for out-of-state residents is 50% more than that of in-state residents.
- Students who have permanent residencies outside the U.S. pay the out-of-state tuition rate.

UMDNJ-SHRP Tuition For Web Based Programs¹

Check in the Academic Program Directory in the beginning of this handbook or with your Program Director to see if your program is identified as a web-based program. Out of state tuition does not apply to web-based programs.

- Undergraduate web-based program tuition: **\$284.00**
- Graduate web-based program tuition: **\$531.00**

¹ All tuition rates are subject to change without notice.

Laboratory Fees¹

Additional laboratory fees are charged by some programs. Please consult your Program Director for specific lab fees or call the Department of Enrollment Services for additional information.

TUITION AND FEES FOR WEB COURSES¹

Students not in web-based programs taking web-based courses pay the in-state rate as well as the posted fees. Based on the tuition stated above, the tuition and fees for web courses are as follows:

Tuition and fees for web-based courses:

\$284.00 per credit for undergraduate and \$531.00 per credit for graduate

\$10.00 student fee per credit

\$60.00 per course technology fee.

REGISTRATION FEE¹

\$50.00 non-refundable registration fee for non-matriculated students

\$50.00 for late registration-matriculated students

Student registration is on-line as a free service through the My.UMDNJ web portal. Students will be charged a \$50 fee for fax, mail or in-person registration. Please call the Office of Enrollment Services at (973) 972-5454 for assistance with the online registration process.

GRADUATION FEE¹

http://shrp.umdj.edu/registrar/diploma_releaseform.html

Students matriculated into a UMDNJ program will be assessed a one-time graduation fee during their first term of matriculation. This fee is refundable for any student who officially withdraws from School. Generally, students paying tuition and fees to partner institutions of a joint program are assessed a different graduation fee. In addition, students who have placed orders for academic attire but fail to attend the Commencement Ceremony, without prior written approval from the Dean, are subject to an additional fee. The University reserves the right to change fees at any time.

¹ All tuition rates are subject to change without notice.

FINANCIAL AID

http://www.umdnj.edu/studentfinancialaid/index_new_brow.htm

Student Financial Aid Office Locations

Newark, Scotch Plains & Distance Learning Campus	Piscataway Campus	Stratford Campus
Student Financial Aid ADMC 1208 30 Bergen Street P.O. Box 1709 Newark, New Jersey 07107-1709	675 Hoes Lane West, C103 Piscataway, New Jersey 08854	40 East Laurel Road University Education Center Suite 1030 Stratford, New Jersey 08084-1350
Tel: (973) 972-4376	Tel: (732) 235-4689	Tel: (856) 566-6008
e-mail: NwkFinAid@umdnj.edu	e-mail: PiscFinAid@umdnj.edu	e-mail: StratFinAid@umdnj.edu

Non-matriculating students generally are not eligible for financial aid.

SCHOLARSHIPS FOR STUDENTS

http://shrp.umdnj.edu/admissions/admissions10_scholarships.html

Each year, the UMDNJ Foundation and SHRP Faculty and Staff make available scholarships to qualified applicants who demonstrate academic and professional achievement in their programs and fields. Scholarships are available for both newly entering students and continuing students. You may be eligible for more than one scholarship and you are invited to apply for all scholarships for which you are eligible. Some scholarships are based on financial need. To apply for these scholarships, you must submit the Free Application for Federal Student Aid (FAFSA).

Information about these scholarships and the application form is available on the SHRP web site at link listed above.

THIRD PARTY BILLING

If tuition/fees are paid directly to the University by a government agency, please contact the UMDNJ Business Office at (732) 235-9168 located at 335 George Street, Liberty Plaza, New Brunswick, NJ 08903.

If tuition and/or fees are paid directly to the University by Armed Services or Federal Government (VA) or the State of NJ please forward the paperwork to UMDNJ Business Office Attn: Harold Alexander at 335 George Street, Liberty Plaza, New Brunswick, NJ 08903.

UNPAID ACCOUNTS

A student with an unpaid and overdue UMDNJ account may, upon notice, be refused admittance to classes until payment is received. In addition, students are not permitted to continue in the program for the following semester, nor will a transcript of credits or certificate of graduation be issued until the indebtedness is settled. Students who anticipate or are experiencing a financial problem should contact the Business Office at (732) 235-9168.

ACCOUNTS IN ARREARS

Students who fail to pay their account in full within thirty days of going on inactive academic status, will have their accounts submitted to a collection agency. The student is responsible for collection agency fees which is 33 1/3% of the past due balance plus the balance, and all legal fees involved in collecting the past due account. For inquiries on delinquent accounts please contact Andrea Acevedo at (732) 235-9168 for all campuses.

For additional information or to enroll in the installment plan please contact the Cashier's office number listed below during business hours Monday through Friday from 8:30 a.m. to 4:00 p.m.

Newark Campus:

Stanley S. Bergen Building
65 Bergen Street, 1st Floor
Newark, NJ 07107-3007
(973) 972-6307 or (973) 972-7953

Piscataway Campus:

675 Hoes Lanes, V-2
Piscataway, NJ 08854
(732) 235-4754

Stratford Campus:

40 E. Laurel Rd.
UEC #1085
Stratford Campus
(856) 566-6791

For Payment:

Cashier's Office
P.O. Box 2685
New Brunswick, NJ 08903-2685

You can also make inquiries and request information by visiting or contacting the Office of Enrollment Services at (973) 972-5454 or via e-mail at shrpadm@umdnj.edu.

Registration and Grade Policies

REGISTRATION

<http://shrp.umdj.edu/registrar/index.html>

Registration is based upon the courses listed on the “Requirements for Graduation” form for each program, unless a change in a course of study is received in the Office of Enrollment Services. Please refer to the Calendar at the back of this Handbook for registration dates or check the SHRP web site at:

http://shrp.umdj.edu/registrar/regist_02_reg_dates.html

Matriculated students register through My.UMDNJ web portal and receive their web registration PIN from Enrollment Services by either UMDNJ e-mail or from their Program Director. Students receive their PIN approximately 7-10 days before registration begins. Please contact Enrollment Services at 973 972-5454 with any questions.

Block-Registering Students

Some programs at SHRP are considered “Block Registered,” meaning your courses are mapped out for you from your first semester of enrollment to your last. If you are in one of these programs, you will be automatically registered for your courses by Enrollment Services. If you are not sure if your program is Block Registered, please contact Enrollment Services at (973) 972-5454 or your Program Director/Advisor.

Traditional Registering Students

Traditional registering students (not enrolled in Block Registered programs), including part-time students, are required to consult with an advisor each semester prior to registration.

Traditional Registering Students are required to register on-line through My.UMDNJ portal. Students submitting paper registrations via fax, mail or hand delivered will be charged a \$50 registration fee.

The on-line student information system allows students to register on-line, drop and add courses on-line, view the most recent course catalog and course schedule, check grades, financial aid status and account balance.

Students who pay tuition at a partner school must register at that School.

GRADING SYSTEM POLICY

http://shrp.umdj.edu/policies/documents/grading_system_policy.htm

Students must demonstrate satisfactory knowledge and skill in academic work and clinical performance in order to complete a program of study. A letter grade is used to report

the final evaluation of a student's performance in a course. In determining a grade, each faculty member utilizes criteria established and discussed with students at the beginning of each course. Only the instructor of a class has the authority to submit grades for students in that class to the Office of Enrollment Services.

Grades may be assigned through administrative action, if the faculty member of record is unable or unwilling to assign grades in a timely manner.

A grade for a student is subject to change only in the event of clerical or calculation error or to change an incomplete or "in progress" to a performance letter grade. An instructor wishing to change a grade must submit a recommendation of change to the Associate Dean of Academic Affairs. A change of grade occurs only under extraordinary circumstances; and the reason must be stated on the change of grade form.

The following grades are used to report the quality of academic and/or clinical performance:

Grade	Quality	Points
A	Excellent	4.0
B+	Very Good	3.5
B	Good	3.0
C+	Above Satisfactory	2.5
C	Satisfactory	2.0
D	Less than Satisfactory	1.0
F	Failure	0.0

P	Passing (Pass/Fail Course Only)	
I	Incomplete	
IP	Course In Progress	
AU	Audit	
NG	Non-graded (grade not submitted)	
W	Official withdrawal	
WF	Unofficial withdrawal	
WI	Official Withdrawal from Program with Incomplete Courses	

At the discretion of the individual program, students must attain a grade of "C" or better in all professional courses which are required for practice of their specific discipline upon graduation.

