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Department of Health Professions
Bachelor of Science in Healthcare Studies

Student Handbook
2019

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Introduction

Dear Student,

Welcome to the Bachelor of Science in Healthcare Studies program. We are excited you chose to continue your education with this program. We welcome you to an exciting four semester training experience.

This Student Handbook is your primary resource for policies and procedures related to your educational experience in this program. Please refer to this document, in addition to the College of Health Professions Student Policy Manual and the University Bulletin which are available online.

- [CHP Student Policies Manual](#)
- [MUSC Bulletin](#)

Please make sure you understand all components of this handbook, the CHP Student Policy Manual, and the MUSC Bulletin before you begin your classes. Refer to these documents when you have questions about the expectations within the college or the program. If you have any questions or concerns, please talk with your academic advisor or the division director. An academic advisor will be assigned to each student prior to the start of classes. The program sets high standards in order to ensure patients receive quality care from our graduates. You were chosen for this program because we know that you have the potential to excel.

We congratulate you on your acceptance into this academically rigorous program. We hope you will find your years at MUSC full of great experiences, fun, learning and personal growth. Remember to be flexible, to seek opportunities to collaborate with your classmates and faculty, and to conduct yourself with the highest level of professionalism at all times.

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General Information

Department of Health Professions

The Division of Healthcare Studies is within the Department of Health Professions in the College of Health Professions. The Department of Health Professions is comprised of the following additional programs: Master of Science in Cardiovascular Perfusion (CVP), Master of Science in Nurse Anesthesia, Doctor in Nurse Anesthesia Practice, Master of Science in Occupational Therapy (OT), Doctor of Physical Therapy (PT), and Master in Physician Assistant Studies (PAS).

College of Health Professions

With over 50 years of history educating thousands of students for the state of South Carolina and beyond, the College of Health Professions is a national leader in education, intellectual discovery, and research. Located in beautiful Charleston on the campus of the historic and nationally recognized Medical University of South Carolina (MUSC), our College advances student learning through a nationally recognized faculty, by promoting diversity, and by constantly assessing our programs and activities to better serve our students, our community, and the world at large.

Among the College's most significant developments is the building of a new state-of-the-art complex that allows us to take advantage of recent advances in educational technology and growth opportunities for research by faculty and students. Our classrooms are designed to enhance student learning through the use of cutting edge educational technologies. The College of Health Professions leads the way in the use of advanced technology.

The College's staff is student-focused and maintains the highest standards of service through ongoing education and development. Our staff makes the College special in so many ways, but particularly in their care for the student's welfare. Our College continues to focus on recruiting a diverse and talented student body that can address the health care needs of the citizens of the state of South Carolina. It is critical that students of all ages, races and ethnic backgrounds have the opportunity to be educated in our programs, to succeed and to become leaders shaping the health care environment of the future.

Medical University of South Carolina

Founded in 1824 as the first school of medicine in the southeastern U.S., MUSC is now the core of the state's largest medical complex and the largest employer in the metropolitan Charleston area with nearly 13,000 employees. A freestanding academic health center, MUSC is the only tertiary/quaternary care referral center in South Carolina for a statewide population of about 4.7 million people.

MUSC's major components are the MUSC Medical Center and six colleges: Medicine, Pharmacy, Nursing, Graduate Studies, Health Professions, and Dental Medicine. The Medical University of South Carolina is fully accredited by the Southern Association of Colleges and Schools (SACS) to award bachelor, master, doctoral and professional degrees. The Joint Commission on Accreditation of Healthcare Organizations and numerous national, professional and specialized accrediting bodies provide additional accreditations. The teaching faculty on campus consists of ~1,200 full-time and >200 part-time members. MUSC offers professional education at undergraduate, graduate and postgraduate levels appropriate to the healthcare disciplines, awarding about 900 degrees annually with enrollment of more than 2,500 degree-seeking students.

Program Overview

The Bachelor of Science in Healthcare Studies (HCS) at the College of Health Professions targets graduates with an Associate in Science from a South Carolina technical college. Students will complete courses online and attend on-campus sessions once a semester. Courses will be completed in four consecutive, full-time semesters and will focus on strategies to promote population health. Upon completion of the program, students will be awarded a baccalaureate.

MUSC's Mission

To “preserve and optimize human life in SC and beyond” by promoting overall health and educating a diverse healthcare workforce that can meet the needs of our communities.

Program Mission

To provide a foundation in healthcare studies and population health. To prepare students to become informed and engaged health professionals who are able to think critically about health-related issues and work as part of a healthcare team. To develop innovative solutions that integrate comprehensive determinants of health.

There are several possible options for graduates upon completion of the program:

- enter the workforce in a health-related field; or
- apply to a graduate program, such as Occupational Therapy, Physical Therapy, Physician Assistant Studies, Cardiovascular Perfusion, Public Health, Health Administration, or Health Informatics, all of which are offered at MUSC.

