



**MARIEB COLLEGE OF HEALTH & HUMAN SERVICES  
DEPARTMENT OF HEALTH SCIENCES**

**Student Guidebook**

**Bachelor of Science in Community Health**

**Bachelor of Science in Health Administration**

**Bachelor of Science in Health Science**

**Bachelor of Science in Public Health**

**Effective Fall 2020**

Dear Student:

We would like to take this opportunity to welcome you to the Department of Health Sciences.

You are embarking on an exciting and challenging academic and career path. The faculty and staff will guide you in the development of the knowledge, skills, and abilities necessary to address the challenges you will encounter as a health care professional.

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

We have compiled this Student Guidebook for your convenience. It provides important policies and procedures, as well as general information you will need to know.

Again, we would like to welcome you and wish you success.

Sincerely,

The Faculty and Staff of the Department

Michelle Angeletti, MSW, PhD  
Tony Burkett, MS  
Joan Faris, MS, RD  
Thomas Felke, PhD, MSW  
Shawn Felton, EdD, LAT, ATC  
Shelby Gilbert, EdD, MPH  
Joan Glacken, EdD, MT (ASCP)  
Jayanta Gupta, MD, PhD  
Robert Hawkes, MSPA, PA-C  
Payal Kahar, PhD, MPH  
Katheryn Knutson, DHSc, PA-C  
Karen Landy, MS  
Yong-Taek Min, DBA, MSTM, MA  
Jeanette Meyer, Executive Secretary  
Kristina Mullins, MS, PA-C  
Amy Steinhour, MMS, PA-C  
Pamela St. Laurent, EdD, MT (ASCP)  
Maka Tsulukidze, MD, PhD, MPH  
Lori Zallie, Executive Secretary  
Julie Zemplinski, MSH, MS, MT (ASCP)

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## **Student Code of Conduct**

The Student Code of Conduct (Code) is created to promote a positive educational environment in which students are encouraged to learn and develop as citizens and scholars. The Code is intended to provide a framework for individual and organizational conduct within which all members of the community are encouraged to challenge, explore, and investigate any subject of interest. This Code also exists to foster and enhance the academic mission of the university; to protect the rights of all university students, faculty, and staff; to protect university property; to protect the university community from disruption and harm; and to encourage appropriate standards of individual and group behavior.

All students are expected to comply with all local, state and federal laws at all times. Additionally, students are expected to comply with the standards of conduct set forth in the Code. This Code applies to all students throughout their time as members of the University community. The University recognizes student success, as well as the security and integrity of the University community, are affected by all areas of a student's life. Therefore, students are responsible for ensuring their behavior meets the standards and policies set forth in this document whether on or off campus. These standards are designed to foster an environment of personal, social and ethical development and to promote the protection of the rights, responsibilities, safety and welfare of the University community, while ensuring that all community members are free to pursue their educational goals.

The Code will be applied without regard to race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, marital status, age, physical or mental disability, or military or veteran status. Any adjudication will be based solely on the conduct for which charges were brought against the student.

The University regulation regarding the Student Code of Conduct and Student Conduct Review Process is located at the following URL: <https://www.fgcu.edu/generalcounsel/regulations/approved/regulation4.002.pdf>

## **Introduction to the Student Guidebook**

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

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

## **Mission Statement**

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

## **Bachelor of Science in Community Health Program Description**

The Community Health program is designed to prepare students for various careers in servicing the health and wellness needs of individuals, groups, and communities. A healthy community, as described by the U.S. Department of Health and Human Services (2001, p. 1), is “one that embraces the belief that health is more than merely an absence of disease; a healthy community includes those elements that enable people to maintain a high quality of life and productivity.” Academic advisors guide students through the process of choosing and sequencing the coursework required for their chosen career path.

The Bachelor of Science in Community Health's curriculum prepares graduates of this program for multiple paths: graduate study in occupational therapy, physical therapy, public health, and other health and allied health related programs, in addition to preparation for employment as a health educator or other community health professional. Students may pursue the degree requirements on a full-time or part-time basis. Service learning experiences and a capstone project are completed in partnership with community agencies. **Summer 2018 is the last semester for admission into the Community Health program.**

Reference: U.S. Department of Health and Human Services, Office of Disease Prevention and Health Promotion and Office of Public Health and Science. (2001) *Health people in healthy communities: A community planning guide using healthy people 2010*. (Stock No. 017-001-00546-1).

### **Student Learning Outcomes**

Graduates of the Bachelor of Science in Community Health are prepared to serve in professional roles within the diverse and dynamic health services delivery system. Graduates will demonstrate the following entry-level competencies:

1. Students demonstrate knowledge of health, wellness, and most common behavior change theories/models in the context of development, sociocultural, and environmental factors.
2. Demonstrate proficiency in oral, written, and non-verbal communication skills required for the role of a community health professional.
3. Students will develop critical thinking skills to support interpretation, analysis, evaluation, and inference drawing in the context of the Community Health discipline.

## **Bachelor of Science in Health Administration Program Description**

The Bachelor of Science (B.S.) in Health Administration program is designed to provide career advancement opportunities for those pursuing entry-level administrative positions in hospitals, long-term care facilities, nursing homes, physician practices, ambulatory care centers, mental health organizations, and other healthcare agencies.

Students anticipating professional graduate degrees such as Physician Assistant, Physical Therapy, or Occupational Therapy may choose this degree to acquire the needed administrative skills to serve as clinic managers. All of the upper division coursework for this program is available by web-based distance learning. The program includes a minimum 120-hour internship.

