



**UNDERGRADUATE PROGRAMS:**

**BACHELOR OF SCIENCE IN  
HEALTH SCIENCE**

**BACHELOR OF SCIENCE IN  
PUBLIC HEALTH**

**BSPH to MPH 4 + 1**

**MINOR IN PUBLIC HEALTH**

**STUDENT HANDBOOK**

**2014–2015**

**Updated July, 2014**

## Dean's Message

Dear Student.

It is with great enthusiasm that we welcome you to the 2014-2015 academic year here at the University of Miami School of Nursing and Health Studies. This year will be an exciting year of challenging experiences and educational opportunities designed to provide you with the knowledge and skills to become a creative, competent, and compassionate graduate. We are glad you are a part of the student body and look forward to meeting you and facilitating your academic journey towards achievement of the BSHS or BSPH degree.

This *Handbook* is designed as a guide to enable you to achieve your academic goals and to fully participate in student life at the University of Miami School of Nursing and Health Studies. This *Handbook* contains essential information including policies and procedures, expectations of students, program of study details and services for students that facilitate learning experiences.

Each student is responsible for reading this *Handbook*, understanding the content therein, and abiding by its policies and procedures. Failure to have adequate knowledge of the *Handbook* content is not an excuse for inappropriate actions. The *Handbook* can be accessed on-line at the School of Nursing and Health Studies website.

<http://www6.miami.edu/sonhs/students/handbook.html>

Other publications that also contain essential information for you as a student are *the University of Miami Bulletin, 2014-2015*, *University of Miami Student Life Handbook, 2014-2015* and the *University of Miami Student Rights and Responsibilities Handbook, 2014-2015*. Copies of these publications are on-line at [www.miami.edu/sonhs](http://www.miami.edu/sonhs).

As a student, you are expected to focus your energy on meeting the opportunities and challenges presented by the faculty and courses in your chosen program. Keep in mind your learning is not confined to the classroom, but encompasses a variety of experiences in health care institutions and other community health care sites.

We have an outstanding faculty who are committed to your success in your chosen career as a baccalaureate prepared registered nurse who will make a significant contribution to the health care of the community. You have our best wishes for a productive and successful year.

Welcome to the School of Nursing and Health Studies.

Nilda (Nena) P. Peragallo, DrPH, RN, FAAN  
Professor and Dean

Doris Ugarriza, PhD, ARNP, BC  
Professor and Vice Dean  
Sr. Associate Dean for Academic Programs

Martin M. Zdanowicz, PhD, MEd, MA  
Professor of Clinical  
Associate Dean for Health Studies

## **FORWARD**

The School of Nursing and Health Studies Student Handbook is a supplement to the *University of Miami Bulletin, 2014-2015*, *University of Miami Student Life Handbook, 2014-2015* and the *University of Miami Student Rights and Responsibilities Handbook, 2014-2015*. Students are responsible for acting in accordance with the University and the School of Nursing and Health Studies regulations and policies set forth in these publications. The School of Nursing and Health Studies Nursing *Handbook* also provides additional information specific to the nursing program.

The curriculum of the School of Nursing and Health Studies Student Handbook is reviewed periodically and is as accurate and current as possible. Should there be changes in academic policies, or procedures or curriculum, they will be communicated to you **via your updated Student Handbook**. Students should review the handbook at the beginning of each semester. If you have a problem or concern that is not adequately answer in the *Handbook*, please contact the Associate Dean for Undergraduate Programs.

Please visit the School of Nursing and Health Studies Website for the most up-to-date information at: <http://www6.miami.edu/sonhs>

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## OVERVIEW

Nursing education began at the University of Miami in 1948 with registered nurses admitted to the College of Arts and Sciences for the Bachelor of Science in Nursing (BSN). In 1952, the nursing program became a Department of Nursing within the College and began admitting generic nursing students. The BSN Program was approved in 1954 by the Florida State Board of Nursing and Registration. The BSN Program received initial national accreditation by the National League for Nursing in May 1956. In 1968, Nursing was transferred to the Medical Center and became a school, reporting to the vice-president for Medical Affairs. In 1976, seventeen students were enrolled in the new Master of Science in Nursing (MSN) Program. In 1980, the School of Nursing achieved the status of all other schools on the Coral Gables campus and the dean of the school began reporting directly to the provost and executive vice president. The MSN Program was accredited in 1982 by the National League for Nursing. In 2006, the BSN and MSN Programs received full accreditation from the Commission of Collegiate Nursing Education, the accrediting body of the American Association of Colleges of Nursing. In 1985, the PhD Program in Nursing admitted its first students. The program was one of only 25 doctoral programs in nursing at the time of its initiation. The first graduate completed her doctorate in December 1987. The School celebrated its 50<sup>th</sup> anniversary in 1998. The M. Christine Schwartz Center for Nursing Education had its ground breaking in October, 2004.

In 2005, the School of Nursing became the School of Nursing and Health Studies (SONHS) to reflect the additional responsibilities assumed for the interdisciplinary Health Sciences Program. The University of Miami School of Nursing and Health Studies offers courses leading to the degree of Bachelor of Science in Health Science. This baccalaureate education provides the foundation for education in specialized health professional fields of study including: Health Administration, Public Health, and Health Policy. A dual degree option BSHP and Doctor of Physical Therapy (6 years) is also available. The health science tracks offered are Pre-Physical Therapy, Pre-Pharmacy, Health Sciences Management and Policy and Health Science General.