Program Objectives

The overall objective of the program is to increase access to higher education to students across the state and provide a cost-effective alternative to earning a bachelor's degree that will provide graduates with the skills they need to enter a health-related field. Specific objectives of the program will allow graduates to be able to:

- develop an understanding of the determinants of health and healthcare delivery;
- develop creative and innovative health interventions for diverse populations;
- understand the strengths and limitations of research to interpret health data; and
- apply ethical and professional standards and values to health professions practice.

These objectives are based on the required skills to obtain employment in a health promotion field or provide graduates who apply to graduate programs with a broader perspective of the determinants of health and strategies to improve health outcomes.

Student Learning Outcomes

Upon graduation, students should be able to:

1. Apply theory in the development, implementation, and evaluation of health interventions, programs, and policies.
2. Evaluate and interpret results from health-related research and evaluations.
3. Demonstrate sensitivity towards culturally and socially diverse populations.
4. Communicate complex health information.
5. Apply ethical and professional principles that govern the health professions.

Curriculum

Students will take 12-13 credit hours per semester (total credits: 48). The following is an overview of the courses in each semester.

Year	Semester	Course	Credits
1	Fall	HCS 300: Introduction to Health Behavior and Education	3
		HCS 302: Foundations of Public Health	3
		HCS 304: Social Determinants of Health	3
		HCS 307: Academic and Scientific Writing	3
		TOTAL	12
1	Spring	HCS 310: Program Planning and Implementation	3
		HCS 312: Overview of the U.S. Health Care System	3
		HCS 324: Principles of Epidemiology	3
		HCS 316: Etiology and Pathophysiology of Chronic Diseases	3
		TOTAL	12
1	Summer	HCS 314: Applied Research and Statistics in the Health Sciences	3
		HCS 318: Evaluation of Health Promotion Programs	3
		HCS 320: Introduction to Health Policy	3
		HCS 330: Practicum Development	1
		HCS 412: Leadership in the Health Professions	3
		TOTAL	13
2	Fall	HCS 322: Health and Disease across the Lifespan	3
		HCS 406: Global Health	3
		HCS 410: Rural Health	3
		HCS 480: Guided Practicum	3
		TOTAL	12

The curriculum of the HCS program is uniform and lock step, with learning objectives building upon one another during each consecutive term. Students must pass all courses during each semester in order to progress to the following semester. Withdrawal or failure (2.0 or below) of a course will result in a leave of absence from the program and the course must be repeated at MUSC the following year.

ACADEMIC POLICIES

Philosophy

The Department of Health Professions is committed to maintaining high academic standards. The following policies are intended to provide clear guidance for both faculty and students when a student is performing below current academic expectations and when a student requests a withdrawal from a course.

A student is considered to be in “good” academic standing when he/she maintains a 2.5 grade point average for each semester of enrollment, and he/she maintains a 2.5 cumulative grade point average during the course of study.

It is important for all HCS students to recognize that they are responsible for their academic performance and that they must arrange their study habits and personal affairs in such a way as to maximize academic performance. The faculty recognizes that there may be extenuating circumstances that will impact a student’s academic performance. However, these circumstances do not eliminate the student’s responsibility. We encourage any student with personal circumstances that could impact academic performance to notify their instructor immediately as well as seek counsel from the division director. Hopefully, this consultation will occur early enough to allow the student and director to work together to form a plan of action to protect the student’s academic standing. If the circumstances are such that a student is unable to focus on his or her studies and academic requirements, she or he should consider a leave of absence or withdrawal from the program.

Application Requirements and Admission Criteria

Applicants for the HCS program must complete the online application, which includes submitting all transcripts, a resume, essay, and two references from former instructors or people who know the student’s work output and ethic.

Students who have earned a minimum of 72 college level transferable semester hours and have completed all general education requirements are eligible to apply to the Bachelor of Science in Healthcare Studies Program.

Student Evaluation and Grading

Grading System

All courses, except those dropped during the drop/add period, are recorded on the student's permanent record. When a student is required to repeat a course, the computation of his/her overall grade point average includes each grade earned. Merit grades are assigned on a continuous scale ranging from 0.0 to 4.0 (see below).