### **Student Learning Outcomes**

Graduates will be able to:

1. Illustrate how various legal and ethical issues influence the practice of health care delivery.
2. Examine the social, economic, political, and professional forces that shape the health care delivery system.
3. Distinguish and apply business, law, and finance theories to offer plausible solutions to the delivery of health care organizations and other related services.
4. Demonstrate decision-making skills by employing fundamental and technical knowledge of health administration

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

The Bachelor of Science in Health Science program is designed to provide career advancement opportunities for entry level health profession practitioners and for individuals who seek careers in health care areas such as health services administration and health professions education. The program is also recommended for students who are interested in a health profession at the post-baccalaureate entry level, such as physical therapy or occupational therapy.

Coursework for this degree program is offered by distance learning. The 60-hour upper division curriculum includes interdisciplinary core courses based on generic health care professional competencies, health science core courses, courses specific to career goals and selected area of specialization, and the University Colloquium.

### **Student Learning Outcomes**

Graduates of the Bachelor of Science in Health Science Program are prepared to serve in professional roles within the diverse and dynamic health services delivery system. Graduates will demonstrate the following entry-level competencies:

1. Examine the roles of health care providers in the U.S. health care delivery system.
2. Examine the social, economic, political, and professional forces that shape the U.S. health care delivery system.
3. Illustrate various legal and ethical issues influencing the practice of health care delivery.
4. Using the principles of research and inquiry, investigate health science problems, offer plausible solutions, and discuss findings.

## **Bachelor of Science in Public Health Program Description**

The Bachelor of Science in Public Health (B.S.P.H.) degree is designed to prepare students for various careers in addressing the health and wellness needs of individuals, families, communities, and populations, at scales ranging from local to global (Association of Schools and Programs of Public Health, 2015). Public health includes aspects of epidemiology, environmental health, community health, emergency preparedness, health policy, health law, and health economics. Contemporary issues addressed by public health professionals include: disease prevention, natural disaster response, health disparities, climate change and health, health education, tobacco cessation, diet and exercise promotion, and immunization campaigns, among many other population health-related activities.

The curriculum is designed to prepare graduates of the program for multiple pathways: employment as a public health professional; graduate study in areas such as public health, health services administration, allied health fields such as occupational or physical therapy and physician assistant, or entry into other graduate education. Students are responsible for researching the admission requirements of specific graduate degree programs. Students may pursue the degree requirements on a full-time or part-time basis. Service learning experiences and a capstone project are components of the major program of study.

### **Student Learning Outcomes**

1. Demonstrate knowledge of health; wellness needs of individuals, families, communities, and populations; and most common behavior change theories/models and functional communication skills in the context of developmental, sociocultural, and environmental factors.
2. Demonstrate proficiency in oral, written, and non-verbal communication skills required for the role of a public health professional.
3. Students will develop critical thinking skills to support interpretation, analysis, evaluation, and inference drawing in the context of the Public Health discipline.

## FACULTY AND ADMINISTRATIVE SUPPORT

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

Name	Marieb Hall Office #	Phone	E-mail
Michelle Angeletti, MSW, PhD Associate Professor	335	239-590-7499	<a href="mailto:mangelet@fgcu.edu">mangelet@fgcu.edu</a>
Tony Burkett, MS Instructor III & BSHS Program Director	407	239-590-7500	<a href="mailto:tburkett@fgcu.edu">tburkett@fgcu.edu</a>
Joan Faris, MS, RD Instructor III	327	239-590-7501	<a href="mailto:jfaris@fgcu.edu">jfaris@fgcu.edu</a>
Thomas Felke, PhD, MSW Department Chair	134A Merwin	239-590-7841	<a href="mailto:tfelke@fgcu.edu">tfelke@fgcu.edu</a>
Shawn Felton, EdD, LAT, ATC Associate Professor	437	239-590-7511	<a href="mailto:sfelton@fgcu.edu">sfelton@fgcu.edu</a>
Shelby Gilbert, EdD, MPH Assistant Professor	444	239-590-1851	<a href="mailto:sgilbert@fgcu.edu">sgilbert@fgcu.edu</a>
Jayanta Gupta, MD, PhD Assistant Professor & BSPH Program Director	211	239-745-4481	<a href="mailto:jgupta@fgcu.edu">jgupta@fgcu.edu</a>
Robert Hawkes, MSPA, PA-C Founding PAS Program Director	201A	239-745-4417	<a href="mailto:rhawkes@fgcu.edu">rhawkes@fgcu.edu</a>
Payal Kahar, PhD, MPH Assistant Professor	211A	239-745-4482	<a href="mailto:pkahar@fgcu.edu">pkahar@fgcu.edu</a>
Katheryn Knutson, DHSc, PA-C Assistant Professor	207A	239-745-4478	<a href="mailto:kknutson@fgcu.edu">kknutson@fgcu.edu</a>
Karen Landy, MS Instructor III	315	239-590-7463	<a href="mailto:klandy@fgcu.edu">klandy@fgcu.edu</a>
Jeanette Meyer Executive Secretary	436	239-590-7495	<a href="mailto:jpmeyer@fgcu.edu">jpmeyer@fgcu.edu</a>
Yong-Taek Min, DBA, MSTM, MA Assistant Professor & MSHS Program Director	305	239-745-4419	<a href="mailto:ytmmin@fgcu.edu">ytmmin@fgcu.edu</a>
Kristina Mullins, MS, PA-C Assistant Professor & PAS Academic Director	207A	239-745-4314	<a href="mailto:kmullins@fgcu.edu">kmullins@fgcu.edu</a>
Pamela St. Laurent, EdD, MT (ASCP) Instructor I	408	239-590-7452	<a href="mailto:pstlaure@fgcu.edu">pstlaure@fgcu.edu</a>
Amy Steinhour, MMS, PA-C Assistant Professor	211A	239-590-7536	<a href="mailto:asteinhour@fgcu.edu">asteinhour@fgcu.edu</a>
Maka Tsulukidze, MD, PhD, MPH Assistant Professor	424	239-590-7496	<a href="mailto:mtsulukidze@fgcu.edu">mtsulukidze@fgcu.edu</a>
Lori Zallie, BA Executive Secretary	201	239-745-4477	<a href="mailto:lzallie@fgcu.edu">lzallie@fgcu.edu</a>
Julie Zemplinski, MSH, MS, MT (ASCP) Instructor III & CLS Program Director	404	239-590-7453	<a href="mailto:jzemplinski@fgcu.edu">jzemplinski@fgcu.edu</a>