If a student receives less than a "C", the student has one year from receipt of the grade to repeat the course achieving a "C" or better. Program directors shall define which courses are considered required professional courses within their programs and prospectively share this information with their students prior to enrollment.

Programs may set more stringent requirements. Consult program policies regarding specific requirements of the program.

A grade of "P" or "F" is given for courses at the discretion of the program faculty. Each program determines the maximum number of allowable "P" courses. A request for permission of the program director and course faculty must be initiated prior to the end of the first full week of class in a 16 week semester to be eligible for Pass/Fail options.

A grade of "P" is not calculated into the grade point average.

A grade of "I" is normally given only when circumstances beyond the control of the student prevent completion of course requirements. Students receiving a grade of "I" are responsible for finding out from the instructor the exact work required to remove the "Incomplete" grade. A performance grade must be received within one year of the semester in which the "I" is received, or sooner, at the discretion of the Instructor. If a grade is not received during this time frame, the "I" is converted to an "F." The "F" will be shown on the transcript in italics indicating that it is an administrative "F".

The provisional grade of "IP" (in progress) is assigned to courses which extend over more than one semester/session. The provisional grade of "IP" shall be replaced by the final grade when the student completes the full sequence. The faculty of the program shall regulate the awarding of credit in cases where the full sequence is not complete. A grade of IP cannot extend beyond the duration of the course/sequence. If the course work is not complete at the end of the course/sequence, a student may request a grade of incomplete. If the incomplete grade is awarded, the student will follow the procedure for the incomplete grade listed above.

Repetition of any course results in the original grade and the new grade both appearing on the transcript; however, the quality points from the earlier grade are not calculated into the student's cumulative grade point average.

"NG" is a temporary grade that is assigned by Student Records if a faculty member does not submit the grade prior to the deadline. The performance grade must be submitted as soon as possible.

With the permission of the program director and the course instructor, and on a space-available basis, students may audit courses. No academic credit is earned in this manner; a grade of "AU" appears on the transcript.

Students who officially withdraw from a course prior to completion of 3/4 of the course (the end of the twelfth week of classes in a sixteen week semester) will receive a grade of "W" on their transcript. (See Withdrawal from Course Policy # 2.7.1).

Students who unofficially withdraw from a course (see policy on Withdrawal from Course Policy # 2.7.1) prior to completion of 3/4 of the course (the end of the twelfth week in a

sixteen week semester) will receive a grade of “WF” on the transcript.

If students withdraw after the twelfth week, the course instructor will assign a final grade based upon the work completed and the requirements for the course.

The Drop-add policy (2.6) outlines the time frame for dropping and adding courses. Any course that is dropped within the drop-add period will not appear on the student's transcript.

GRADUATION REQUIREMENTS

http://shrp.umdnj.edu/policies/documents/graduation_requirements.htm

Graduation from SHRP certifies the achievement of a satisfactory level of academic and professional proficiency in all courses and all clinical experiences, as defined in the individual's program plan.

The requirement for graduation for undergraduate programs is the attainment of a minimum cumulative grade point average (quality point average) of 2.00 (on a 4.00 scale). For graduate programs, the minimum attainment is 2.50 (on a 4.00 scale). Programs may set more stringent requirements. Course credits that have been completed elsewhere (see Transfer Credits Policy 2.3) will not be utilized in determining the student's final grade point average.

Students must submit an application for graduation by the deadline established by SHRP. Students who have applied for graduation, but do not complete their degree requirements before the graduation date, must submit a new Application for Graduation form to Enrollment Services to become re-eligible for the next graduation date.

The Application for Graduation is available on the SHRP website in the Enrollment Services, Registrar section.

MAINTAINING MATRICULATION

http://shrp.umdnj.edu/policies/documents/maintaining_matriculation.htm

Students are considered matriculated when they are admitted to and enrolled in a program of study which terminates with the conferral of a university certificate or degree. A student enrolled in courses or special programs of study sponsored by programs or departments of the School, but which do not lead to University certificates or degrees, is not considered matriculated. In general, a student will not be permitted to earn more than 12 credits and still maintain non-matriculating status.

Students enrolled in SHRP Programs and taking required or approved courses (with prior approval forms completed and approved) at another school should be considered matriculated by SHRP even if they are not taking SHRP courses in a given semester.

All students on leave of absence or carrying reduced course loads who wish to maintain "in attendance" status for insurance purposes must register to maintain matriculation during a hiatus in classroom attendance. A fee is assessed for this service. The form is accessible through our website: http://shrp.umdj.edu/registrar/pdf/maintaining_matriculation_status.pdf

CONTINUING PROGRAM STATUS

<http://shrp.umdj.edu/registrar/documents/ChangeofStudentProgramStatus4-26.pdf>

Continuing Program Status may be requested by students who wish to remain in an active program status but are not taking courses, are not on a leave of absence, or are maintaining matriculation during the fall or spring semesters. Students may continue program status for up to one year. After one year, students who do not register or have their leave of absence extended, will be administratively withdrawn. To be readmitted, students must apply for re-admission and pay the application fee.

REPETITION OF A COURSE

http://shrp.umdj.edu/policies/documents/repetition_of_a_course.htm

Students may repeat courses if the grade(s) received do not meet the requirements for graduation as established by the program, providing the repetition of courses(s) is not in conflict with other program or school policies. Repetition of any course results in both the original grade and the new grade appearing on the transcript; however, the quality points from the earlier grade are not calculated into the student's cumulative grade point average.

DROP/ADD POLICY

<http://shrp.umdj.edu/policies/documents/drop-add.htm>

Add policy

A student may add a course only within the following time periods or with approval of the course instructor:

1. For a semester-long course: prior to the start of the third class.
2. For a short-term course: is at the discretion of the instructor and Program Director.

Drop policy

Students may drop a course without the course appearing on the transcript prior to the third meeting of the class for a semester long class. For short-term classes, a course may be dropped at the discretion of the Program Director prior to completion of 10% of the course meetings.

The student must complete an “Add/Drop” form, obtain approval from the Program Director, and return the form to the Office of Enrollment Services within the time periods set forth above. A form dated and submitted after these time periods will not be accepted. Students who do not officially drop a course will be billed for the entire course and receive a WF on their transcript.

WITHDRAWAL FROM COURSE

http://shrp.umdj.edu/policies/documents/withdrawal_from_course.htm

Official Withdrawal from a course

Students who officially withdraw from a course prior to completion of $\frac{3}{4}$ of the course will receive a grade of “W” on their transcripts. Students who do not withdraw by completion of the 12th week of class of the course (in a 16 week semester) will be given a performance grade by the instructor for the course. Students must complete the Change of Student Program Status form, obtain approval from the Program Director and file the form with the Office of Enrollment Services/Student Records within this period. The official date of withdrawal is the date on which the completed form is filed at Enrollment Services – not the date of last attendance. Non-attendance or notification to the instructor/Program Director does not constitute formal withdrawal.

Unofficial Withdrawal from a course

A student will be considered to have withdrawn unofficially from a course or courses if he/she is absent for three consecutive web modules, didactic/clinical days or more without notification to the appropriate course instructor or Program Director.

WITHDRAWAL FROM SCHOOL

http://shrp.umdj.edu/policies/documents/withdrawal_from_school.htm

Official Withdrawal from School

A student wishing to withdraw from the School must consult with the Program Director, complete a Change of Student Program Status form, obtain the Program Director’s signature, and file the form with the Office of Enrollment Services. An exit interview may be scheduled. Students with outstanding encumbrances are not entitled to receive, or to have sent on their behalf, transcripts of their academic work until such encumbrances are satisfied. Any incomplete grades or courses will be given a WI upon official withdrawal from the School.