The SONHS began a minor in Public Health in August 2010, available to all University of Miami students. In the Fall of 2012 the SONHS began the BSPH program. One of the first programs nationally, this specialty baccalaureate degree incorporates core public health competencies and allows students to apply those competencies in local and international field experiences.

### **Mission Statement**

The Mission of the School of Nursing and Health Studies is to educate students and support faculty committed to excellence in the art and science of nursing and health studies through creating and disseminating health knowledge and developing culturally competent leaders to provide safe service to our community, the nation and the world. (Adopted by the SONHS, 2005)

### **Accreditation**

Currently there is no accreditation standard for undergraduate health science or public health programs. Nevertheless, both programs have received approval from the Southern Association of Colleges and Schools.

## **Administration**

The administration of the SONHS is headed by Nilda (Nena) P. Peragallo, Dr.PH, R.N., FAAN, Dean and Professor. The Vice Dean/Senior Associate Dean of Academic Programs is Doris Ugarriza, PhD, ARNP, BC. The Vice Dean/Senior Associate Dean of Research is Victoria B. Mitrani, PhD. The Associate Dean for Health Studies is Martin M. Zdanowicz, PhD. The Assistant Dean for the Office of Student Services is Deborah Paris, M.Ed.

## **BACHELOR OF SCIENCE IN HEALTH SCIENCE PROGRAM** **EXPECTED OUTCOMES**

1. Integrate knowledge from the natural and behavioral sciences, arts and humanities to the study of healthcare.
2. Interpret research findings relevant for careers in healthcare.
3. Recognize the importance of honoring diversity, acting with civility, practicing ethically, and promoting mutual respect as requirements for a career in healthcare.
4. Understand the impact of the physical, psychological, social, and legal and ethical environments on healthcare.
5. Apply the knowledge, intellectual competencies, and critical thinking to careers in healthcare.
6. Demonstrate the necessary written and verbal communication skills to effectively carry out a career in healthcare.

## **BACHELOR OF SCIENCE IN PUBLIC HEALTH EXPECTED OUTCOMES**

1. Apply knowledge from multiple disciplines to define and describe public health problems locally and globally.
2. Use principles of epidemiology to describe health and alterations in health.
3. Interpret quantitative and qualitative research findings in the medical, nursing, public health, and social science literature.
4. Examine the principal determinants of health problems facing the world's populations within social, economic, and political contexts.
5. Identify biological, behavioral, and social principles of health promotion and disease prevention across the life span.
6. Discuss the impact of the physical and social environment on health.

7. Describe the interactions between biological, psychological, environmental, and cultural factors influencing public health and disease prevention strategies.
8. Examine health care policy, finance, and regulatory environments with attention to health care disparities.
9. Demonstrate awareness of local health problems, determinants, and interventions in south Florida, with attention to vulnerable populations.
10. Communicate public health problems, determinants, and evidence-based interventions.

### **HEALTH SCIENCE AND PUBLIC HEALTH PROGRAMS**

Students in the School of Nursing and Health Studies are responsible for meeting the degree requirements, which can include lectures and/or practica that may be scheduled evenings and weekends. The student's responsibility is to understand fully, and comply with all the provisions of the *University of Miami Bulletin* and written changes to the program of study. Students are provided assistance by advisors and faculty members. Requests for deviation from the program of study or school requirements are granted only by written approval from the Senior Associate Dean for Undergraduate Programs. Students who are in violation of the provisions of the *Handbook* may be withdrawn unilaterally by appropriate School officials from classes, deleted as Nursing and Health Studies students, or have a stop placed upon their future enrollment.

The School reserves the right to change academic requirements and course offerings to ensure that students are receiving the latest knowledge. Changes are transmitted by written notice in the current year of the *School of Nursing and Health Studies Undergraduate Handbook* or by the Senior Associate Dean for Undergraduate Programs.

All baccalaureate programs of study in health sciences and public health can be found in Appendices A-C. All options and requirements can also be found at [www.miami.edu/nur](http://www.miami.edu/nur).

#### **Independent Study Option:**

Independent study courses are to be taken by students who have expressed a particular interest in a subject area and want to further their knowledge in that area under the guidance of a faculty member. Independent study courses may not take the place of a required health science or public health course or a required elective.

1. Prior to registration, the student must have entered into a written Independent Study Contract with the faculty member. If there is a question of who might be appropriate for the student to ask, the student may discuss this with the Associate Dean for Undergraduate Programs. Once a faculty member has agreed to work with a student, a Contract must be initiated. The Contract will give a detailed description of the objectives and the work assignment to be completed in order to receive a grade for the course. The standard Contract can be obtained from and filed in the Office of Student Services.