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

# **Academic Policies and Procedures**

## **University Academic Standards**

Departmental academic standards are consistent with University standards. See the University catalog at <https://www.fgcu.edu/catalog/>

## **Advising**

An Academic Advisor is assigned to you upon your acceptance into the Department of Health Sciences program. Faculty members and advisors are sensitive to the need for adequate educational preparation of students. The advisor will guide you through the process of choosing and sequencing the coursework required for your chosen career path. He or she will maintain a list of your progression through the curriculum. Students are responsible for knowing the prerequisites for desired graduate programs. Academic Advisors can assist with post-graduation counseling, but are not responsible for researching graduate programs for their advisees.

Your Academic Advisor will counsel you regarding your academic performance, and advise you regarding your academic progress toward graduation. In cases where the student experiences issues related to academic performance, professional behavior, or other disciplinary concerns, the Academic Advisor will be engaged in the intervention process, as appropriate. An advisor may consult the Department Faculty and Program Director regarding a student's academic plan or needs, as necessary.

The faculty-student or advisor-student role should not be confused with a therapist-patient relationship, however. Students who experience a major personal crisis or long term interpersonal problems are encouraged to seek appropriate counselors outside of the Department of Health Sciences in order to protect student confidentiality and rights. The University provides counseling services for enrolled students through Student Health, Counseling and Psychological Services, 590-7950.

## **Advisor Review of Registration**

1. Academic Advisors are available to assist students during registration.
2. Students must obtain approval from their Academic Advisor to register for courses out of sequence, except in cases when it is necessary to repeat a course in which the student earned a grade of less than a C. A grade of C minus (C-), U, or WF is considered less than a C. All requests for transfer credit, transient permission, changes in curriculum plan or progression in the program, or leaves, must be approved by the student's Academic Advisor.

## **Access to Faculty and Staff**

Faculty and staff are available to address students' questions or concerns via electronic means or face-to-face meetings. In addition, faculty office hours and contact information are included in each course syllabus.

## **Transfer of Credit**

Enrolled students who wish to take courses from another regionally accredited institution of higher education to fulfill degree requirements of the Bachelor of Science programs in the Department of Health Sciences must gain approval through their Academic Advisor by completing the Transient Student Form obtained online at <http://www.FloridaShines.org>. Students will not be given approval to take a course at another institution if the course is offered at FGCU during the same semester and open seats are available.

Students applying to a Bachelor of Science program in the Department of Health Sciences may receive transfer credit for relevant courses taken at another accredited institution with the approval of the advisor. In order to



meet transfer requirements, these credits cannot have been applied toward another undergraduate degree, or used to meet general education requirements or lower division electives. The following items address transfer of credits prior to admission into the Bachelor of Science program:

1. The number of credits transferred is limited to the number of credits stated in the current FGCU catalog. Students must complete a minimum of 30 semester hours at FGCU and earn a minimum of 48 hours of upper division coursework (courses numbered 3000 and above).
2. In order to be eligible for credit transfer, the prior courses must have been awarded a grade of "C" (2.0 on a possible 4.0 scale) or higher. Courses completed at another institution must have been completed at a regionally accredited college or university.
3. In order to be eligible for credit transfer, the prior courses must be clearly equivalent to courses listed in the program curriculum.
4. Credit transfers will be contingent upon review of appropriate documentation from the student's prior courses, including transcripts and, if further clarification is needed to ascertain the content of a course, a catalog course description and/or course syllabus.

Refer to the current FGCU catalog for details regarding transferring credits earned prior to enrollment in the Bachelor of Science degree programs.

## Grading Policy

Letter grades are assigned using the Department's grading scale as follows:

A = 90-100%	Excellent
B = 80-89%	Above Average
C = 70-79%	Average
D = 60-69%	Below Average
F = <60%	Failure
I = Incomplete	
S = Satisfactory	
U = Unsatisfactory	
W = Withdrawal	
WF = Withdrawal/Failure	

Grading policies are specified in each course syllabus. Use of plus (+) and minus (-) letter grades are at the discretion of the individual professor, and will be identified in the syllabus. Students wishing to appeal final grades must follow the FGCU policy for grade appeals as outlined in the FGCU catalog at the following URL: <https://www.fgcu.edu/catalog/generalinformation?fmid=Records+%26amp%3b+Registration#138>

## Withdrawal & 3/2 Withdrawal Limit Rule (W & WF)

FGCU students are expected to complete all classes in which they remain enrolled after the drop/add deadline. Students who wish to withdraw from individual courses or the complete term after the drop/add periods, but before the "last day to drop/withdraw without academic penalty" (as published in the Academic Calendar, <https://www.fgcu.edu/academics/academiccalendar/>), must do so through the Office of Records & Registration. A withdrawal is initiated by submitting a completed Course Withdrawal or Term Withdrawal Form in person, by mail, or by fax to the Office of Records & Registration. These forms are available at <https://www.fgcu.edu/recordsandregistration/forms>.