Unofficial Withdrawal from the School

Unofficial withdrawal from the School results in a grade of "WF" in the course or courses in progress, if the withdrawal occurs prior to the end of the 12th week of classes (or $\frac{3}{4}$ of the course). Unofficial withdrawal after the 12th week of class will result in a grade as determined by the course instructor (see Grading System policy)

A matriculated student who fails to register for a semester shall be considered to have withdrawn unofficially from the school, unless he/she is on a leave of absence or has filed an approved Change of Student Program Status form.

Before reporting the unofficial withdrawal status/grade to the Office of Enrollment Services in accordance with the unofficial withdrawal policy above, the student shall be notified by a first class and certified letter from the Program Director or his/her designee that he/she will be given an unofficial withdrawal. The student shall be given 3 working days from receipt of the letter to respond in writing. If the student does not respond within the given time, the unofficial withdrawal will be in effect. If the student does respond with an intention to continue in the course/program, the matter shall be referred to the Program Director for disposition.

ADMINISTRATIVE WITHDRAWAL

For the Fall and Spring terms, students who do not register, go on a Leave of Absence, obtain Continuing Program Status or officially withdraw from the program will be administratively withdrawn from the School. Students may apply to be re-admitted to their program by submitting a new application for admission and payment of a \$50.00 application fee.

LEAVE OF ABSENCE

http://shrp.umdj.edu/policies/documents/leave_of_absence.htm

Any student who wishes to request a leave of absence must submit a completed Change of Student Program Status Form to Enrollment Services, indicating the reasons for the request. This form is available through the Office of Enrollment Services, either in person or at the link above.

Once received, Enrollment Services will forward the form to the student's Program Director, who will evaluate the request in accordance with any Program specific policies or procedures. If the Program Director imposes any conditions on the student's return from a Leave of Absence, the Program Director will communicate the conditions in writing to the student, with a copy to Enrollment Services. Enrollment Services will place a "hold" on the student's registration until the Program Director confirms in writing to Enrollment Services that all conditions have been met for the student's return from Leave of Absence.

A Leave of Absence may be granted for a period of up to one academic year per request. A Leave of Absence may be extended upon submission by the student to Enrollment Services of a Change of Student Program Status form, requesting additional leave. Enrollment Services will forward requests for additional leave to the Program Director, who may approve additional leave for periods of up to one academic year.

The Office of Enrollment Services may deny return from a Leave of Absence, if the student has not obtained Program Director's written confirmation that any conditions established for the Leave of Absence have been met or if outstanding tuition and fees or other encumbrances exist.

Unless conditions have been imposed by the Program Director for return from a Leave of Absence, students are not required to receive approval to return if they are returning within the period the student had been previously granted. Reapplication for admission is not required.

Students who do not re-enroll upon the expiration of a Leave of Absence and who do not receive approval from the Program Director for an additional period of leave, will be administratively withdrawn from the School by Enrollment Services.

ACADEMIC WARNING

<http://shrp.umdnj.edu/policies/documents/academic-warning.htm>

All students are expected to achieve satisfactory levels of academic and clinical proficiency as stipulated by the individual SHRP programs for theory, laboratory and clinical practice.

Each program shall clearly inform students of the criteria for satisfactory performance in each course. Students performing below satisfactory levels of proficiency as outlined by the program may receive a written warning notice before completion of course or module at the discretion of the program. The written warning states the problem(s), outlines those measures needed for improvement and sets a deadline for compliance, as well as an admonition to the students to seek academic counseling or assistance.

The source instructor shall forward copies of warnings to the program director or department chairperson.

Written warnings may be shared with the counselor in the Office of Student Services.

EXAMINATION

<http://shrp.umdj.edu/policies/documents/examination.htm>

Examinations are administered on a regular basis and are considered essential to a student's learning experiences. An examination is an excellent means for clarifying course objectives and for providing students with objective feedback concerning their level of progress.

A. Make-up Exam:

It is the student's responsibility to be present for all scheduled examinations. Any student who is absent from a scheduled examination will automatically receive a grade of "F" for that examination unless the absence is due to illness or a sudden emergency which must be documented by a physician or other suitable evidence.

A student missing an examination due to reasonable circumstances described above is to be examined at the convenience of the instructor within two weeks after the student's return to class.

B. Repeat Examination:

Repetition of an examination is at the discretion of the instructor; it shall not be in violation of the examination policy statement regarding absenteeism.

The student may not receive a grade higher than the minimal passing grade or the grade delineated by program policies.

PROBATION POLICY

http://shrp.umdj.edu/policies/documents/probation_policy.htm

Semester Probation

Semester Probation is assigned to any student obtaining less than the grade point average of 2.0 in any given semester (or the higher grade point average established by a program). The policy applies even if the overall grade point average is above 2.0 at the end of that semester.

If the student fails to receive a cumulative grade point average of 2.0 by the end of the next semester enrolled or is on probation for more than one semester, the student may be dismissed.

Academic Probation

Academic probation is assigned to any student whose cumulative grade point average falls below 2.0, or does not meet the program requirements for academic performance and progress. Undergraduate students, who fail to meet the requirements of raising their

grade point average to 2.0, or meet specific program requirements, may be dismissed for unsatisfactory progress. Graduate students who fail to meet the requirements of raising their grade point average to 2.5 or meet the specific program requirements may be dismissed for unsatisfactory progress.

Students on academic probation will not be permitted to represent the school in any student organization or committee or hold office in any student organization.

If program policies regarding probation and dismissal are more stringent than these policies, the program policies prevail.

Web Information

My.UMDNJ

<https://my.umdj.edu/cp/home/displaylogin>

My.UMDNJ provides portal access to the UMDNJ intranet. The portal may be used to exchange information, interact with School Administrators and connect to external news feeds. Students should use the My.UMDNJ portal to process online registration requests, access their WebCT account, access e-mail, obtain grades and review student account statements.

Newly accepted students who submit all documents and deposits required for enrollment into SHRP programs, will be sent information detailing how to access MY.UMDNJ.

BANNER SELF SERVICE

Access Banner Self-Service through My.UMDNJ, the Web Portal into the UMDNJ community. You can also access the link by going to the SHRP web site and clicking on Banner Self Service link just below the SHRP banner, on the right hand side.

Banner Self-Service is a web tool for managing tasks and information that are critical to success as a UMDNJ student. For example, through Banner Self-Service, you can access the following:

- Class Schedule
- Grades
- Registration
- Current Balance
- Financial Aid Status

COURSE SCHEDULE

The course schedule is posted on the SHRP website by semester. You can access information by going to:

http://shrp.umdj.edu/course_schedule/sched.html?ID=1

For online courses see the following:

http://shrp.umdj.edu/online_courses/online02_web_courses.html

COURSE DESCRIPTIONS

<http://coursecatalog.umdj.edu/>

All SHRP course descriptions are posted at the link above by course or by program. In addition, you may print a copy of course requirements and look up courses across disciplines by title and by course number.

POLICIES

For Universities policies please go to:

[Http://www.umdj.edu/oppmweb/opm_search.html](http://www.umdj.edu/oppmweb/opm_search.html)

For SHRP academic policies please go to:

<http://shrp.umdj.edu/policies/index.html>

FACULTY INFORMATION

For the entire SHRP faculty list please go to:

<http://marcy-cfinst1.umdj.edu/shpfprod/faclist.cfm>

For detailed information and faculty profiles please go to:

<http://profiles.umdj.edu/shrp/index.cfm>

Graduation/Commencement Information

APPLYING FOR GRADUATION

http://shrp.umdj.edu/registrar/app_grad.html

Students must submit an application for graduation by the deadline established by SHRP. Students who have applied for graduation, but do not complete their degree requirements before the graduation date, must submit a new Application for Graduation form to Enrollment Services to become re-eligible for the next graduation date.

The online application can be found at:

http://shrp.umdj.edu/registrar/documents/app_for_graduation.pdf

The Filing deadlines are as follows:

- January graduates must submit form before Sep 15th of each year.
- May and September graduates must submit form before December 9th of each year.

Failure to meet the filing deadline will result in a late fee which will be posted to your account.

COMMENCEMENT

<http://www.umdj.edu/acadweb/commencement.html>

UMDNJ holds its annual Commencement each May (Please refer to the link listed above for specific dates and directions). The University requires all graduates of its schools to participate in its annual Commencement Exercises.

Students who have placed orders for academic attire but fail to attend the Commencement Exercises, without prior written approval from the Dean, are subject to an additional fee.