2. The Contract must be negotiated, completed, and signed by all parties involved by the second week of the semester of implementation. All contracts must be signed by the Associate Dean for Undergraduate Programs before the independent study can begin. Objectives for the independent study, activities for meeting each objective, and method of evaluation are to be specified in the Contract.
3. From 1 to 3 credits per semester may be taken as independent study. Credits assigned are based on the depth and breadth of the topic and/or practicum experience selected. The number of credits will be determined collaboratively by the student and faculty and specified in the Independent Study Contract.
4. The independent study experience is graded as satisfactory or unsatisfactory or given a letter grade. (Approved School Council, 4/8/98; Approved Faculty, 5/12/98).

### **International Courses Option:**

The policies and procedures associated with taking international courses include international health experiences abroad. SONHS students engage in health care practice under an international system of health care and interact with different cultures throughout the practicum. UMSONHS students gain knowledge of international health, interact with other international students and faculty, and return with experiences contributing to the professional growth of our students. All students planning experiences abroad while enrolled at the UMSONHS must comply with the following policies and procedures.

### **Requirements for credit elective study in foreign regions:**

Prior to approval for foreign study, all students must:

- 1) Obtain approval from the faculty teaching the International Course elective.
- 2) Obtain a passport.
- 3) Comply with all health and immunization requirements for the practicum courses as specified in the student handbook.
- 4) Comply with the financial requirements for accommodations, travel expenses and living expenses as specified by the course faculty. All expenses must be paid in full by the specified dates.
- 5) Provide emergency contact numbers in foreign region and in U.S.
- 6) The UM students who go to another country to study abroad must comply with the requirements set forth by the school of International Education and Exchange Programs at <http://www.as.miami.edu/ams/exchange.htm>; 305-284-3434. The following forms must be completed:

Release Form  
Health and Safety Form  
Emergency Contact Form

If students are not traveling together they should also complete the Travel Information Form.

All these forms can be found at the following website: [www.miami.edu/studyabroad](http://www.miami.edu/studyabroad)

## ADVISEMENT AND REGISTRATION

### Advising

The Office of Student Services is available to assist students. Student advisors are available to provide academic counseling, career counseling, and assist in attaining tutoring. All new undergraduate students need to meet with the advisors to develop a program plan and course schedule. The advisors can address issues related to degree and course requirements, registration, and matriculation in the University. Students *have a responsibility to seek advisement* concerning their scheduling and registration needs throughout the undergraduate program. The Associate Dean for Undergraduate Programs works closely with faculty to assist students in their academic progression through their SONHS courses.

If students do not attain a passing grade in any course, they must meet with an advisor in the Office of Student Services.

Students in the process of completing prerequisite courses are **strongly** encouraged to see an academic advisor for registration consultation. Students are requested to have a tentative course schedule prepared before meeting with their advisor. Students who have not completed their prerequisites will be unable to register. **Prior to meeting with an academic advisor**, students should contact the Office of Student Accounts to verify that their accounts are clear. **Students with a “STOP” on their accounts will be unable to register.**

### Registration

In order to expedite the registration process, use of the myUM system is recommended for SONHS students unless otherwise specified. **Before registering on to myUM the student must receive advisement and PIN from the Office of Student Services.** If assistance with registration is needed, help is always available at the Office of Student Services. Students who have an “I” (incomplete), have not met prerequisites, or have failed any courses will not be able to register using the EASY system. Those students will need to be registered in the Office of Student Services. The following sections provide detailed information about requirements for registration for specific programs of study.

### Cognates and Prerequisites

All students must meet the University of Miami cognate requirements. Cognate and prerequisite requirements for the health science and public health programs and are listed in the *University of Miami Bulletin*. It is the student’s responsibility to obtain advisement concerning meeting general education requirements.

### Background Checks

You may be required to complete a background check for local and international practica at the discretion of the agency or organization.

The following searches may be required for practica through University of Miami:

1. Criminal History Record Search
2. Nationwide Sex Offender Registry
3. FBI fingerprint Screening
4. Impaired Student Screening Policy (See Appendix F)

There will be an additional charge for students with maiden/alias names for the criminal history search, as the maiden/alias name will also be checked.

Student background checks are kept separate from the students' academic file. All student background checks are secured in the Office of Student Services.

If you have any questions, please contact the Office of Student Services at 305-284-4325.

### **Security**

University of Miami security guards are on duty 24 hours a day at the Coral Gables and Medical Center Campus'. Services provided by the Division of Security include parking, crime prevention, maintaining security systems, handling campus emergencies, and providing employees and students with identification and access cards.

Security can provide access to rooms designated for students that are locked at night (conference rooms, labs, etc.). A security guard is available to escort students at night between buildings, to the parking lots, and to Metrorail. Security also provides services to students with car problems (i.e. jumpstart, lockouts, towing). The Division of Security maintains detailed information, including campus alerts, on the following website: <http://www.miami.edu/public-safety/>

The following are contact numbers for Security on the Medical Center Campus:

Emergency Assistance:	305-243-6000
Non-Emergency Assistance:	305-243-6079
Security Escort:	305-243-6079

The following are contact numbers for Security on the Coral Gables Campus:

Coral Gables Police	8-6666
Fire, Rescue:	9-911
Public Safety Non-Emergency:	*711
Public Safety	305-284-6666

I.D. badges must be worn at all times in UM/JMH facilities. Lost or stolen cards should be reported to the ID office at 305-284-2295 during the week. Lost or stolen cards may also be reported to security 24 hours a day, 7 days a week at 305-284-6666. The card will immediately be deactivated to prevent it from being used by unauthorized persons. Lost or stolen cards will be replaced for a \$15 fee. Damaged cards will be replaced for free upon presentation of the original card.