Students are strongly encouraged to discuss all potential course or term withdrawals with an advisor in order to understand more clearly the academic implications of these actions.

Withdrawing from all courses does not officially constitute formal withdrawal from the University. A student is financially liable for all courses in which he or she is registered at the end of the drop/add periods. Students are strongly encouraged to discuss all potential course or term withdrawals with the Office of Financial Aid and Scholarships in order to understand more clearly the financial implications of these actions.

In order to encourage successful completion of coursework and a student's ability to stay on track for timely graduation, FGCU has instituted the **3/2 Withdrawal Limit Rule** (hereafter, 3/2 Rule). This rule limits the number of courses in which a student may earn a grade of W (withdrawal without academic penalty).

Under the 3/2 Rule, a student may withdraw without academic penalty from as many as three (3) lower-level courses (numbered 1000-2999) and as many as two (2) upper-level courses (numbered 3000-4999). Withdrawal from courses above this limit will count as withdrawals with academic penalty and will be noted on the transcript as a WF grade (which counts as a grade of F in the GPA and is not eligible for grade forgiveness). If courses are corequisites, withdrawal from both during the same semester will count as only one withdrawal rather than two withdrawals for the purpose of the 3/2 Rule. A course taken for zero credit hours is excluded from the 3/2 Rule and will be assigned a grade of WE (Withdrawal with Extenuating Circumstances) by the Office of Records & Registration if the student withdraws from the course.

A student appeal of the 3/2 Rule is submitted electronically, with a personal statement and supporting documentation, to the Office of Records & Registration at [https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout\\_id=15](https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15).

## Withdrawals with Extenuating Circumstances

In some cases, students must withdraw from a class, classes, or a term due to extenuating circumstances. These include the following:

- Medical Withdrawal
- Military Call to Active Duty (For additional options, please see section on this topic.)
- Extended absence (usually more than two weeks) due to a death in the immediate family
- Financial Circumstances
- Other unusual or special cases, considered on a case-by-case basis.

If a withdrawal for extenuating circumstances is approved, students will receive a grade of WE. WE grades do not count toward the 3/2 Rule withdrawal limits.

A withdrawal for extenuating circumstances is initiated by submitting a completed Application for Withdrawal, with a personal statement and supporting documentation, to the Office of the Registrar at [https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout\\_id=15](https://cm.maxient.com/reportingform.php?FloridaGulfCoastUniv&layout_id=15).

For more information on Withdrawals, see <https://www.fgcu.edu/recordsandregistration/guidelines/#withdrawal>

## Incomplete Grade (I)

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

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

To initiate consideration for a grade of "I," a student must contact the instructor before grades are reported. The decision to award a grade of "I" is solely the decision of the instructor. Should an instructor decide to assign the grade, the student must complete an Incomplete Grade Assignment Form and submit to the instructor before the grades are due. The form can be found at <https://www.fgcu.edu/mariebcollege/advising/files/incomplete-grade-agreement-ada.pdf>.

The maximum amount of time to complete coursework to remove the grade of "I" is one year from the ending

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

## Student Grade Appeal

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

1. Grades or other academic action taken by an instructor
2. Grades resulting from an instructor's:
  - a. Alleged deviation from established and announced grading policy;
  - b. Alleged errors in application of grading procedures;
  - c. Alleged lowering of grades for non-academic reasons.

Note that the professional judgment exercised by the instructor in assigning a grade or in conducting a class is excluded from the provisions of the Grade Appeal process except as noted above. The grade appeal process is located in the FGCU catalog at the following URL:

<https://www.fgcu.edu/catalog/generalinformation?fmid=Records+%26amp%3b+Registration#138>

Before beginning the grade appeal process, the student must first meet with the instructor of the course to discuss the assigned grade and make every effort to resolve the problem at the informal level. If dissatisfied with the instructor's decision, or if the instructor is not available, the student may continue to pursue an informal resolution with the Chair or Director of the department in which the course is housed. The Chair or Director will notify the student in writing of the resolution of the complaint. If not satisfied with the resolution of the complaint proposed by the Chair or Director, the student may proceed within ten school days of receipt of the Chair's or Director's decision to file a written appeal with the Office of the Dean of the Marieb College of Health & Human Services.

More information on the Marieb College of Health & Human Services grade appeal process can be found at <https://www.fgcu.edu/mariebcollege/advising/#StudentGradeAppeal>

The *Appeal for Grade Change* form in PDF format can be found at [https://www.fgcu.edu/mariebcollege/advising/files/Appeal for Grade Change form-ada.pdf](https://www.fgcu.edu/mariebcollege/advising/files/Appeal%20for%20Grade%20Change%20form-ada.pdf)

## Academic Behavior/Standards

As stated in the catalog, FGCU is committed to a policy of honesty in academic activities. Conduct that breaches this policy, including cheating, plagiarism, and falsification of university records, shall result in academic and/or disciplinary action which may include dismissal from the program, college, and/or university.