The University recognizes that students may complete their course requirements for graduation at different times during the academic year; to this end, the University has established three graduation dates for SHRP:

- January 15th of each year
- May (date determined each year)
- September 15th of each year

Future May Graduation dates are as follows:

Wednesday, May 20, 2009

Wednesday, May 26, 2010

Wednesday, May 25, 2011

Wednesday, May 23, 2012

Generally, students eligible to participate in May Commencement are students who have either graduated in January or are expected to graduate in May or September of that year. PhD and DCN candidates must complete all requirements before they can attend commencement. Graduation dates at partner schools may vary for students in joint programs.

Certificates and Diplomas will only be released to graduates after confirming that all degree and other requirements have been met and encumbrances have been cleared. Encumbrances may include any outstanding financial or other student obligation, such as account balances, unresolved library obligations or student loans. Upon request from a student who has unresolved encumbrances, a letter of acknowledgment can be issued certifying that all requirements have been met.

For additional information on commencement please go to the following link on the SHRP website:

<http://shrp.umdj.edu/registrar/commencement.html>

Note: For Thomas Edison State Programs check with your advisor.

COMMENCEMENT SPECIAL NEEDS SERVICES REQUEST

<http://www.umdj.edu/acadweb/Commencement/SpecialNeedsForm.pdf>

Graduates requesting special needs services for themselves, family or friends should contact the Office of Workplace Diversity at 973-972-4855 or go to the link above to complete the application.

CONVOCATION (ANNUAL RECOGNITION DINNER)

Each May, graduating students, faculty, staff and guests are invited to attend a recognition dinner to honor the graduating class. The dinner is to salute our students, applaud completion of their academic journey and to wish them much success in their future endeavors. At this event, the School gives awards for recognizing students' academic and clinical excellence and exceptional service to the community, the School, the University, or Allied Health Professions.

CERTIFICATE OF EXCELLENCE FOR OUTSTANDING SERVICE

Nominations for this award may come from peers, administrators or self-nomination. It is awarded to those students who have contributed outstanding service to the community, the School, the University, or the Allied Health Professions.

One award per program may be given annually. Students are selected for this award by faculty members of the respective program.

Nominations should be accompanied by a description of the service(s) provided, a description of the impact of the service, and letters of support that verify the service(s) provided. Nominations should be submitted to the nominee's Program Director.

The following criteria must be met:

1. Service is defined as voluntary activity provided to a recognized community institution or professional organization; service to SHRP or the University; provision of community programs, whether educational or direct patient/student services; or individual volunteering in the community at large.
2. Evidence of the impact made through service, particularly as it might reflect on UMDNJ, may be through letters of support or recognition, similar recognition for the same service, annual reports, documentation of products or services provided, or other supplementary materials.
3. Students may only receive this award once within a program of study.

Deadline for nominations: March 15 of each year.

Committee Structure: This award follows the structure and decision-making processes of SHRP Academic and Clinical Awards that each Program submits prior to the May commencement. Programs will determine criteria for awardees that are consistent with the above criteria, and that are appropriate for the length of their programs.

ONLINE GRADUATE SURVEY

All eligible graduates receive via e-mail during the last semester instructions to fill-out the "Online Graduate Survey." This survey is an opportunity to provide valuable input about the School and the SHRP educational experience. Please take a few minutes, when instructions are received, to fill out the online survey and let us know how we are doing. All responses are strictly confidential.

Student Life and Services

E-MAIL, MY UMDNJ PORTAL AND WEB CT ACCESS

Please follow instructions outlined below to activate these accounts:

1. Go to the secure site at <https://startup.umdnj.edu>, which will bring you to the first page – click Continue.
2. Enter the PIN number that was provided to you by Enrollment Services in a letter and click Submit.
3. Click on Yes if your name is correct. If it is not correct, enter No. Then contact Enrollment Services at (973) 972-5454.
4. If you clicked on Yes, you are taken to the next screen where you enter your birth date and the last four numbers of your social security number, then click Submit. If you do not have a social security number, a screen will appear with drop down boxes for the name of your School and Program. Enter the required information and click Submit.
5. On the next Screen, create a password and enter it again to confirm it. Then answer two security questions and click Submit.
6. On the next screen click Continue to synchronize your password for the following services: my.umdnj.edu portal, email, computing labs, online courses and password for wireless access. A message will appear that the password for all of these services has been added.
7. At the bottom of the page click on the Print Button for a copy of your email address and a confirmation of the services that you are connected to at UMDNJ.
8. To log into the my.umdnj portal, go to the SHRP homepage at <http://shrp.umdnj.edu/> and click on my.umdnj on the top of the page and that will bring you to the log-in page. To access your e-mail click on the e-mail icon on the top right hand side of the Welcome tab. Then click on alternate access.

STUDENT IDENTIFICATION

The School utilizes two means of enabling University and affiliated personnel and patients to recognize and identify students.

- a) The UMDNJ Identification Card

The UMDNJ Identification Card is processed for each student during orientation. The I.D. Card is NON-TRANSFERABLE and should be carried

and displayed at all times on campus and in clinical facilities. The I.D. Card entitles the student to use the library and other services of the University and is required to receive and cash student financial aid checks. In case of loss, a student should obtain a new card from the Department of Public Safety campus office at:

- Newark Campus: Bldg. 5, Room 531, Tel: (973) 972-5489.
- Piscataway/New Brunswick Campus: 335 George St., New Brunswick, Tel: (732) 235-9363
- Stratford/Camden Campus: 40 Laurel Rd., Stratford, Tel: (856) 566-6061

A \$10.00 fee is charged for lost cards.

Upon separation or graduation from UMDNJ students are required to return their student identification cards to Enrollment Services.

b) The Student Identification Pin

The Student Identification Pin carries the student's name and lists the program in which he/she is enrolled. It must be worn at all times in clinical facilities. Students are subject to dismissal from clinical sites if they lack appropriate student identification.

HOUSING

<http://www.umdnj.edu/home2web/housing/index.htm>

UMDNJ has opened its first graduate housing facilities on the Newark Campus at 180 West Market Street. For information students can contact the Housing Office via e-mail: edmondj@umdnj.edu, phone: (973) 972-8796 or the website indicated above. For additional housing resources, see:

<http://www.umdnj.edu/gsbnsnweb/housing.htm>

SMOKING AND FOOD CONSUMPTION

Smoking is prohibited throughout UMDNJ. Beverages and foods are prohibited in the lecture halls, laboratories, and classrooms.

FOOD SERVICES

Newark Campus

- A 500 seat cafeteria in the University Hospital operates on a seven day schedule.

Full time students of UMDNJ are exempt from the usual sales tax provided they can clearly identify themselves as a student before the cashier registers the sale.

- The Garden Café in the DOC Building offers an assortment of sandwiches, salads and hot and cold entrees.
- Food vending machines are located throughout the University.

Scotch Plains Campus

- Vending machines are located on the ground floor as well as in the student lounge of the SHRP building.

New Brunswick/Piscataway Campus

- “Woodys”, a full service cafeteria, is located in the Robert Wood Johnson Medical School.
- A vending machine is located in the Robert Wood Johnson Medical School Student Lounge located on the ground floor of the Medical School Building

Stratford Campus

- Full service cafeteria is located on the first floor of the Academic Center
- Vending machines are located outside the cafeteria.
- Another full service cafeteria is located on the ground floor of the Kennedy Health Systems / Stratford Division Hospital.

STUDENT LOUNGES

Newark Campus

The Student Lounge is located on the second floor of the Bergen Building.

Scotch Plains Campus

The Student Lounge is located on the main floor.

New Brunswick/Piscataway Campus

The Student Lounge is located on the ground floor of the Robert Wood Johnson Medical School Building.

Stratford Campus

There is a Quiet lounge on the first floor and a recreational game room on the second floor of the University Educational Center.

STUDENT BULLETIN BOARDS

Newark Campus

The Student Bulletin Board is located on the second floor of the Bergen Building, outside the Student Lounge. Students who wish to post notices on the Bulletin Board should contact the Office of Enrollment SERVICES, located in the Bergen Building on the Newark Campus. The Office reserves the right to refuse to post notices which it deems inappropriate.