**Financial Planning and Assistance**

The Office of Financial Assistance is available to provide students with direction in acquiring the funds necessary to complete their education. Limited scholarship funds are available.

Students who receive scholarships from the University should familiarize themselves with the scholarship renewal policy.

The majority of financial assistance obtained by students is through student loan programs sponsored by the federal government. The Office of Financial Assistance Services is available to help students understand the various loan options available and to assist them with financial planning and debt management. <http://www6.miami.edu/ofas/>

**Tuition and Student Fees**

Annual tuition is assessed at the time of registration. One-half of the annual tuition may be deferred until January 1st of the second semester without penalty. Students with outstanding balances will not be allowed to register. All tuition and fee payments should be made directly to the Office of Student Accounts at the Coral Gables Campus.

Students who **do not** meet the University of Miami financial payment deadline are canceled immediately from the courses enrolled.

All SONHS students are required to pay the general university and specific School of Nursing and Health Studies student fees if enrolled in practicum coursework in the fall, spring or summer semester.

If background checks are required by a practicum agency, fees may be paid directly to the vendors. Listed below is the fee schedule for juniors and seniors for academic year 2014 – 2015.

<b>ESTIMATED FEE PAID DIRECTLY TO VENDOR (One Time Fee)</b>	
<b>Academic Year 2014-2015</b>	
American Databank	\$ 95.00

## COMPUTER BSPH/BSHS INFORMATION

### IMPORTANT HEALTH STUDIES COMPUTER INFORMATION

The School of Nursing and Health Studies requires all students to have a laptop and to sign up for the student email system before the beginning of classes.

#### LAPTOP MINIMUM REQUIREMENT

All laptops must meet the following **minimum** requirements:

- 3.16 GHz Core 2 Duo Intel E8500 or greater
- Windows 7 Enterprise or Professional\* \*\*
- 4GB RAM or greater
- 300GB Hard Drive or greater
- 8x DVD+/-RW Drive
- 802.11n Wireless LAN card
- Microsoft Office 2010
- Internet Explorer 8.0 or higher

Apple notebooks are **not advisable** for nursing students as the required HESI exams are not compatible with the Mac operating system. Also, Elsevier (the company that provides the HESI exams) does not provide support for BootCamp and does not recommend running their testing software on it, nor on any PC emulator. Therefore, technical support for notebooks running BootCamp will be very limited at the School level as well. Students who take HESI exams on a Mac through the BootCamp software or via any PC emulator do so at their own risk. If a student still decides to use an Apple laptop despite this disclaimer, they must make sure that it meets the following **minimum** requirements with sufficient time prior to their first HESI exam:

- 3.06GHz Intel Core i3 processor or greater
- Mac OS 10.6 or higher
- 4GB RAM or greater
- 300GB Hard Drive or greater
- 8x DVD+/-RW Drive
- 802.11n Wireless LAN card
- Boot Camp software properly installed and tested
- On the Windows side
  - i. Install Windows 7 or higher
  - ii. make sure that Internet Explorer 8.0 or higher and Microsoft .Net Framework 2.0 or higher are installed
  - iii. Be sure to “Activate” the copy of Windows installed.

\* Windows 8 has not yet been fully tested with systems such as Elsevier's HESI exams and Blackboard Collaborate and are not recommended at this time.

\*\* Tablets such as iPads and Android devices are NOT compatible with Elsevier's HESI exams and cannot be used as a substitute device for the laptop requirement.

Student laptops must be fully functional prior to arriving to class for an exam or quiz. It is highly advisable that they meet the model and specifications recommended by the University's Information Technology Department in order to qualify for the most comprehensive technical support available through the "Student Technology Help Desk" mentioned in the "*Technical support for student laptops*" section below. To ensure that these requirements are met, we **strongly recommend** that students purchase I.T. approved laptops through the Bookstore, located at:

1306 Stanford Drive

University Center (Go to 2nd floor inside the Bookstore for their technology section)

Phone: 305-284-4101

E-mail: [miami@bkstr.com](mailto:miami@bkstr.com)

Hours: Mon-Fri 8:30AM – 6:00PM; Sat 10:00AM – 5:00PM

Website: <http://www.miami.bkstr.com>

### **Technical support for student laptops**

Students should go to the "Student Technology Help Desk" (STHD), located at the University Center, 1306 Stanford Drive, Room 221-A, as their primary source for technical support for their laptops. Their phone number is (305) 284-8887. This department provides the following services to all UM students:

- Dell Warranty Support
- On Campus Internet Configurations
- Virus/Spyware Diagnostics and Eliminations
- Operating System Restores/Reinstallations
- Data Backup Solutions

The STHD often experiences a high volume of students from ALL Schools throughout the University and cannot prioritize nursing students over other schools. Therefore you should bring your laptop in to them a **minimum** of 10 business days prior to your first exam so they have sufficient time to go through all the items on the technical checklist for nursing students.