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

- a. Submitting the work of another person or entity as your own.
- b. Intentionally using or attempting to use any unauthorized assistance, including, but not limited to, materials, notes, study aids, or devices or communication of any kind during an academic exercise, including, but not limited to, quizzes, tests, or examinations.
- c. Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- d. The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
- e. Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class

instruction.

- f. Submitting work which has been submitted, in whole or in part, in a previous or concurrent class without instructor approval.
- g. Preparing or providing work with the knowledge or intention that it may be represented as the work of another.
- h. Sharing or disseminating tests, notes, slides, presentations, recordings, or any other material which is the intellectual property of an instructor or of the University without prior approval, when prohibited. This does not prohibit a Student from sharing his or her own papers, notes, or other written works in accordance with Article B.1.b.
- i. Falsifying, misrepresenting, or fraudulently presenting academic work.
- j. Using the work of another without giving proper credit and citation of source material using an approved style.
- k. Attempting to obtain a grade or other academic credit through improper means or otherwise subverting the educational process by any means whatsoever.
- l. Soliciting, assisting, concealing, or attempting any act of academic misconduct.

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

## Student and Professional Behaviors/Conduct

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

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

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

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

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

<https://www.fgcu.edu/generalcounsel/regulations/approved/regulation4.002.pdf>

#### References:

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

## Professional Dress

Students are expected to dress appropriately for all educational experiences (including practicum and service learning) in the Department of Health Sciences programs. Individual instructors may also impose dress requirements for their own courses, and are likely to have specific dress instructions when conducting particular activities. Specific dress requirements for community and practicum experiences include the following:

- All students are required to wear appropriate professional attire that is deemed acceptable as determined by the policies of the community or practice site. Questions regarding appropriate attire should be addressed directly to the preceptor. If a student appears at a community or practice site inappropriately dressed, he or she will be sent home and marked down for lack of participation in the experience.
- Students must wear an identification badge at all times. Most facilities will require students to obtain and wear an identification badge provided by the facility. If the facility does not provide an identification badge, students may use their FGCU photo identification card.

## Student Progression in the Program & Program Milestones

Students must complete the General Education requirement no later than the end of the first semester in the upper level program. Majors in the Department of Health Sciences are required to take only those courses that are applicable to their degree. Students who do not take upper-level courses within their major for two consecutive semesters will have a hold placed on their records and be required to select a new major.

The Marieb College of Health & Human Services uses academic milestones to monitor academic progress throughout the major. Monitoring ensures that students are on track for graduation in a timely manner. In addition, transfer or change of major students must meet mapping guidelines and milestones at the time of entry into a non-limited access program or to be accepted into their limited-access program. In order to promote timely graduation, MCHHS majors and pre-majors must identify a backup major with their advisor in case they are unable to meet milestones for their desired MCHHS major.

### Noncompliance/Major Reselection Action

Missing any of the milestones listed below will result in a major reselection action. Students are allowed no more than two consecutive milestone noncompliance issues in any MCHHS program. The first missed milestone in the major or pre-major results in a notification being sent to the student's account, requiring the student to meet with their advisor for additional assistance prior to future registration. At this time, remaining milestone deadlines may be adjusted if a student can successfully start an upper-level program within a timely progression plan (consider on a case-by-case basis). If a student is in noncompliance with the milestones for a second time, a hold is placed on the student's account, MCHHS major is changed to undeclared, and the student will be required to meet with an advisor for major reselection.

All students tracking in a MCHHS major or pre-major must meet with a First Year Advisor (FYA) or MCHHS Academic Advisor and have a Student Educational Plan (SEP) created by the end of Semester 1. SEP or progression notes will be completed with the advisor and available to the student through Degree Works. For most milestones, a grade of "C" or better constitutes satisfactory progression. A grade of "C-" (C minus) does not constitute satisfactory course completion. Some milestones require a grade of "B-" (B minus) or better for certain programs. It is the responsibility of the student to read and understand the program milestones, admission into program progression, course syllabus, and grading policy for each class.

### **Community Health Milestones**

- Complete MAC 1105 with a minimum grade of “C” by the end of Semester 1.
- Earn an overall GPA of 2.3 or greater on course work from all institutions by the end of Semester 1.
- Complete CHM 1045, CHM 1045L & PSY 2012 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on course work from all institutions by the end of Semester 2.
- Complete BSC 1085C & STA 2023 with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.7 or greater on course work from all institutions by the end of Semester 3.
- Complete BSC 1086C & MCB 2010C with a minimum grade of “C” by the end of Semester 4.
- Complete 60 cumulative credits with a 2.9 cumulative GPA on course work from all institutions by the end of Semester 4.
- Complete HSC 3202 with a minimum grade of “C” by the end of Semester 5.
- Earn an overall GPA of 3.0 or greater on course work from all institutions by the end of Semesters 5 through 8.

### **Health Administration Milestones**

- Earn an overall GPA of 2.3 or greater on course work from all institutions by the end of Semester 1.
- Complete ENC 1102 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on course work from all institutions by the end of Semester 2.
- Complete STA 2023 with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.7 or greater on course work from all institutions by the end of Semester 3.
- Complete 60 cumulative credits and earn a 2.9 cumulative GPA on course work from all institutions by the end of Semester 4.
- Earn an overall GPA of 3.0 or greater on course work from all institutions by the end of Semesters 5 through 8.