Scotch Plains Campus

The Student Bulletin Board is located on the main floor of the SHRP building outside the Student Lounge.

New Brunswick/Piscataway Campus

The Student Bulletin Board is located in the Physician Assistant Building.

Stratford Campus

Student Bulletin Boards are located on the second floor of the Academic Center, outside the Student Lounge, and outside the Department of Academic Affairs.

E-MAIL /MAIL AND MESSAGES

After newly accepted students submit all documents and deposits required for enrollment into SHRP programs, they will be sent information detailing how to obtain their UMDNJ e-mail address.

Students are required to obtain a UMDNJ e-mail account and to check it at least every week or as designated by the Program Director. Faculty and administration frequently contact students regarding classes, assignments, notices, etc., via UMDNJ e-mail accounts. All communication from the Dean's Office, including Enrollment Services, is via UMDNJ e-mail.

Other forms of mail and messages may be delivered to students through Program Directors or designated mail-boxes. Please check with your Program Director regarding mail and messages.

COMPUTER LABORATORIES

Newark Campus

The UMDNJ-SHRP Computer Center has two computer laboratories in Newark with forty-

two workstations in SSB 324 and twenty workstations in SSB 322. All computers are equipped with word processing, database, statistical analysis, graphics and presentations, web development and management, programming and communications software. Program specific software applications and simulation CD-ROMs are also available. These laboratory computers are networked to a file server, print to high speed laser printers and allow 24/7 card swipe access to all SHRP Students using a valid University ID card. Username and password are provided to all students upon enrollment. Document and photo scanners and ceiling mounted LCD projectors are also available. Lab Assistants and Technical Staff are available from 8:30 to 5:00 in the afternoon.

Scotch Plains Campus

The Scotch Plains Computer Center has twenty-four workstations located in Room 319. All computers are equipped with Windows operating system and application software such as Word Processing, Database, Statistical Analysis, Spreadsheet, and others. All computers are hard-wired to the University's network resources that enable access to the George Smith Library in Newark. This allows students to search for information, articles, periodicals and text. It also provides access to the Internet, e-mail and other web services. The lab is equipped with a document and photo scanner, network high-speed printer, file and application servers and ceiling mounted LCD projector. It is open from 7:00 AM to 9:00PM. Lab Assistants and Technical Staff are available in-house or via a direct phone call to the Newark Computer Center.

Stratford Campus

The Microcomputer Lab, comprised of a central lab and two electronic classrooms, houses 35 computers in both Windows and Macintosh platforms. Computers are available to registered Library users during regular Library hours. Users have access to a wide range of applications including word processing, presentation graphics, computer-assisted instruction, bibliographic database searching and the World Wide Web. Course related programs are also available at the request of faculty. The Microcomputer Lab also houses a slide maker, scanner and color printer.

UMDNJ UNIVERSITY LIBRARIES

<http://www.umdnj.edu/librweb>

Phone: (973) 972-4353

Fax: (973) 972-7474

Judith S. Cohn, Associate Vice President for Scholarly Information/University Librarian

The University Libraries, one on each of four campuses, together with two cooperating libraries, provide scholarly resources and information services for the eight Schools of the University of Medicine and Dentistry of New Jersey. To learn more, read below and go to the links indicated above and below.

Newark Campus

UMDNJ - George F. Smith Library of the Health Sciences
30 Twelfth Avenue, P.O. Box 1709,
Newark, NJ 07101-1709
Phone: (973) 972-4580
Web: <http://www.umdnj.edu/librweb/newarklib/library.html>

New Brunswick/Piscataway Campus

UMDNJ-Robert Wood Johnson Library of the Health Sciences
One Robert Wood Johnson Place, New Brunswick, NJ 08903-0019
Phone: (732) 235-7610
Web: <http://www2.umdnj.edu/rwjlbweb/>

UMDNJ-Robert Wood Johnson Media Library

675 Hoes Lane
Piscataway, NJ 08854-5635
Phone: (732) 235-4460
Web: <http://www2.umdnj.edu/rwjlbweb/medialib/>

Stratford Campus

UMDNJ-Health Sciences Library at Stratford
One Medical Center Drive
Stratford, NJ 08084-1501
Phone: (856) 566-6800
Web: <http://www3.umdnj.edu/stlibweb/>

Camden Campus

The Reuben L. Sharp Health Science Library
The Cooper Health System
One Cooper Plaza,
Camden, NJ 08103-1489
Phone: (856) 342-2525
Web: <http://www4.umdnj.edu/camlbweb/index.html>

UMDNJ and Coriell Library

401 Haddon Avenue
Camden, NJ 08103-1505
Phone: (856) 757-7740
Web: <http://www4.umdnj.edu/camlbweb/index.html>

For Distance Students: Virtual Library for Distance Learning

<http://www.umdnj.edu/delibweb/>

Library resources and services are provided to the University community at the Scotch Plains campus by means of electronic linkages.

BOOK STORE

<http://webmedbooks.com/umdnj/default.aspx>

The UMDNJ online book store offers medical textbooks, review books, course books, study aids and medical supplies and apparel to the UMDNJ community. Featuring a state-of-the-art computer system by which students order on-line, as well as by telephone or by fax. Forms of payment include the following: Visa, MasterCard, American Express, and Discover Cards are accepted. Access the website by going to the UMDNJ home page and clicking the icon on the bottom bar that says "book store" or by going to link above.

Newark Campus:

Matthew's UMDNJ Bookstore
186 West Market Street
University Plaza
Newark, NJ 07103 USA
Phone: 973 643-5440 or 1-800-791-2665
Fax: (973) 643-5343
e-mail: umdnjbooks@earthlink.net

Hours: 8:30am-5pm Monday through Friday and Saturdays 9-1pm

Stratford Campus:

The bookstore is located on the 1st floor of the University's Doctor's Pavillion (UDP).

Hours: 9:00 a.m. - 7:00 p.m. Monday-Friday and 9:00 a.m. - 2:00 p.m. on Saturdays.

For further information, please call (856) 346-3535.

RADIO ANNOUNCEMENT OF SCHOOL CLOSINGS

http://www.umdnj.edu/oppmweb/Policies/HTML/Admin/00-01-10-17_10.html

To ensure the safe and orderly continuation of education and research programs, patient care services and administration of the University during periods when the safe continuation of services is threatened by inclement weather conditions announcements regarding inclement weather emergencies will be made.

Because of the multi campus and multi-facility organization of the University, weather conditions will be evaluated individually at each campus and location, and the implementation of the “Inclement Weather Emergency” procedure at one campus or location will not necessarily include another campus or location.

The following will provide announcements regarding UMDNJ closings:

- a. University's official emergency announcement:

888-MY-UMDNJ (888-698-6365)

- b. Campus-Specific Phone Numbers and Procedures

Newark (main contact): Avril Lecky (973) 972-4496

Scotch Plains: Edward T. Kelley II, M.Ed. . (908) 889-2499

Stratford: Ann W. Tucker (856) 566-6434

- c. Radio and television stations

NEWS STATIONS:

STATEWIDE:

NEWS 12 NEW JERSEY (Cable News)

NJ 101.5 FM

WBUD-1260 AM

NORTHERN NEW JERSEY:

WCBS 880 AM

WOR 710 AM

WBUD-1260 AM

WKXW-101.5 FM

CENTRAL NEW JERSEY:

WCTC 1450 AM

WMGQ 98.3 FM

WKXW-101.5 FM

SOUTHERN NEW JERSEY:

KYW 1060 AM (Code: 615)

WBSS-97.3 FM

- d. UMDNJ website

www.umdj.edu

EMERGENCY NUMBERS

Newark

On Campus 2-4490 or 222

Off Campus 911 for the local Police Dept.

New Brunswick/ Piscataway

On Campus 5-4000

Off Campus 911 for the local Police Dept.

Camden /Stratford

On Campus 7-7777

Off Campus 911 for the local Police Dept.

All reports and crimes will be fully recorded, investigated and reported in accordance with the laws and regulations of the State of New Jersey, and in accordance with the definitions used in the Uniform Reporting System.