Raw Score	Merit Grade
95	4.0
94	3.9
93	3.8
92	3.7
91	3.6
90	3.5
89	3.4
88	3.3
87	3.2
86	3.1
85	3.0
84	2.9
83	2.8
82	2.7
81	2.6
80	2.5
79	2.4
78	2.3
77	2.2
76	2.1
75	2.0
74	1.8
73	1.6
72	1.4
71	1.2
70	1.0
< or = 69	0.0

Alphabetic equivalents to this continuous scale are as follows:

- A = 95 and above
- B = 85 – 94
- C = 75 – 84
- D = 70 – 74
- F = 69 and below

Incomplete Grades

A grade of incomplete (IN) or in progress (IP) may be awarded to allow students to complete coursework one semester beyond the regular grading period as a result of circumstances beyond the student's control. An incomplete is not calculated in the grade point average. If the student fails to remove the incomplete within one semester, it will be converted to a merit grade of 0.0. All incomplete grades must have the prior approval of the instructor. The removal of incomplete grades is the responsibility of the student and should be directly handled between student and instructor.

Please see the University Bulletin's Academic Policies & Information section on the [University Grading System](#) for more details.

Grade Reports

The Office of Enrollment Management posts all official grades on a secured student information portal known as [Life at MUSC](#). Students can retrieve their final grades by logging in using their MUSC Net ID. Please note that the University does not mail paper copies of grades. Furthermore, no staff member of the Department of Health Professions will provide grades over the phone or in person. Should students require grades prior to receiving them electronically from Enrollment Services, they will need to request this from their course instructor.

Probation and Dismissal for Failure to Meet Academic Standards

Standards for Automatic Dismissal for Failure to Meet Academic Requirements

An HCS student will be dismissed from his/her program of study in either of the following situations.

- a) He/she engages in plagiarism and/or the unauthorized giving or receiving of help on tests or other assignments.
- b) He/she meets the conditions for placement on academic probation two times while enrolled as a student in the HCS program.
- c) He/she earns failing grades (under 2.0) in any two courses in a single academic semester.

Academic Probation

A student will be placed on academic probation for any one of the following three reasons:

1. Earning a failing grade (under 2.0) in any academic course during the semester,
2. Earning a grade point average below a 2.0 for the semester, or
3. Failure to earn cumulative grade point average of 2.0.

Placement on academic probation is an indication that the student's performance in the previous semester was not acceptable. All students' academic records will be evaluated at the end of each semester to determine whether or not they meet any of the conditions to be placed on academic probation for the next semester. It is the student's responsibility to be cognizant of their status at the end of each semester.

A student will be asked to withdraw or will be dismissed from his/her program of study if he/she meets the conditions to be placed on academic probation two times while a student. Students will be asked to withdraw or will be dismissed regardless of whether the two semesters in question run consecutively or not.

Any student who is dismissed from his/her program due to academic difficulties may write a letter of appeal within seven (7) calendar days to the Dean in the College of Health Professions. During the appeal process, a student is considered to be maintaining academic activity and interacting with faculty, even if not physically present in a classroom.

Withdrawal from a Course

MUSC Enrollment Services records the following grades on a student's transcript to indicate a withdrawal from a course.

- WD: indicates the student withdrew from course after the drop/add period but before the end of the first third of the course. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.
- WP: indicates the student withdrew from a course, for reasons beyond his/her control, after the first third of the course was completed. The student was performing at a satisfactory level. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.
- WF: indicates the student withdrew from a course after the first third of the course was completed. The student was performing at an unsatisfactory level. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.
- WR: indicates the student withdrew after the drop/add period from all courses at the University with permission to take a leave of absence. This requires the prior approval of the dean and may result in dismissal if the terms of the leave of absence are not met.

The Department of Health Professions will award these withdrawal grades according the following criteria.

If the student requests a withdrawal from a course:

- **before the published MUSC drop/add period deadline**, no grade is required from the instructor. The course will not be recorded in the student's permanent record.
- **after the published MUSC drop/add deadline**, but before one third of the course is completed, the instructor will record a grade of WD on the drop/add form.
- **after the first third of the course is completed**, but before two thirds of the course is completed, the instructor will record a grade WP or WF on the drop/add form. Students must have at least a 2.0 average in the course to receive the WP grade. WR is recorded only after verification that the student has completed the necessary paperwork to take a leave of absence from the program.
- **after two thirds of the course is completed**, the student will not be permitted to withdraw from a course. WR may be recorded only after verification that the student has completed the necessary paperwork to take a leave of absence from the program.

It is the student's responsibility to acquire, complete and file a Request for Add and/or Drop form when he/she wants to request permission to withdrawal from a course. These forms are available from the Department of Health Professions Student Services Coordinator. No withdrawal, other than one prior to the drop/add date, is automatic. A withdrawal from a course requires the permission of the instructor and the approval of the dean. Failure to submit properly completed and approved forms could result in a 0.0 grade.