### **Health Science Milestones**

- Earn an overall GPA of 2.3 or greater on course work from all institutions by the end of Semester 1.
- Complete ENC 1102 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on course work from all institutions by the end of Semester 2.
- Complete STA 2023 with a minimum grade of “C” by the end of Semester 3.
- Earn an overall GPA of 2.7 or greater on course work from all institutions by the end of Semester 3.
- Complete 60 cumulative credits and earn a 2.9 cumulative GPA on course work from all institutions by the end of Semester 4.
- Earn an overall GPA of 3.0 or greater on course work from all institutions by the end of Semesters 5 through 8.

### **Public Health Milestones**

- Complete MAC 1105 with a minimum grade of “C” by the end of Semester 1.
- Earn an overall GPA of 2.3 or greater on course work from all institutions by the end of Semester 1.
- Complete BSC 1085C & STA 2023 with a minimum grade of “C” by the end of Semester 2.
- Earn an overall GPA of 2.5 or greater on course work from all institutions by the end of Semester 2.
- Complete BSC 1086C & PSY 2012 with a minimum grade of “C” by the end of Semester 3.

- Earn an overall GPA of 2.7 or greater on course work from all institutions by the end of Semester 3.
- Complete 60 cumulative credits with a 2.9 cumulative GPA on course work from all institutions by the end of Semester 4.
- Complete HSC 3202 with a minimum grade of “C” by the end of Semester 5.
- Earn an overall GPA of 3.0 or greater on course work from all institutions by the end of Semesters 5 through 8.

If the student receives a grade of less than C in a required course taken within their major, the student must repeat the course and earn a grade of C or better. Restricted Electives must also be completed with a C or better. This includes transfer courses. A grade of C minus (C-), WF, or U is considered less than a C. Courses may only be repeated once, and only two courses are allowed to be repeated. Students will be dismissed from the program because of unsatisfactory academic performance for the following reasons:

- Earns less than a C in 3 required courses or Restricted Electives;
- Earns less than a C twice in the same required course or Restricted Elective; or
- Earns less than a C in a required course or Restricted Elective after utilizing the grade forgiveness option twice for required courses or Restricted Electives.

Students dismissed from a program must reselect another major and will not be allowed to take program courses. Students dismissed from a program, suspended or expelled from FGCU are permanently dismissed from the major.

## Time Frame for Completing Course Requirements

Upon admission into a Department of Health Sciences program, students must meet with the Academic Advisor to determine a course schedule. Students are expected to maintain continuous enrollment in order to complete the program requirements within the time frame discussed between the student and the advisor.

If the student cannot meet all of the graduation requirements specified by the University, College, and Program due to decisions and changes in course offerings or program policies, appropriate substitutions will be determined by the Academic Advisor and Program Director.

University and Program policies are subject to change. If the student’s graduation requirements are affected by these changes, appropriate arrangements will be made to avoid penalizing the student.

## Former Student Returning

A former student returning is any former FGCU degree-seeking undergraduate student who has not earned a degree, who has not been enrolled at FGCU in any of the last three terms, and who wishes to enroll. The former student submits a new FGCU application and officially declares a major in the respective Department of Health Sciences program. To be readmitted, a student must

- be in good standing and eligible to return to the last institution attended, including FGCU; and
- must meet mapping guidelines and milestones at the time of re-entry into a program.

Former students reapplying to the program must meet program admission standards as stated in the current FGCU catalog as well as the milestones listed above in the *Student Progression in the Program* section. Students suspended or expelled for academic dishonesty from FGCU are permanently dismissed from the program and cannot be readmitted.

## Graduation Requirements

The following are minimum requirements for awarding the baccalaureate degree:

- Apply for graduation by the deadline indicated in the university calendar.
- Recommendation by appropriate college advisor.

- Earn a minimum of 120 semester hours with a cumulative GPA of 2.0 in all coursework attempted at FGCU.
- Satisfy general education requirements (36 hours of required coursework in prescribed areas and additional electives).
- Satisfy the writing skills requirement.
- Earn a minimum of 48 hours of upper division coursework (courses numbered 3000 and above).
- Complete all program requirements.
- Complete the university service learning requirements. Students entering FGCU as freshmen or sophomores must complete a total of 80 approved service learning hours prior to graduation. A student transferring to FGCU as a junior or senior must complete 40 hours before graduation. For more information, visit the Service Learning Eagles Connect website: [www.fgcu.edu/connect](http://www.fgcu.edu/connect)
- Complete the University Colloquium.
- At least 25% of the coursework required for the degree and 30 of the last 60 hours must be earned at FGCU.
- All students entering FGCU with fewer than 60 semester hours of credit are required to earn at least 9 semester hours of credit prior to graduation by attendance during one or more summer terms. The university may waive the application of this rule in cases of unusual hardship.
- Satisfy State of Florida foreign language requirement.

## Application for Graduation

An Application to Graduate must be completed electronically on Gulfline in the term before graduation by the deadline noted in the academic calendar. **All students eligible to graduate must complete an Application to Graduate regardless of whether they choose to participate in commencement.** The application is used to prepare the graduate's diploma, initiates the process of verifying degree requirements, and ensures that commencement information is sent to the student. If an application for graduation is denied, a new application must be submitted by the deadline in the new term. The Application to Graduate can be found on Gulfline. Information about the online application can be found at [https://www.fgcu.edu/graduation/files/Instructions\\_for\\_Students\\_Oct2011.pdf](https://www.fgcu.edu/graduation/files/Instructions_for_Students_Oct2011.pdf)

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

## Practicum Experiences

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

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

### Practicum Placement Guidelines

1. Students are eligible to enroll in the practicum/internship course after completion of a majority of the required coursework and approval from the practicum/internship course faculty.
2. Practicum/internship experiences must be scheduled during the first half of the semester **prior to** the semester when the placement actually occurs.
3. Employment experiences cannot be used or substituted for program internship or practice experiences.