Laptops must meet the model and specifications recommended by the University's Information Technology Department in order to qualify for the most comprehensive technical support available through the STDH.

STHD hours of operation are Monday-Friday 9:00AM – 5:00PM. For more information, please refer to the following website:

<http://www.it.miami.edu/sthd/>

## STUDENT EMAIL SYSTEM

All registered UM students qualify for a free Microsoft Office 365 email account. **To request your Office 365 email account, please contact UM's Central IT Help Desk at 305-284-6565, option 2.**

Visit [http://www.miami.edu/it/index.php/services/microsoft\\_office\\_365/](http://www.miami.edu/it/index.php/services/microsoft_office_365/) for more information.

### Features

- Anti-Virus and optional Anti-Spam filtering.
- Access your email from web browsers.
- Compatible with popular email clients such as Microsoft Outlook, Outlook Express, and Apple Mail.
- Access to your account from various mobile devices.
- Access the UM-wide address list, all your personal contacts, calendar and To Do's in one location.

Once your Office 365 email account is created, you can log into it at: <http://email.miami.edu/>

## Student Computer Competency

**What computer skills should I have to be a successful student at the University of Miami School of Nursing and Health Studies?**

**You should be able to do all of the following activities:**

- Send and receive email using UMSONHS email account
- Send attachments with an email
- View, save, and print attachments to an email
- Download files, if necessary
- Upload files, if necessary (for example, to the Assignment window)
- Navigate the web using basic browser methods
- Post and reply to discussion threads in the Blackboard platform (free tutorial available on Blackboard)
- Use basic word processing skills (including Microsoft Office applications)
- Save in different file formats

**You are also expected to use Email Etiquette:**

Please keep these basic netiquette rules in mind when you send email:

- Follow the specific instructor's directions regarding subject lines and attachments.
- Write complete sentences when sending an email message. Do not use “texting” abbreviations.
- Do not use all CAPITAL LETTERS.
- Check your spelling.
- Be courteous, and avoid offensive language.

Note: All emails should be sent through your UM Outlook accounts.

### **Available Resources for Students**

#### FREE ONLINE COURSES:

- 1) Lynda.com – Must log in through the following address while on campus:

<http://iplogin.lynda.com>

- 2) Microsoft e-Learning

[http://www.miami.edu/it/index.php/services/microsoft\\_elearning/](http://www.miami.edu/it/index.php/services/microsoft_elearning/)

#### PAID COURSES through UM's division of continuing education

(<http://www.educationmiami.com>):

- 1) UM Computer Foundations

##### Details:

The UM Computer Foundations course is designed for individuals who have no prior knowledge or experience with computers. The objective of this course is to get students past that awkward and embarrassing stage when they are frightened to ask questions or not even sure what questions to ask. This course will give the absolute beginner a solid understanding of what computers can and cannot do, and why they have become such an important and useful part of our daily lives.

The course will also prepare students for the UM Office Professional course which teaches the core skills of Microsoft Office applications and will give students knowledge of all the computer skills needed in the modern office.

2) UM Office Professional program

Details:

The objective of this course is to certify that the student has a solid understanding of all the Microsoft computer applications needed to operate a modern office.

## Guide to Software Requirements for Online Courses

You will be enrolled in an on-line/distance learning course. As you know on-line is a flexible method of learning; however, in order to prevent any delays in your course work and learning, we require your computer to have certain capabilities. It is your responsibility to prepare your computer prior to your course's orientation and/or first day. You will be responsible if the computer fails during the course; no special arrangements in the course will be made if any technical delays are encountered. The course's faculty member will be collecting this form during the first week of the term.

### I) STUDENTS TAKING ONLINE COURSES

- a) The University of Miami provides the following software free of charge to all currently enrolled students. All nursing students, especially those taking online courses, are encouraged to download and install them from [www.miami.edu/software/](http://www.miami.edu/software/):
  - McAfee Antivirus – (includes AntiVirus and Spyware protection)
    - o After installing, students should click on the “Live Update” button within McAfee and then perform a “Full Scan” on their systems.
  - Microsoft Office (includes Word, Excel, PowerPoint, Access)
- b) Nursing students taking online courses should also have the following software installed on their systems:
  - Citrix XenApp Plugin – Required for the Neehr Perfect EMR
    - o PC download: <http://www.neehrperfect.com/XenAppWeb.msi>
    - o MAC download: [http://www.neehrperfect.com/MacICA\\_OSX.dmg.zip](http://www.neehrperfect.com/MacICA_OSX.dmg.zip)
  - Adobe Acrobat Reader (free download from [www.adobe.com/reader/](http://www.adobe.com/reader/))
  - Adobe Flash Player (free download from <http://get.adobe.com/flashplayer/>)
  - FireFox Web Browser (free download from [www.mozilla.com/firefox/](http://www.mozilla.com/firefox/))
  - QuickTime (free download from [www.apple.com/quicktime/](http://www.apple.com/quicktime/))
  - iTunes (free download from [www.apple.com/itunes/download/](http://www.apple.com/itunes/download/))
  - Respondus Lockdown Browser (free download from [www.respondus.com/lockdown/information.pl?ID=527636896](http://www.respondus.com/lockdown/information.pl?ID=527636896))
  - Java (latest version) for compatibility with Collaborate (free download from [www.java.com](http://www.java.com))