[Tuition Refunds for Approved Withdrawals or Schedule Changes](#)

The following are the tuition reimbursement guidelines for students who drop a course after the official first day of classes for the University, not the College of Health Professions:

Fall and Spring semesters- 90% tuition reimbursement if course(s) dropped within the first week of the University start date; 75% tuition reimbursement within the 2nd week; 50% tuition reimbursement within the third week, and no tuition reimbursement after the fourth week. Summer Semester- 75% tuition reimbursement if course(s) dropped within the first week of the University start date, and no tuition refund after the first week. Fees will not be reimbursed. Students should consult with the Office of Financial Aid to see how their aid may be affected. A student making a second attempt at a course in any semester is not eligible for financial aid for that course.

More details are available in the [University Bulletin](#).

Degree Requirements

Academic Performance

The student must complete all course requirements and earn a cumulative GPA of 2.0 or higher in order to graduate and be awarded the HCS degree. If a student withdraws from a course or earns a failing grade in a course (2.0 or below), the student must retake the same course at MUSC in order to graduate.

Attendance

Students in general are expected to attend all class sessions scheduled by the instructors. Class sessions include on-campus sessions once a semester, online lectures and chats, and other arranged sessions. Attendance at on-campus class sessions is mandatory. Students who are unable to attend for extenuating circumstances must notify the Division Director in writing two weeks prior to the on-campus session. Approval to not attend the on-campus session is evaluated on an individual student basis. Approval is not guaranteed and failure to attend the on-campus session or classes may adversely affect course grades at the discretion of the instructor.

Student Petition

Leave of Absence

After the completion of the first semester, any student in good academic standing may elect to take a leave of absence for no longer than one year, provided that the program director gives written permission. Such a student shall be automatically entitled to register for the semester immediately following the leave of absence, if consistent with their program's plan of study. Please coordinate with your advisor and student services coordinator to plan for an appropriate return from a leave of absence. The student must complete and file the necessary paperwork with the program, which upon approval from the Division Director and Dean's Office will be submitted to the Office of Enrollment Management.

Voluntary Withdrawal from the Program

A petition for withdrawal shall contain the following:

1. The reasons the student wishes to withdraw. If the withdrawal is sought because of medical reasons, the student should be prepared to present documentation of the medical problem upon request of the program director.
2. A statement of when the student would like to return to the program if the student intends to do so.
3. Completion of the University's Withdrawal form.

The acquisition of approval from the Division for withdrawal is considered when the student's departure is in good standing and would weigh substantially in re-admission consideration.

Re-admission after Withdrawal from the Program

A petition for re-admission after withdrawal shall contain an explanation by the student of how the circumstances that led to the student's withdrawal have changed.

Petitions for re-admission after withdrawal shall be granted if the program director finds that the circumstances leading to withdrawal have been alleviated so that the student's education can continue.

Re-admissions will require completion of the full application process through the Office of Enrollment Management.

University Resources & Student Services

Financial Aid Services

[Financial Aid Services](#) will help answer questions about the Financial Aid Application process and give you valuable information on how to finance your Graduate/Professional School education.

Please contact MUSC Office of Student Financial Aid Services at (843) 792-2536 or at finaid@musc.edu. The primary responsibility of funding your education rests with the student and their family. Financial aid from federal, state and institutional sources is meant to only supplement a student's resources. Students need to understand that all expenses may not be met through financial aid.

Center for Academic Excellence (CAE)/ Writing Center

In support of MUSC's mission to provide resources which facilitate the acquisition of knowledge, skills, and attributes specific to chosen professions, the [Center for Academic Excellence](#) aims to cultivate knowledge and critical thinking through dialogue and collaboration. The Center for Academic Excellence is dedicated to creating an environment for learning and discovery which fosters personal growth and promotes each person's uniqueness and independence. The Center for Academic Excellence provides specialists and supplemental instructors to enhance your learning process and ensure your academic success. In addition, individual consultants assist you in discovering your own learning style and offer test-taking and study strategies for success in all MUSC courses. Contact information and appointment requests can be made online by visiting the [center's website](#) / [LifeNet](#).

Counseling and Psychological Services (CAPS)

Highly trained specialists in the area of clinical psychology are available to support your academic and personal development while training at MUSC. Evaluation and treatment services are available to all students. Information regarding the services provided and contact information for scheduling an appointment [are available online](#). Confidentiality is fundamental to the services provided to students.

Office of Student Programs

The mission of the [Office of Student Programs](#) is to provide exemplary student leadership development programs, intercultural student services, education and training, service learning opportunities, and interprofessional student experiences in collaboration with the SGA, student organizations, and the greater MUSC community. Student Programs is the umbrella unit for the Offices of Student Activities, Student Diversity, International Student Programs and Support Services, and MUSC Gives Back. The Student Programs staff also functions in the role of advocate for students who encounter difficulties in non-academic areas. The Student Programs Office is a great place for students to relax during study breaks or in-between classes, blow off steam about the day's events, or simply find a listening ear.