4. Practicum/internship experiences are arranged as follows:
  - a. Students consult with the faculty member supervising the practicum regarding their career goals and related experiences.
  - b. The practicum experiences are approved and arranged by the faculty supervisor in conjunction with the preceptors at the practice sites.

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

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

Students are required to provide proof of the following to the Department of Health Sciences before beginning a practicum:

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

Students are required to contact the faculty practicum coordinator during the first week of the semester to verify that the liability insurance will continue to be current through the end of that semester, immunizations are up to date, and a background check and health insurance are secured if required by the practicum facility.

**It is the students' responsibility to contact the faculty practicum coordinator about this matter. The faculty practicum coordinator will not seek out students for this information.**

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

Specific requirements are as follows:

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

### **Attendance and Punctuality**

An expectation of professional practice is that students attend all classes, laboratory experiences, class demonstrations, and field trips, and participate in online classes and other academic experiences. Responsibility and accountability for meeting course obligations are fundamental components of professionalism.

Students assume responsibility for attending all classes, however in the event a class period is missed, the student is responsible for all material covered and all announcements. Further, punctuality and attentiveness are courteous behaviors exemplified by:

- Being on time and remaining for the entire class period,
- Remaining in the classroom until a break or end of the period.
- Turning off cell phone and other communication devices.

## **Other Policies**

### **Vacations**

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

### **Civility**

The learning environment (classroom, laboratories, field trips, hallways, offices, online courses, etc.) in which students gain knowledge, values, and competencies is co-created by all who enter into this environment. Students in the MCHHS conform to, and express themselves in conventional patterns of social behavior. Such behavior is consistently expressed through social politeness, keen sensitivity, respect, and courteous treatment to others.

### **Email**

Email is an important communication tool used in the MCHHS. Upon admission to FGCU, all students are assigned an email address that is accessible from any computer via the web page located at FGCU Webmail at <https://www.fgcu.edu/email/>.

The FGCU assigned Eagle email address is the only address used by the MCHHS faculty to communicate with students via email. Students are responsible and accountable for information sent via this email address and should frequently check emails. MCHHS faculty may use email to communicate information, announcements, and memoranda. Course information such as assignments, handouts, and schedule changes may also be communicated through the email function in the CANVAS Learning Management System.

Students should contact the FGCU Computing Services Helpdesk at [helpdesk@fgcu.edu](mailto:helpdesk@fgcu.edu) or (239) 590-1188 for issues associated with email. The ability to receive and read email, open attachments, and access online information is vital to student success in the MCHHS.

### **Social Media**

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

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

Students in the Marieb College of Health & Human Services have a responsibility to understand the benefits and consequences of participating in social media. Students must consider important concepts and a number of principles when functioning within the virtual world of social media in order to maintain their own reputation and the reputation of the MCHHS and FGCU. This policy encompasses personal and professional social media use.

Students should represent Florida Gulf Coast University (FGCU) and the Marieb College of Health & Human Services in a fair, accurate, ethical, and legal manner while engaging in all social media activities. Official

electronic communication regarding FGCU and MCHHS business, academic schedules, and academic classes will occur through University sanctioned channels such as FGCU email, Canvas, listservs, and FGCU websites.

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

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

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

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

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

## **Undergraduate Student Workload**

The programs in the Marieb College of Health & Human Services are rigorous and demanding of time, energy, and talent. When making decisions about employment, students are to carefully consider workload expectations of credit hours registered for at FGCU. For example, a 3 credit hour course requires 3 hours of classroom time plus a minimum of 9-10 additional hours of study time outside of the classroom each week.

**Students are expected to make realistic employment decisions as to the hours worked outside of the University, and will not use these decisions as an excuse for failing to meet academic and practice performance standards. Students are also responsible in ensuring their work schedule does not conflict with their class schedule.**

## **CANVAS Learning Management System**

CANVAS is the FGCU Learning Management System. Information about CANVAS and the login page can be found at <https://www.fgcu.edu/canvas/>.

## **Name or Address Change**

It is the student's responsibility to report any name or address change to the Office of the Registrar. Change of Address, Change of Name, and other forms can be found at <https://www.fgcu.edu/recordsandregistration/forms>.

## Service-Learning

Service-learning is an educational experience designed to meet mutually identified community and university needs. It is integrated into the classroom for an enhanced understanding of course and discipline content. Service-learning is a reflective activity that increases knowledge and skills, and provides an enriched learning experience that contributes to personal and career growth. In addition, service-learning facilitates civic engagement and responsibility through reciprocal learning and sensitivity to cultural, economic, and social differences.

FGCU offers a course-based graduation requirement with IDS 3920 University Colloquium. Students fulfill this requirement through the course rather than through independent service projects. At the present time, there are additional service-learning courses that you may be interested in. Humanities and Senior Seminar are a few of the courses that offer a service-learning component.