- For best audio results using Collaborate, a headset with integrated microphone is highly recommended. **A headset is also required now for some questions on the HESI exams.**
- c) Student laptops should be registered to work with the University's 802.11 wireless network called "WirelessCanes".
  - For instructions on how to register your laptop to work with WirelessCanes, please refer to:  
[http://www.miami.edu/index.php/telecommunications/student\\_services/canenet\\_information/canenet\\_application/](http://www.miami.edu/index.php/telecommunications/student_services/canenet_information/canenet_application/)
  - After registering to use WirelessCanes, student laptops will also be able to use the "Nursing" wireless network within the School of Nursing building. This is the preferred network to use when taking wireless exams in a nursing classroom.

## GRADING SYSTEM

### Grade Point Average

The SONHS adheres to the method of calculating the GPA as discussed in the current *UM Bulletin*: [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

### Grade Symbols

The SONHS adheres to the definition of grading symbols as described in the *UM Bulletin 2014-2015*. [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

### Grading Scale

Grading scale for NUR, HCS, BPH courses:

<b>Numeric Grade</b>	<b>Letter Grade</b>	<b>Quality Points</b>	<b>Comments</b>
98-100	A+	4.00	
93-97	A	4.00	
90-92	A-	3.70	
87-89	B+	3.30	
83-86	B	3.00	
80-82	B-	2.70	
78-79	C+	2.30	
75-77	C	2.00	
70-74	C-	1.70	<b>Below Passing—BSN*</b>
67-69	D+	1.30	<b>Below Passing HCS/BSPH*</b>
64-66	D	1.00	
≤ 63	F	0.00	

Grading Scale for BSHS and BSPH students: BSHS and BSPH students must obtain a grade of at least a "C-" (70%) in all required courses.

### Undergraduate Bachelor of Science in Nursing (BSN) Students Taking Health Science and Public Health Courses

Grading Scale for BSN students: BSN students must obtain a grade of at least "C" (75%) in all required nursing courses and HCS or BPH courses if taking these as electives.

## **Incomplete Grade**

The SONHS adheres to the undergraduate and graduate School policy regarding an incomplete grade. See the UM Bulletin 2014-2015. [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

### **Undergraduate:**

A grade of incomplete can only be given for incomplete work in passing status with the instructor's permission to complete the course. An "I" will be assigned only if the instructor is satisfied that there are reasonable non-academic grounds for the student's incomplete work.

Undergraduate Students who receive an incomplete grade in any prerequisite SONHS course **must complete the coursework prior to progressing** to the course for which it is a prerequisite.

## **Progressions and Dismissal**

1. Once a student has been accepted to UMSONHS, all prerequisite courses must be taken at UM.
2. For progression in the Health Sciences and Public Health degree programs students must obtain a grade of at least "C-" ( $\geq 70\%$ ) in all required courses. Given the competitive nature of graduate school admissions in the Health Studies, students should maintain an overall GPA of at least a 2.8.
3. A student in the Health Sciences or Public Health program who remains on probationary status after two consecutive semesters on Academic Probation shall be subject to Academic Dismissal. A student who has been on Academic Probation for one semester and has a CGPA below 1.0 shall also be subject to Academic Dismissal. The decision to dismiss shall be made by the Academic Standards Committee of the School. If a decision is made not to dismiss, the student shall be on Academic Probation.

### **Dismissal Policy:**

The Graduate Faculty member brings to the Graduate Academic Standing and Admissions Committee (GASAC) a request to dismiss a student, based on one or more of the grounds set forth below. GASAC will review the faculty member's request for dismissal and will then make the recommendation to the Vice Dean, Senior Associate Dean for Academic Programs. Upon receipt of the recommendation, the Vice Dean will then notify the student of the recommendation and schedule a meeting with the student. At the meeting, the student will be allowed to provide any information or documentation in response to the recommendation provided to the Vice Dean. After meeting with the student, reviewing any information or documentation provided by the student, and reviewing any other pertinent materials, the Vice Dean will make a decision as to whether the student should be dismissed and will notify the student, in writing, of such a decision.

The student may appeal the Vice Dean's decision to the Dean of the SONHS. The appeal must be submitted in writing to the Office of the Dean within five business days of the Vice Dean's decision and must set forth the reasons for the appeal. Upon receipt and review of the appeal, the Dean, at her/his option, may choose to meet with the student prior to issuing her/his decision. On appeal, the Dean may uphold, modify or reject the Vice Dean's decision to dismiss. The Dean's decision on the appeal is final.