Office of Diversity, Equity and Inclusion

[The Office of Diversity, Equity and Inclusion](#) was established in 2015 to create an academic community where every member is respected and valued by leveraging differences in ways that allow people to understand and be understood, and work together productively to change what's possible. Inspired by the mission and values of the university, diversity and inclusion is an integral part of the fabric of the MUSC family. The Office offers prejudice reduction training for university students, faculty, and staff.

Wellness Center

HCS students are given the opportunity to opt-in to a Wellness Center Membership. Additional fees are required to do this. [Visit the website](#) for group class schedules, hours & other programming information.

University Press

Printing Services are available right on campus within their facility on the ground level of the Bee Street Parking Garage. Contact them for more information regarding any printing needs.

universitypress@musc.edu / 843-792-2591

CHP Student Life & Recruitment

Located on the first floor of CHP Building A, the student life staff offer support to prospective & current students. Resources for current students are available through the staff of student life who manage student scholarships, student activities, CHP SGA, the Cyber Café and the student Ambassador program.

CHP Educational & Information Technology

The college's state of the art technology is supported by the educational and information technology team. Their collaboration with faculty and students allows for a strong infrastructure to conduct unique learning opportunities. This team is available to support technology needs of students on & off campus.

[Requests for assistance should be submitted online.](#)

CHP Student Services

The team of student services coordinators are available to assure student's academic plans are in order and that their experience from admission to graduation is supported and moves seamlessly from each phase to the next. Work with the coordinator for your program of study with any questions you have.

Please refer to the [MUSC Education and Student Services website for details.](#)

Honor Code

All new students will be instructed to review MUSC's Honor Code at the time of orientation and entry into the program. Students at MUSC are expected to achieve and display high standards of character. The healthcare professions require men and women of impeccable character who can live private and professional lives that exemplify high standards of moral conduct. The Honor Code helps ensure an atmosphere in which the individual can adequately develop professional skills and moral standards. All students are expected to abide by MUSC's Honor Code. A breach of the Honor Code is a serious offense.

All performances and materials submitted for grading are to be those of the student submitting them or must be properly credited otherwise. In the event that a faculty member or a student has good reason to suspect that another student has engaged in unethical behavior or has breached the Honor Code, that individual is expected to follow the Honor Code and make a formal charge so that the Honor Council can begin to do its work. Please review [MUSC's Honor Code](#) in full.

Student Complaints

The College of Health Professions places value on the right of every student to submit a complaint or concern regarding his or her academic experience.

Complainants have the following rights:

1. A complaint will be treated with appropriate confidentiality and in a timely manner.
2. A complainant has the right to withdraw the complaint in writing at any point in the process.
3. A complainant may file a written complaint without fear of retaliation. If the complaint is filed without basis or with the intent to harm a member of the MUSC community, disciplinary action may be taken.
4. The procedure will be applied consistently to students across colleges/units, including distance-learning students.

Depending upon the nature of the complaint, the student should follow the appropriate procedures.

Academic Complaints

A student who wishes to make a complaint that is specific to a course should direct his/her concern to the Course Instructor or Course Director.

- a) If the matter is not resolved to the satisfaction of the student, he or she is encouraged to make an appointment to discuss the problem further with the appropriate Division/Program Director.
- b) If the matter is still not resolved to the satisfaction of the student, he or she is encouraged to make an appointment with the Department Chair to discuss the matter further.
- c) A student, who wishes to make a formal appeal of any decision arising from an action at the division/program level should follow the [MUSC Academic Review Policy outlined in The Bulletin](#).

Sexual Harassment or Gender Inequity Complaints

A student who wishes to submit a complaint regarding any form of sexual harassment or gender inequity issue should follow the [procedures published online](#).

University-wide services

A student who wishes to submit a complaint regarding university-wide services (e.g., student programs, counseling and psychological services, student health, educational technology, wellness center, enrollment management, library services, or student accounting) are to [refer to related policies](#) and be directed to the Associate Provost for Educational Affairs and Student Life.

Please see the CHP Student Complaint Policy, section 2.7 of the [CHP Student Policies Manual](#) for more details.

Professional Conduct

All HCS students are obligated to conform to the MUSC student honor code and to conduct themselves in a professional manner with the appropriate learning behavior as set forth in The Bulletin, and the CHP Student Policy Manual.

1. Students may dress comfortably for on-campus visits; however, casual wear including, but not limited to, t-shirts, ripped jeans, shorts, flip flops, etc. is not appropriate. If you have questions regarding what constitutes appropriate attire, please see a member of the faculty.
2. An MUSC Student Identification (ID) badge provided at orientation must be available at all times when on University property. Students should wear their ID on shirt/dress collar or at eye level so it is easily seen.
3. HCS students are expected to adhere to the Technical Standards for Admission and Graduation. See below.
4. HCS students are required to attend an on-campus session each semester. Absences from any of these sessions will lead to a referral to the program director who may recommend the student is placed on professionalism probation per CHP policy. Arriving more than five minutes late will typically count as an unexcused absence for each event.
5. Students who fail to demonstrate professionalism in class or at program events may be counseled by the program director. Such counseling may include being placed on professionalism probation with a plan for improvement.