Parking, Transportation and Directions

PARKING

<http://www.umdnj.edu/ewelweb/faculty/parktag.htm>

The Student Parking Program has a two-tiered fee structure. An annual fee is available for students who spend the academic year on a UMDNJ campus. A monthly fee is also available for students who will not be on campus for substantial periods during the academic year.

All vehicles owned, operated, or parked on the University campus must be registered with the University Public Safety Office. Parking hangtags can be purchased at the following locations:

Campus	Location	Phone
Newark/Scotch Plains	UMDNJ Parking/ ID Office 30 Bergen St., Bldg. 5 Room 531 Newark, NJ 07107-3001	973-972-5489
Piscataway/ New Brunswick	UMDNJ Public Safety Headquarters Liberty Plaza 335 George St., Suite 100 New Brunswick, NJ 08903	732-235-9363
Stratford/Camden	UMDNJ Public Safety Headquarters 40 E. Laurel Road, Suite 1130 Stratford, NJ 08084	856-566-6061

SHUTTLE SCHEDULE

<http://www.umdnj.edu/transweb/schedule/>

Newark Bus Shuttle Service

The UMDNJ Newark Penn Station Shuttle Operates Monday through Friday from 6:40AM through 10:40PM. All schedules are contingent upon traffic, weather, and security measures.

All passengers are required to display their UMDNJ identification card in order to ride this shuttle. For further information, please check the link above or contact Logistical Services at (973) 972-4573.

The shuttle stops at the GB entrance to the Bergen Building.

DIRECTIONS TO SHRP CAMPUSES

<http://www.umdnj.edu/homeweb/University/directions.htm>

For a virtual tour of our campuses please go to:

<http://www.umdnj.edu/vtourweb/campus/index.htm>

DIRECTIONS TO THE NEWARK CAMPUS

http://www.umdnj.edu/home2web/about/about10_newark.htm

From New Jersey Turnpike, North or South:

- Take exit 15W to I-280 West to the Orange St./6th St. exit. Make the first right onto Orange St. and proceed one block to First St. Turn right and proceed about half a mile to West Market St., where First St. becomes Bergen St. Follow the parking directions below. *

From the Garden State Parkway, North or South:

- Take exit 145 to I-280 East. Stay to the left to exit at First St. Turn right on First St. and continue across W. Market St., where First St. becomes Bergen St. Follow parking directions below.

Parking on the Newark Campus:

- Take the first left after W. Market St. for the University's Administration Complex, low beige buildings, and metered parking in Lot 9.
- Proceed straight on Bergen St. across 12th Ave. to parking for other UMDNJ schools and units. Turn left about 500 feet beyond 12th Ave.; bear left for self-parking in DOC parking garage (hourly rates), bear right for valet parking at entrance to University Hospital.
- Or continue straight on Bergen St. to the traffic light at South Orange Ave. Turn left and at the first light, turn left into the University complex and metered parking in Lot 1. *

From Route 78, East or West

- Take Exit 56, Clinton Ave., and turn left at the second light (W. Bigelow St.). Go about three-tenths mile and turn right onto Bergen St. and proceed about one-and-a-half miles to South Orange Ave.
- For metered parking in Lot 1, turn right on South Orange Ave., and take first left into the University Complex.
- For valet parking or the Doctors Office Center parking garage, continue straight on Bergen St., University Hospital is on the right.
- Proceed past the hospital and turn right at the Doctors Office Center sign.

Bear left for self-parking in garage (hourly rates); bear right for valet parking at entrance to the hospital.

- For parking near the Administration Complex continue straight on Bergen St. across 12th Ave. and take the first right into parking Lot 9 for metered parking.

From New York City:

- Take the George Washington Bridge or the Lincoln Tunnel to NJ Turnpike to Exit 15W. Follow directions from the NJ Turnpike. Or take the Holland Tunnel to the NJ Turnpike (exit 14) to Route 78 W. Follow directions from Route 78 W

*** Mass Transit:**

- PATH and Amtrak rail lines and New Jersey Transit buses and trains serve Penn Station in downtown Newark, about a mile from the UMDNJ campus. The #21, #31 and #34 buses stop at the campus. Buildings closest to those routes are: #31 (4,5,11,13); #34 (2,3,6,7,8,9,10,11,12) #21 (1,2,3). Taxi service is available to and from Penn Station and Newark International Airport.

DIRECTIONS TO THE NEW BRUNSWICK CAMPUS

http://www.umdnj.edu/home2web/about/about11_new_brunswick.htm

From the North or South Via Route 1

- Route 1 North towards New Brunswick. Sears will be on your left. Follow signs for Route 18 North (bear right at Exxon Station); Continue on Route 18 North in New Brunswick as indicated below. *
- Route 1 South after crossing the Morris Goodkind Bridge, bear right and follow signs for Route 18 North (Loews Theaters will be on your right). Continue on Route 18 North into New Brunswick as indicated below.*

From the North and South Via the New Jersey Turnpike and Route 18 North:

- Take Exit 9 to Route 18 North and continue as below. * Follow Route 18 North into New Brunswick. Travel on Route 18 North approximately two miles to Exit Route 27 South, Princeton. Take the exit under the overpass. You will be on Albany Street (also known as Route 27).

For the Medical Education Building (MEB) and The Cancer Institute of New Jersey:

- At the third traffic light, turn right onto George St. and proceed under the railroad overpass to Somerset St. and turn left. Continue to Easton Ave. and turn left. Go to Little Albany St. and turn right. The entrance to the parking garage (hourly rates) for the MEB is one-half block on the left. Each level of the parking garage has an elevator in the rear. Take the elevator to the first floor and turn to the right. Walk across the courtyard to the MEB.

For the Clinical Academic Building (CAB):

- Proceed four lights on Albany St. and under the railroad overpass. You are now on French St. At the second light after the underpass, make a left onto Paterson St. The Paterson St. parking deck entrance will be one-half block on the right at the traffic light. A drop-off area can be accessed by turning left. The CAB entrance is across the street from the parking deck.

From Route 287 South:

- Exit Route 287 South (Exit 10) onto Rt 527 South (Easton Ave.). Continue on Easton Ave. to Little Albany St. and make a right.

From Route 287 North:

- Exit Route 287 North (Exit 10) and make the first left onto Rt 527 South (Easton Ave.). Continue on Easton Ave to Little Albany St., and make a right.

By Train:

- New Brunswick is on the Northeast Corridor railroad line between New York and Philadelphia for Amtrak and NJ Transit Service. By Amtrak, you will have to change to NJ Transit for service into New Brunswick at Philadelphia, Trenton or Metropark, NJ stations. The MEB is one block from the station. Walk west on Little Albany St. past the parking garage to the Ambulatory Service entrance to the hospital. The CAB can be accessed by walking two blocks west on French St. to Paterson St.

DIRECTIONS TO THE PISCATAWAY CAMPUS

http://www.umdnj.edu/home2web/about/about12_piscataway.htm

From the South via the New Jersey Turnpike:

- Take exit 9- New Brunswick to Route 18 North through New Brunswick and across the Raritan River.
- As you cross the bridge, stay in the right lane to exit first ramp (River Road, Piscataway/Highland Park).
- Bear right at the end of exit ramp onto River Road. Stay in right lane.
- Go to third light and turn right onto Hoes Lane West.
- Proceed about a mile to a sign for UMDNJ, and after a short distance turn left into Parking Lot B.

From the Garden State Parkway North or South, or From the North via the New Jersey Turnpike:

- Take the GSP north to exit 127 or south to exit 129 to I-287 North; or the New Jersey Turnpike to exit 10 to I-287 North.

- Take I-287 North to the River Road/Bound Brook/Highland Park Exit (exit 9).
- Turn left at the end of the exit onto River Road.
- At the third traffic light (about 3 miles) turn left onto Hoes Lane West.
- Proceed about a mile to a sign for UMDNJ, and after a short distance turn left into Parking Lot B.

From Route I-287 Northbound:

- From exit 9 (River Road/Boundbrook/Highland Park), turn left at the end of the exit onto River Rd.
- At the third traffic light (about 3 miles) turn left onto Hoes Lane West .

*** Follow directions from there.**

From Route I-287 Southbound:

- Take exit 9 (River/Road/Boundbrook/Highland Park).
- Bear right off the exit ramp onto SR-18 (CR-514) towards Highland Park which puts you on River Road.
- At the third traffic light (about 3 miles) turn left onto Hoes Lane West .