The following circumstances are grounds for dismissal from the student's specialty program or the SONHS:

1. Failure to comply with UM SONHS regulations, policies and/or procedures
2. Violation of the ANA's Code of Conduct for Nurses
3. Refusal to follow instructions of the faculty
4. Bullying or harassing behavior toward any faculty, staff, student or patient
  - Repeatedly ignoring a person or subjecting them to unwelcome attention, intimidation, humiliation, ridicule or offense
  - Physical threats or violence
  - Oral, written, or electronic threatening communications
  - Threatening gestures
  - Use of vile, intemperate or abusive language
5. Negligence resulting in damage to or defacement of UM SONHS property or of property belonging to, or located at, a clinical agency site

6. Destruction of, falsifying, or omitting information on University or clinical agency records
7. Illegal or immoral conduct on or off University premises which would bring unfavorable attention to the University
8. Unauthorized possession, use, access, copying, or reading of University or clinical agency records or unauthorized disclosure of information contained in such records to persons without a direct need to have this information
9. Unauthorized access or use of University or clinical agency computing and communication equipment
10. Possession of any weapons, firearms, or explosives while on University or clinical agency premises
11. Unauthorized use, possession or distribution of intoxicants, illegal drugs, designer drugs, or controlled substances; use of or possession of other drugs which have adversely affected student performance on University or clinical agency premises
12. Reporting for, or being in the school or clinical site, while under the influence of drugs or alcohol, or the unlawful manufacturing, distribution, dispensation, possession and/or use of a controlled substance in the workplace or clinical agency
13. Failure to comply with a request for Drug and Alcohol Screening
14. Unauthorized removal or theft of University property or that of other facilities, students, or staff
15. Unauthorized use, disclosure, viewing, or accessing of patient information and/or protected health information as defined in applicable state and federal laws, including the Health Insurance Portability and Accountability Act (HIPAA), or as dictated by the University's privacy policies and procedures
16. Plagiarism
17. Graduate Students
  - Grade of a C or below in any course
  - Failure of two courses (two grades of B- or C+) or any individual course twice

- Violation of the terms of probation and/or the failure to emerge from Probationary Status

## 18. Undergraduate Students

- Failure of 2 nursing courses (C- or below) or any individual course twice
- Drop and/or failure of same nursing course more than 1 time
- Unable to meet technical standards

18.1 The following are grounds for dismissal from the nursing major prior to Junior clinical coursework:

- Failure of more than 1 prerequisite course or the same prerequisite course twice (a grade of less than 2.0 on a 4.0 scale constitutes a failure of the prerequisite course)
- Cumulative UM GPA less than 3.0 at the point of progression into the junior year; or GPA less than 2.75 in the prerequisite courses

18.2 A student in the Health Science or Public Health program who remains on probationary status after two consecutive semesters on Academic Probation shall be subject to Academic Dismissal. A student who has been on Academic Probation for one semester and has a CGPA below 1.0 shall also be subject to Academic Dismissal. The decision to dismiss shall be made by the Academic Standards Committee of the School. If a decision is made not to dismiss, the student shall be on Academic Probation.

## SONHS UNDERGRADUATE STUDENT ACADEMIC APPEALS PROCESS

The undergraduate student academic appeals process detailed below applies to the School of Nursing and Health Studies. Grounds for an academic appeal include, but are not limited to **program dismissals, grade appeals, completion of terms of an independent study contract, completion of incompletes**, overrides for registration, acknowledgement of transfer credits, issues with transcripts, course prerequisites, course waivers or withdrawals, requirement to repeat a course, and issues with ethical practice.

### Grade Appeals

The academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom.

It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are: (1) The application of non-academic criteria in the grading process, as listed in the University's non-discrimination and affirmative action statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; (2) sexual

harassment; or (3) failure to adhere to the grading criteria established in the course syllabus.

Decisions made by the University Honor Council or by Accessibility Resources will not be heard through the Undergraduate Academic Standing and Admissions Committee (UGASAC) appeal process. The student should appeal through the appeal processes of the University Honor Council or Accessibility Resources.

### **University Ombudsperson**

The student and/or faculty may contact the University Ombudsperson at any time for assistance with any problem associated with an academic appeal.

### **Appeals Procedure**

#### Step 1. Instructor Review:

The student should discuss the dispute with the instructor who is or was involved with reason for the appeal.

#### Step 2. Written Formal Appeal:

If resolution of the dispute was not reached through the instructor, the student then may file a written appeal to the Associate Dean for Undergraduate Programs. The Committee meets and forwards its recommendation to the Associate Dean for Undergraduate Programs. The Committee reserves the right to decide whether or not it will hear the appeal presented by the student.

Written appeals must be filed **within 30 days** of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University. The Committee may, at its sole discretion, decide to hear appeals filed after the preceding time periods have elapsed.

When bringing a matter before the Committee the student must place in writing issues she/he wishes to have considered. The appeal must include: The letter of appeal and supporting documentation which the student would like to be considered by the Committee will be reviewed by the committee within 1 month of receiving the written appeal.

The Committee will review the student's written appeal; confer with the appropriate faculty, administrators, and other appropriate individuals as necessary in making its recommendation to the Associate Dean for Undergraduate Programs. In the process of making its recommendation, the Committee may request:

- a. The student to be interviewed provides additional information or access to records, or appears before the Committee;
- b. The faculty and/or administrator to be interviewed, provide additional information or access to records, or appear before the Committee.