6. Professionalism also means that you will have a stake in and concern for the success of your course projects and other class assignments or teamwork. You should approach these assignments with the same level of commitment and seriousness as you would a project from the CEO of your organization. Certain behaviors are unacceptable in a class and can result in dismissal from the class. Examples of unacceptable behaviors include but are not limited to:
- a) Failing to watch class lectures without informing the professor and having a legitimate reason. Note: Having to work on another professor's class work or prepare for another professor's examination never constitutes a legitimate excuse.
 - b) Leaving class during the on-campus lecture/discussion sessions. Leaving class should be a rare event.
 - c) Leaving an on-campus class at break without informing the professor. Note: Having to work on another professor's assignments or prepare for another professor's examination never constitutes a legitimate excuse for leaving class.
 - d) Failure to turn in assignments on time. Assignments will be due at the stated time. There will be penalties for work submitted after the deadline.
 - e) Sending or reading text messages, answering cell phone calls, or surfing the Internet is not considered acceptable professional behavior in class or in a meeting with your professor or classmates.
 - f) Having private conversations while the professor or classmates are presenting information. This is not acceptable in a business meeting and should not occur during an academic session.

[ADA Policies & Procedures](#)

The College of Health Professions is dedicated to providing equal opportunity and access for every student. Accommodations will be made in response to the specific disability and on a case by case basis. Students are highly encouraged to make requests for accommodations before the beginning of the first semester. This gives your professors the time needed to plan and ensure you receive the accommodations needed. Please find more information regarding the support available here:

[International Travel](#)

The Medical University of South Carolina is engaged around the world through education activities, research and service of its faculty, staff, trainees and students. The University supports and encourages international travel and collaborations and recognizes that a global perspective is essential to its academic mission. In January 2014, the University implemented an international travel policy intended to promote the health, safety and security of all members of the MUSC community while traveling abroad. Colleges or business units may have additional procedures and requirements that support this overall policy.

This International Travel Policy applies to faculty, staff, trainees and students traveling outside of the United States for University-related purposes. This policy sets forth the requirements that faculty, staff, trainees and students must meet before and during university-related travel. *For the full version of the policy, please refer to MUSC International Travel Policy (PDF).

http://globalhealth.musc.edu/files/img/International%20Travel%205-15-15_0.pdf

Academic Advisement

Each student is assigned to a faculty member who serves as the student's academic advisor and mentor. Students are encouraged to speak regularly with their advisors to discuss their academic progress and their career goals. Students are required to meet with their advisor once each semester.

Registration and Course Sequencing

Students enrolled in the HCS program begin in the fall semester and will follow a full-time course sequence of 12-13 credits a semester. This places students in a cohort, and students starting the program the same semester will take all of their courses with each other for the full program. The program will take four full-time semesters to complete.

The Student Services Coordinator will pre-register HCS students for courses each semester approximately 4-6 weeks prior to the start of classes using the appropriate prescribed lock-step program of study.

Tuition and Fees

The tuition and fee rates for the HCS program are set by the MUSC Board of Trustees, and are subject to change. [Current tuition and fees are listed online](#). Students who fall behind in their payments will not be permitted to register for additional classes, and grades will be frozen until payments are up to date. Any student missing a course because of his/her failure to make tuition payments will be required to repeat that course, and /or take a leave of absence from the program

Student Health Documentation & Health Insurance

Non-clinical web-based students such as HCS students are not required to submit immunization records. However, HCS students are required to have health insurance. Students must submit a health insurance waiver request or enroll in student health insurance as instructed by the Student Health Office. [Review FAQs for more information](#).

Mandatory Training

The Medical University of South Carolina requires students, faculty and staff to participate in annual, mandatory training each year. The training is known as MyQuest. The lessons can be accessed at the link below and should not take longer than 30 minutes for students to complete. MyQuest: <https://musc.netdimensions.com/musc/>

Other University Policies

For additional policies not covered in the handbook, students should refer to ...

[The Bulletin of the Medical University of South Carolina](#)
[The College of Health Professions Policies Manual](#)

Also be aware of these additional [University Academic and Student Policies](#) and review them in detail online.