*** Follow directions from there.**

*** From Hoes Lane to Visitor Parking:**

- Proceed about a mile to a sign for UMDNJ; a short distance later is a sign for Robert Wood Johnson Medical School, which is at the far end of the lot, visitors turn right into Parking Lot C for metered parking. Visitors to the University Behavioral HealthCare continue about 500 feet and turn left at the sign for metered parking in Lot B.

Mass Transit:

- Taxi service is available from the New Brunswick train station 3.5 miles to UMDNJ's Piscataway Campus.

DIRECTIONS TO THE SCOTCH PLAINS CAMPUS

http://www.umdnj.edu/home2web/about/about14_scotch_plains.htm

From New York City :

- From Lincoln Tunnel to New Jersey Turnpike South, take Exit 14. From the Holland Tunnel, take Routes 1 and 9 South.
- Get on the Garden State Parkway South to Exit 140A (Route 22 West). Take Route 22 West (approximately 10 miles) to the Scotch Plains, Watchung, Berkeley

Heights Exit (just beyond Bowcraft Playland). At the exit, go approximately 200 yards to the first traffic light, turn left and go up and over Route 22. Turn right at the end of the overpass onto Park Ave. Stay on Park Ave, which changes to Martine Ave (3.2 miles) or go to the 10th traffic light. Across from traffic light is the Center for Hope and Hospice (intersection of Raritan Road and Martine Ave). Turn right on Raritan Road and continue to the Scotch Plains campus, which is approximately 0.4 miles on your left. Please Note: The UMDNJ building shares the campus with Union County Vo-Technical School.

From South Jersey :

- Take New Jersey Turnpike North to Exit 11, which is the exit for the Garden State Parkway (GSP). Take GSP North to Exit 135. Proceed left 3/4 around traffic circle (crossing under the GSP) onto Central Avenue. The Shoprite will be on your right. Get in left lane and turn left at the first traffic light

- (Raritan Road, Clark).

*** Follow directions below: ***

From North Jersey :

- Take Garden State Parkway (South) to Exit 135 At end of ramp turn Right onto Central Ave. (Shop Rite will be on right)

- Get in left lane and turn left at first traffic light (Raritan Road , Clark).

*** Follow directions below: ***

- Take Raritan Road for approximately 2 miles to set of lights at Lake Ave. Turn Right onto Lake Ave (Rotondo's Deli will be on left.).
- Proceed for approximately 2 miles to set of lights at intersection of Raritan Road (Scotch Plains) (Center for Hope Hospice will be on left Fire House will be on right).
- Turn left onto Raritan Road and proceed 0.4 miles to the Scotch Plains Campus on your left.
- When you come onto the campus turn left, pass in front of the Union County Vo-tech, SHRP is the second school on right.

DIRECTIONS TO THE STRATFORD CAMPUS

http://www.umdj.edu/home2web/about/about15_stratford.htm

From the North:

- Take the New Jersey Turnpike to Exit 4 to Route 73 North to Route 295 South. Follow Route 295 South to Exit 29. Turn left onto access road to Route 30. At light turn left onto Route 30 East (White Horse Pike).

*** Follow directions from Route 30**

From the South:

- * **Follow Route 295 North to Exit 29A to Route 30.**
- * **Follow directions from Route 30 below.**

From Route 30:

- * From Route 30 East (follow the blue hospital signs) for 3.3 miles to the traffic light at Laurel Rd. Turn right onto Laurel Rd. Take first left into the Stratford Campus Complex and continue straight into Lot A for patient/ visitor parking.

Mass Transit:

- The PATCO High Speed Line and the Atlantic City Rail Line serve the Stratford Campus. Use the Lindenwold Station.

SCHOOL OF HEALTH RELATED PROFESSIONS

ACADEMIC CALENDAR

2008 - 2009

DATE	EVENT
July	
July 1, 2008	Deadline for Spring International Students
July 4, 2008	Independence Day* (UMDNJ Holiday)
July 14, 2008	Summer 2008 Final Exams begin <i>(date may vary by program)</i>
July 15, 2008	Last Deadline for Offering Admission to New Students for Fall 2008 Semester
July 18, 2008	Summer 2008 Semester ends <i>(date may vary by program)</i>
July 28, 2008	Fall 2008 Non-Matriculated Registration Begins
August	
August 8, 2008	Fall 2008 Registration Ends
August 15, 2008	Last date for Student Health Insurance to be Waived <i>(without late fee being charged)</i>
August 25, 2008	Fall 2008 Non Matriculated Late Registration Begins <i>(\$50 late fee)</i>
August 29, 2008	Fall 2008 Non-Matriculated Registration Ends
September	
September 1, 2008	Labor Day* (UMDNJ Holiday)
September 2, 2008	Fall 2008 Semester Begins <i>(date may vary by program)</i>
September 2, 2008	Fall 2008 tuition due
September 2, 2008	Fall 2008 Drop/Add Period Begins (thru 9/23/08)***
September 15, 2008	Graduation for September graduates
September 17, 2008	Constitution Day & Citizenship Day
September 24, 2008	Fall 2008 Drop/Add Period Ends***
October	
October 13, 2008	Open Spring 2009 Priority Registration Begins (thru 11/07/08)

DATE	EVENT
November	
November 2008	Hispanic Heritage Month
November 10-14, 2008	Allied Health Week
November 7, 2008	Spring 2009 Priority Registration Ends
November 10, 2008	Spring 2009 Regular Registration Begins <i>(all student registration types thru 12/07/08)</i>
November 10, 2008	Spring 2009 Non-Matriculated Registration Begins
November 15, 2008	Last Deadline for Offering Admission to New Students for Spring Semester
November 27, 2008	Thanksgiving Day* (UMDNJ Holiday)
November 28, 2008	Day after Thanksgiving* (UMDNJ Holiday)
December	
December 1, 2008	Deadline to File Graduation Application for May and September 2009 graduates
December 5, 2008	Spring 2009 Regular Registration Ends
December 8, 2008	Spring 2009 Late Registration Begins <i>(thru 1/9/09 or 1/20 /09 - date may vary by program)</i> <i>(\$50 late fee)</i>
December 12, 2008	Last Day of Classes <i>(date may vary by program)</i>
December 15, 2008	Fall 2008 Final Exams Begin <i>(date may vary by program)</i>
December 18, 2008	Final Date for Submission of Faculty Promotions for 2008 Consideration
December 25, 2008	Christmas (UMDNJ Holiday)
December 26, 2008	Fall 2008 Semester Ends <i>(date may vary by program)</i>
December 26, 2008	Fall 2008 Final Grades Due
2009	
January	
January 1, 2009	New Years Day (UMDNJ Holiday)
January 8, 2009	Summer and Fall 2009 Courses are sent to PD's for update
January 12, 2009	Spring 2009 Non-Matriculated Late Registration Begins <i>(\$50 late fee)</i>
January 15, 2009	Graduation for January graduates

DATE	EVENT
January 15, 2009	Last date for Student Health Insurance to be Waived <i>(without late fee being charged)</i>
January 16, 2009	Spring 2009 Non Matriculated Late Registration Ends
January 19, 2009	Martin Luther King's Day* (UMDNJ Holiday)
January 20, 2009	Spring 2009 Semester Begins <i>(date may vary by program)</i>
January 20, 2009	Spring 2009 tuition due
January 20, 2009	Drop/Add Period Begins <i>(date may vary by program)</i>
January 30, 2009	Spring 2009 Non Matriculated Late Registration Ends
January 30, 2009	Spring 2009 Late Registration Ends <i>(date may vary by program)</i>
January 30, 2009	Deadline for Start/End dates for 2009-2010 sent to Enrollment Services
January 30, 2009	Deadline for Student Expenses and fees to Enrollment Services for 2009-10
February	
February 2009	Black Heritage Month Celebration
February 5, 2009	Summer and Fall 2009 Course Schedules due from PD's
February 12, 2009	Excellence in Teaching Award Deadline
March	
March 3, 2009	Deadline for Fall International Students
March 17, 2009	Summer and Fall 2009 Priority Registration Begins <i>(matriculated students only)</i>
April	
April 10, 2009	Good Friday* (UMDNJ Holiday)
April 10, 2009	Summer and Fall 2009 Priority Registration Ends
April 14, 2009	Open Summer and Fall 2009 Registration Begins
April 14, 2009	Summer 2009 Non-Matriculated Registration Begins
April 15, 2009	Final Deadline for Offering Admission to New Students for Summer Semester
May	
May 1, 2009	Last Day of Classes - Spring 2009 Semester <i>(date may vary by program)</i>
May 1, 2009	Summer 2009 Registration Ends