Service-Learning at FGCU is

- Sharing talents
- Developing new skills
- Learning through doing
- Exploring career options
- Broadening your horizons
- Expanding your perceptions
- Involving yourself in the community
- Opening doors to new experiences
- Thinking about your impact on social issues
- Applying theory to real life situations
- Considering connections in society

*Service-Learning is... Eagles in action!*

At the current time, undergraduate students complete an hour-based service-learning graduation requirement based on a student's classification when entering FGCU:

- Students entering as freshmen or sophomores complete a total of **80 service hours** before graduation.
- Students transferring into degree programs as juniors and seniors complete **40 service hours** prior to graduation.

Service-learning experiences:

- Must be with a not-for-profit entity and done without pay.
- May meet one or more University undergraduate student learning goals and outcomes.
- May also meet college and program outcomes and may be required to do so for service-learning courses.
- Requires a student enrolled in a service-learning course follows directions from the faculty member teaching the course in planning a service-learning experience for that course.

Choose a service-learning opportunity:

- By visiting the Service-Learning web site. Students can browse the entire list of service opportunities or sort the list based on their interests and desired locations.
- By selecting from options offered in service-learning courses.
- By proposing and planning service-learning experiences for themselves.
- By participating in group activities planned by the EaglesConnect Leadership Board or other student organization.

Activities must be pre-approved by the Office of Service Learning staff (web listings are already approved) or the faculty member teaching a service learning course to apply to the cumulative service learning hour requirement.

For more information on service-learning, including the documentation of your hours, visit the Service-Learning

and Civic Engagement web site at <https://www.fgcu.edu/studentlife/servicelearning/>

## **Parents/Guardian Policy\***

The Marieb College of Health & Human Services has the interest and responsibility of shaping and developing students into independent citizens practicing in the health care professions. An integral part of this process is to encourage students to articulate their own needs and concerns. We respect and value the importance of the parents' financial and emotional support to the student and FGCU. Although we encourage parental involvement in the lives of their children, students that are legal adults should take responsibility for their academic life. This means meeting with Advisors for academic counseling, meeting with course professors to address any issues or concerns with any type of assignment, following university and college policies and procedures, and meeting all obligations of being a student at FGCU.

\*Adapted from Webster University 9/24/06.

## **Sexual Harassment**

Sexual harassment includes any unwelcome sexual behavior and is not limited by the gender of either the alleged victim or perpetrator. Sexual harassment may include physical or verbal conduct. Members of the Department of Health Sciences programs and the educational community at FGCU are entitled to an environment that enables them to learn and contribute to their full capacity. When sexual harassment occurs, the learning environment is disrupted. Sexual harassment committed within a Department of Health Sciences program or at community sites by a student, faculty, or staff member against any student, faculty, staff member, or visitor will not be tolerated. Allegations of sexual harassment must be reported to the University Ombudsman, 590-7405.

## **Illegal Use of Alcohol and Drugs**

The unlawful or unauthorized possession, use, consumption, sale, or distribution of illicit drugs and/or alcohol by employees and students within the Department of Health Sciences programs on FGCU property or at community based educational sites is strictly prohibited. Refer to the FGCU Student Code of Conduct for additional information. Students should consider that conviction for abuse or sale of controlled substances could prohibit internship at some service learning and internship sites. Students planning to pursue graduate education in certain health professions may find that a conviction precludes their admission to the graduate program and/or sitting for certification examinations and licensure.

## **Disability Accommodation Services**

Florida Gulf Coast University, in accordance with the Americans with Disabilities Act and the university's guiding principles, will provide classroom and academic accommodations to students with documented disabilities. If you need to request an accommodation in this class due to a disability, or you suspect that your academic performance is affected by a disability, please contact the Office of Adaptive Services. The Office of Adaptive Services is located in the Student and Community Counseling Center. The phone number is 239-590-7956 or Video Phone (VP) 239-243-9453. In addition to classroom and campus accommodations, individuals with disabilities are encouraged to create their personal emergency evacuation plan and FGCU is committed to providing information on emergency notification procedures. You can find information on the emergency exits and Areas of Rescue Assistance for each building, as well as other emergency preparedness materials on the Environmental Health and Safety and University Police Department websites. If you will need assistance in the event of an emergency due to a disability, please contact Adaptive Services for available services and information.

The Office of Adaptive Services also provides an Accessibility Website Display Service that allows students to choose website display preferences that adjust to their unique needs. For more information, visit <https://www.fgcu.edu/adaptive/>.

## **Counseling & Psychological Services (CAPS)**

Counseling and Psychological Services (CAPS) provides free counseling and therapy services (including psychiatry) to all FGCU students. Please walk in to the 3rd floor of the Student and Community Counseling Center any week day between 8:30 and 4:30 to schedule an initial contact appointment. Visit the CAPS website at [www.fgcu.edu/caps](http://www.fgcu.edu/caps) for more information. CAPS offers a 24/7 Helpline at (239) 745-3277 (EARS).

## **Student Observance of Religious Holidays**

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

## **University Nondiscrimination Statement**

Florida Gulf Coast University is committed to ensuring equity and fairness for all University employees, students, visitors, vendors, contractors, and other third parties. As such, the University prohibits discrimination on the bases of race, color, national origin, ethnicity, religion, age, disability, sex (including sexual harassment/assault), gender identity/expression, marital status, sexual orientation, veteran status, or genetic predisposition with regard to admissions, employment, programs, or other activities operated by the University. This prohibition extends to enforcement of Title IX of the Education Amendments of 1972. Questions or complaints should be directed to the Office of Institutional Equity and Compliance (OIEC). The OIEC's phone number is (239)745-4366; the OIEC email address is [OIEC@fgcu.edu](mailto:OIEC@fgcu.edu).