Academic Policies

- Academic Program Approval and Faculty Governance of Curricula
- Academic Standards (Provost Policy)

Appointment of Affiliate Faculty
Assessment of Academic Programs
Classroom and Conference Scheduling Policy
Clery Act Policy on Prohibition of Sexual Assault, Domestic Violence, Dating Violence, and Stalking
Continuous Enrollment Policy
Copyright Policy
Endowed Chair Policy
Exemption of Fees for DEA Registration Policy
Outpatient Prescribing of Controlled Substances
TEACH Act Policy

Student Policies

Alcohol and Other Drugs (Students)
Arrest Policy (Students)
Criminal Background Checks (Students)
Concerns and Complaints Memorandum (Students)
Honor Code (Students)
Identification Badge Policy (Students)
Mandatory Annual Training (Students)
Professionalism and Standards of Conduct for Students
Treatment of Students (Students)
Recognized Student Organizations Policy
Professionalism and Standards of Conduct for Student Organizations
Student Organization Bank Account & Agency Fund

All of the above policies fall within the limits set by College and University guidelines, and will therefore be correspondingly modified by any changes in those guidelines.

Computer Requirements and Competencies

A laptop computer is required for College of Health Professions students.

Writing tablets, iPads, and similar technology are not compatible with the software used in coursework evaluations. The MUSC campus supports both PC (Windows) and Macintosh systems and our multimedia content is optimized for Firefox and Internet Explorer.

Access to broadband (Cable or DSL) connections is necessary. Online students will need a VGA or better web camera, headset and microphone.

During the program, students will be required to demonstrate use of:

- Electronic mail and the Internet
- Word processing including use of Microsoft Word, Excel, PowerPoint, & managing files
- Conduct a library search
- Use audiovisual materials in a presentation, presentation graphics
- Use a spreadsheet to enter and manipulate data

Communication, Internet and E-Mail Requirements

It must be emphasized that in all aspects of a student's program of study, the student is responsible for maintaining ongoing communication with the Program and its course instructors. This includes regularly

checking communications media (regular, mail, phone messages, regular e-mail and Harbor course bulletin board postings), and promptly responding to communications from the Program and/or any of its course instructors. If a student is unavailable for and/or inadequately responsive to communications, he/she must understand it may have a significantly adverse impact on her/his course grades and/or standing in the Program.

All students in the HCS program will need to work through the Internet to complete coursework. Consequently, it is essential that all students have unrestricted access to an Internet service provider. The Division strongly recommends that this Internet service be broad-band and high-speed (cable rather than dial-up service), since high speed service is often essential for utilizing large files, graphics programs, and other interactive resources required for coursework.

All matriculated students will receive an MUSC Net ID at the time of initial registration to the University. The Net ID includes a login and password that is unique to each student and should not be shared with others. The student's Net ID provides access to MUSC's email system, library resources, Harbor, Life@MUSC, and a host of other student resources. It is important that the student knows and maintains an active Net ID at all times.

Email: MUSC provides every student with an e-mail account free of charge. Students are expected to use MUSC e-mail as the major form of communication for program business, and each student will be responsible for seeking out the necessary training to use e-mail properly. Every student should be able to access e-mail on a regular basis. Students are to check their e-mail account several times per week, if not daily. The student services coordinator, support staff, and faculty in the Department of Health Professions will frequently use e-mail to communicate with the student body.

To access your MUSC e-mail account via the Internet, open Internet Explorer or Firefox and enter the following Web address: <http://mail.musc.edu> . You will then be prompted to enter your Net ID and password.

Software standards for the University: Software standards ensure access for students, residents, fellows, and faculty to the University's education and information resources, as well as enhance communications and sharing of documents. The software standards are defined by the University Education Infrastructure Committee.

Social Media: While social networking has the potential to enhance a student's educational experience, serious ramifications may arise—unprofessional behavior, overstepping boundaries, and confidentiality breaches. Any student wishing to create an MUSC-related Facebook page, blog, etc. must abide by the [Social Media Use Guidelines](#).

Please be aware that protected confidential student and/or patient information may not be shared or posted on social media platforms. All comments, photos, or other information shared should remain appropriate and professional and should in no way infringe upon regulations as stated in FERPA, the Family Educational Rights and Privacy Act. To read more about FERPA, please visit this site: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Attendance and Participation Policy

Participation is integral to student success in this program. Student participation is defined as accessing weekly readings and other course resources, as well as participating in discussion boards. Students are also expected to adhere to all assignments due dates. Students experiencing difficulty participating should contact their instructor immediately for assistance.