DATE	EVENT
May	
May 4, 2009	Spring 2009 Final Exams Begin <i>(date may vary by program)</i>
May 4, 2009	Summer 2009 Late Registration Begins <i>(\$50 late fee)</i>
May 8, 2009	Spring 2009 Semester Ends <i>(date may vary by program)</i>
May 14, 2009	Spring 2009 Final Grades Due
May 15, 2009	Summer 2009 Non-Matriculated Late Registration Begins <i>(\$50 late fee)</i>
May 19, 2009	Student Poster Sessions
May 19, 2009	Convocation (Annual Recognition Dinner) (6:00 PM)
May 20, 2009	UMDNJ Commencement – Graduation for May graduates
May 21, 2009	Deadline for admission Requirements to Enrollment Services for update in yearly publication
May 22, 2009	Summer 2009 Non Matriculated Registration Ends
May 25, 2009	Memorial Day (UMDNJ Holiday)
May 26, 2009	Summer 2009 Semester Begins <i>(date may vary by program)</i>
May 26, 2009	Summer 2009 Drop/Add Period Begins *** <i>(thru 6/4/09)</i>
May 26, 2009	Summer 2009 tuition due
May 29, 2009	Summer 2009 Late Registration Ends
June	
June 1, 2009	Spring 2009 Courses sent to PD's for update
June 1, 2009	Scholarship Application Deadline
June 1, 2009	Summer 2009 Drop/Add Period Ends***
June 15, 2009	Last date for Student Health Insurance to be Waived <i>(without late fee being charged)</i>
June 15, 2009	Deadline for Master Educator's Selection Date
June 29, 2009	Spring 2009 Courses due back from PD's
July	
July 2, 2009	Deadline for Spring International Students
July 6, 2009	Independence Day* (UMDNJ Holiday)
July 15, 2009	Last Deadline for Offering Admission to New Students for Fall 2009 Semester

DATE	EVENT
July 20, 2009	Summer 2009 Final Exams Begin <i>(date may vary by program)</i>
July 20, 2009	Fall 2009 Non Matriculated Registration Begins
July 24, 2009	Summer 2009 Semester Ends <i>(dates vary by program)</i>
August	
August 7, 2009	Fall 2009 Registration Ends
August 10, 2009	Fall 2009 Late Registration Begins (\$50 late fee)
August 14, 2009	Web CT Online Registration is Available for New and Returning Students
August 14, 2009	Summer 2009 Final Grades Due
August 15, 2009	Last date for Student Health Insurance to be Waived <i>(without late fee being charged)</i>
August 24, 2009	Fall 2009 Non-Matriculated Late Registration Begins <i>(\$50 late fee)</i>
August 28, 2009	Fall 2010 Non Matriculated Late Registration Ends
September	
September 7, 2009	Labor Day* (UMDNJ Holiday)
September 8, 2009	Fall 2009 Semester Begins <i>(date may vary by program)</i>
September 8, 2009	Fall 2009 Tuition Due
September 8, 2009	Fall 2009 Drop/Add Period Begins <i>(thru 9/25/09)***</i>
September 11, 2009	Fall 2009 Late Registration Ends
September 15, 2009	Graduation for September graduates
September 15, 2009	University Day & Grand Rounds
September 17, 2009	Constitution Day & Citizenship Day
September 25, 2009	Fall 2009 Drop/Add Period Ends***

*On UMDNJ holidays, students are not automatically excused from classes or clinical rotations at affiliate institutions. Consult with the Program Director.

***Drop/Add period may extend beyond the date.

Index

Academic Calendar	87	Drop/Add Policy	60
Academic Decision and Grade Review	26	Drug-free Environment.....	13
Academic Information.....	32	Educational Opportunity Fund Services.....	42
Academic Program Directory	11	Email, My UMDNJ Portal and Web CT Access	71
Academic Standing.....	32	E-mail/Mail and Messages	74
Academic Warning.....	63	Emergency Numbers.....	79
Accounts in Arrears.....	54	Equal Educational Opportunity	14
Administration	10	Essential Functions for Participation in Courses.....	14
Administrative Withdrawal	62	Ethical Statement on Patient Care Responsibilities.....	28
Applying for Graduation.....	68	Examination.....	63
Attendance.....	26	Examinations	38
Banner Self Service.....	66	Excellence in Teaching Award Policy	30
Book Store	77	Faculty Information	67
Certificate of Excellence for Outstanding Service.....	70	Faculty/Student Honor Code	6
Change in Student Data and Name Forms	42	Family Educational Rights and Privacy Act (FERPA)	19
Commencement	68	Financial Aid.....	53
Commencement Special Needs Services Request.....	69	Food Services.....	72
Computer Laboratories.....	74	Grading System Policy.....	56
Continuing Program Status.....	60	Graduation Fee	52
Convocation (Annual Recognition Dinner).....	69	Graduation Requirements	59
Counseling and Tutorial Services.....	42	Graduation/Commencement Information	68
Course Descriptions	67	Health Information Disclosure	49
Course Schedule.....	66	Health Services.....	44
Criminal Background Check	29	Honors Designation.....	37
Directions to SHRP Campuses	81	Housing.....	72
Dress Code	18		

Immunization Status.....	44
Index	92
Insurance and Health Information.....	44
Insurance Information	45
Leave of Absence	62
Maintaining Matriculation	59
My.UMDNJ	66
Needlesticks	48
Offices	10
Ombudsperson	18
Online Graduate Survey.....	70
Orientaton Requirement	13
Parking	80
Parking, Transportation and Directions	80
Per Credit Tuition for 2008- 2009.....	51
Policies	67
Portfolio Assessment Policy	38
Probation Policy.....	64
Professional Liability Insurance	47
Radio Announcement of School Closings	77
Readmission.....	35
Registration	56
Registration and Grade Policies	56
Registration Fee.....	52
Repetition of a Course.....	60
Research for Students.....	29
Satisfactory Academic Progress.....	32
Scholarships for Students.....	53

School General Information	10
Services for Students with Disabilities ..	17
Shuttle Schedule.....	80
Smoking and Food Consumption	72
Student Assistance Campus Committee (Sacc)	18
Student Bulletin Boards.....	74
Student Disciplinary Procedure	21
Student Grievances	28
Student Identification	71
Student Life and Services	71
Student Lounges.....	73
Student Mental Health Care Services ...	45
Student Responsibilities	20
Student Rights and Responsibilities	13
Student Rights Defined.....	13
Table of Contents.....	1
Third Party Billing.....	53
Transcripts.....	41
Transfer Credit.....	40
Tuition And Fees	50
Tuition and Fees for Web Courses.....	52
Tuition Deposit.....	50
Tuition Information	50
UMDNJ Incident Reporting.....	48
UMDNJ University Libraries	75
Unpaid Accounts.....	54
Web Information	66
Welcome.....	5
Withdrawal From a Course	61
Withdrawal From the School.....	61

SHRP CAMPUS LOCATIONS



Newark Campus

**65 Bergen Street • University Heights
Newark, NJ 07107-3001**



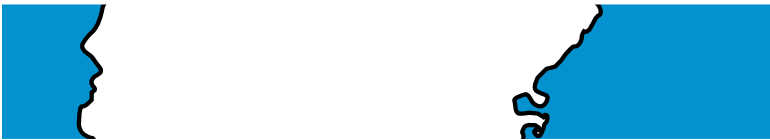
Scotch Plains Campus

1776 Raritan Road • Scotch Plains, NJ 07076



Piscataway/ New Brunswick Campus

675 Hoes Lane • Piscataway, NJ 08854-5635



Camden/ Stratford Campus

40 East Laurel Road • Stratford, NJ 08084



University of Medicine and Dentistry of New Jersey

www.umdny.edu