Evaluations: Examinations, Tests, & Quizzes

1. Students are expected to take all evaluations at the scheduled time. If a student does not complete a test/quiz or submit a paper/project by the due date/time, this may result in a failing grade or loss of points.
2. If a student is unable to take an evaluation at the scheduled time and would like consideration for extenuating circumstances, the student must discuss it with the course coordinator prior to scheduled test time. If unable to reach the course coordinator, students are to email and/or leave a message with the course instructor prior to the test.
3. If a student experiences a technological problem during the test/quiz and is unable to complete the assignment, the student must notify the course instructor immediately. If the student cannot reach the course instructor by phone, then the student must email the course instructor.
4. If the student is given the option to reschedule the evaluation, it is the student's responsibility to schedule and make-up the evaluation within 1 week of the original evaluation date or the student will receive a grade of zero.
5. If at any point, there is faculty concern that cheating is occurring, the faculty member may refer the event to the College of Health Professions Honor Council for further action. Suspension or dismissal from the university may occur as per the University's Honor Code for cases of academic misconduct.
6. The instructor has the prerogative to:
 - a. Determine whether a make-up evaluation will be given.
 - b. Establish the date and time of any make-up evaluation.
 - c. Administer an alternative form of the evaluation.

Professional Associations

The Department of Health Professions encourages students to join and participate in professional activities including membership in one or more professional organizations. Following is a list with information about the major opportunities available:

Alumni Association

The Alumni Association of the Medical University of South Carolina is a general association, the membership of which includes all members in good standing of the six college associations. The Health Professions Alumni Association is the organizational affiliate of the College of Health Professions. Dues paid by alumni association members help support scholarships and activities for current students, subsidize projects that directly benefit CHP members, make alumni eligible to participate in benefits programs, and fund the cost of reunions which is the annual reception of graduates. The Alumni Association serves as an important link between all graduates and the College of Health Professions' academic programs. It supports a wide variety of programs and benefits through networking opportunities and continuing education while maintaining a close relationship with the faculty and students of the division.

Student Government Association (SGA)

MUSC has a university-wide Student Government Association. The College of Health Professions (CHP) participates in MUSC's SGA through the CHP SGA. Students can serve as representatives to the CHP SGA. MUSC SGA and CHP SGA are involved in community projects and social activities that enhance student life.

Evaluation Plans

- **Course Evaluations:** Courses will be evaluated using the E*Value survey system. If the course and/or instructor evaluation is below average for courses in the College of Health Professions, the division director will meet with the course instructor to resolve identified problems. Subsequent offerings of the course, if instructed by the same instructor, will be evaluated twice during the semester. Course grades will be monitored at the conclusion of each test to ensure student retention.
- **Program Evaluations:** To ensure the success of the program and the provision of the type of education the program is committed to, evaluations of both the processes and the outcomes of the program will be regularly and systematically conducted. The desired outcomes of the program are to graduate students who have successfully met, or exceeded, all academic requirements and to adequately prepare students for acceptance into an MUSC graduate program, if desired.
- **Exit Surveys:** The College of Health Professions distributes an exit survey prior to graduation. Students are required to complete the exit survey in order to graduate. Plans for improvement are developed based on the outcomes of these evaluations.

Honors & Awards

The Dean's Award

Graduate students who have achieved the highest academic record at the end of the curriculum will be nominated for the Dean's Award.

Honor Students

Each year the Division of Healthcare Studies identifies first & second honors graduates who possess outstanding individual attributes. A minimum of 5 graduates are required to award Honors. HCS faculty choose the recipients at the end of the program and they are announced at the spring graduation. The following traits are considered:

- **Professionalism** - Demonstrates the ability to act as a member of a healthcare team
- **Empathy** - Demonstrates the ability to work well with others recognizing individual needs
- **Preserving** - Demonstrates the ability to set lasting goals and utilize initiative
- **Responsible** - Demonstrates dependability and the ability to assume personal responsibility
- **Independent** - Demonstrates the ability to be sincere, helpful, and patient
- **Leadership** - Demonstrates willingness to be involved in student and/or professional activities
- **Initiative** - Demonstrates the ability to be resourceful and self-directed
- **Resourceful** - Demonstrates a positive attitude and the ability to employ critical thinking
- **Inquisitive** - Demonstrates the ability and courage to question authority for patients' welfare and for self- improvement
- **Organized** - Demonstrates the ability to be logical and systematic.

Student Acknowledgement

Division of Healthcare Studies, Department of Health Professions

I have read the Student Policies and Procedures Manual for the Division of Healthcare Studies in its entirety and understand all sections. I have asked my student services coordinator, faculty advisor or division director to explain any sections that I had difficulty understanding. I understand that I am responsible for following all the provisions set forth by this manual while I am enrolled in the program. I recognize that these policies are provided to support my professional and clinical development and help me successfully complete the HCS program.

I, also, signify that I have read and understand the following documents and hereby pledge my support:

- MUSC Honor Code
- MUSC Bulletin
- College of Health Professions Student Policy Manual
- HCS Student Handbook Manual

I understand what is expected of me as a student of the Medical University of South Carolina and realize the University Honor Council will not accept a plea of ignorance.

Name (Printed)

Signature

Date