The Committee will communicate its findings and recommendations to the Associate Dean for

Undergraduate Programs. The final decision with respect to the appeal for non- dismissal issues will be made by the Associate Dean for Undergraduate Programs and communicated to the Dean. The final decision with respect to dismissal issues will be made by the Dean of the School of Nursing and Health Studies. Once a decision has been rendered and the student still believes that her/his case has been handled unfairly, the student has redress to the University appeals process. This process begins with the student contacting the University Ombudsperson's office at (305) 284 4922 or [ombudsperson@miami.edu](mailto:ombudsperson@miami.edu).

Policy Approved School Council 8/15/07

### **Leave of Absence/Withdrawal and Readmission:**

#### **Undergraduate:**

The SONHS adheres to the UM policy regarding withdrawal and readmission from the undergraduate program. See the *UM Bulletin 2014-2015*.

[Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

1. Students may request a leave of absence by submitting a written request to Associate Dean for Undergraduate Programs. This request is to include the reason(s) for temporarily leaving UM and/or the SONHS. The Associate Dean for Undergraduate Programs will make a decision on the request.
2. A leave of absence is traditionally taken for up to one year, but normally not more than two years.
3. A student may not withdraw from any course more than 1 time.
4. After absence of a semester or longer, a former student must apply for readmission to the UM and SONHS. Readmission to the undergraduate program is not automatic. The readmission application and any requested material must be reviewed and approved by UGASAC and the Associate Dean for Undergraduate Programs. The current admission/curriculum requirements will be used when processing a student's request for readmission.

## **STUDENTS RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

### **I. PURPOSE:**

The purpose of the following policies and procedures is to assure University of Miami students access to their education records maintained by the University of Miami, and to ensure the privacy of students by restricting the disclosure of information contained in educational records only to those persons authorized under the FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (BUCKLEY AMENDMENT).

### **II. NOTIFICATION TO STUDENTS:**

Students will be notified annually of their rights to access all of their education records kept by the University of Miami, by publication of a summary of these Policies and Procedures in the student newspaper, and under the Consumer Information for Students and Parents, located on the Office of the Registrar's web site, and such other means as are appropriate. Students may obtain a copy of this summary at the Office of the Registrar, W121 University Center.

### **III. DEFINITIONS:**

- A. "Attendance" at the University of Miami includes, but is not limited to:
  - 1. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.
  - 2. The term does not include specific daily records of a student's attendance at an educational agency or institution.
  
- B. "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, and the most recent previous educational agency or institution attended by the student.
  
- C. "Disclosure" is defined as permitting access to or the release, transfer, or other communication of education records including class schedule and roster of the student or the personally identifiable information contained therein, orally, in writing, by electronic means, or by any other means to any party.
  
- D. "Education Records" means those records, which are directly related to the student, and maintained by the University of Miami or by a party acting for the University of Miami. The term "education records" does not include:

1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
  2. Records of the University of Miami Department of Public Safety which are created and maintained by it solely for law enforcement purposes; PROVIDED that records of the University of Miami Department of Public Safety created and maintained by it for non-UM law enforcement purposes such as a disciplinary action or proceeding of the University are deemed education records;
  3. Records relating to an individual who is employed by the University of Miami which are (A) made and maintained in the normal course of business, which (B) relate exclusively to the individual in his or her capacity as an employee, and (C) are not available for use for any other purpose. This exclusion does not apply to an individual in attendance at the University of Miami who is employed as a result of his or her status as a student;
    - (i) Records relating to an individual in attendance at the agency or institution who is employed as a result of his or her status as a student are education records and not excepted under paragraph (b)(3)(i) of this definition.
  4. Records of a student who is 18 years of age or older, or is attending an institution of post-secondary education that are:
    - (i) created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional person acting in his/her professional or paraprofessional capacity or assisting in a paraprofessional capacity;
    - (ii) made, maintained or used solely in connection with the provision of treatment to the student, and
    - (iii) not disclosed to anyone other than individuals providing such treatment, PROVIDED that the record can be personally reviewed by a physician or other appropriate professional person of the student's choice. "Treatment" in this context does not include remedial education activities, which are a part of the program of instruction at the University of Miami.
  5. Records of the University of Miami that contain information relating only to a person after that person is no longer a student at the University of Miami, e.g., information gathered on the accomplishment of alumni.
- E. "Parent" includes a parent, a guardian, or an individual acting as a student's

parent in the absence of a parent or guardian. The University of Miami may presume the parent has the authority to exercise the rights inherent in this act unless the University has been provided with evidence that there is a court order or a legally binding instrument, which provides to the contrary.

- F. “Personally identifiable” means that data or information may include, but is not limited to the student’s name:
- a. The student’s name
  - b. The name of the student’s parent, or other family member;
  - c. The address of the student or student’s family;
  - d. The student’s telephone number;
  - e. A personal identifier, such as a student’s Social Security Number, or student number; or
  - f. other information or a list of personal characteristics, which would make the student’s identity easily traceable.

The University of Miami will give public notice as to the information designated as directory information. The student has the right to prohibit the designation of any or all of the categories of personally identifiable information with respect to that student, provided that said student notifies the Office of the Registrar in writing that such personally identifiable information is not to be designated as directory information with respect to that student. Notification must be made to the Office of the Registrar within three days after the student registers each semester.

The University of Miami may disclose directory information from the education records of an individual who is no longer in attendance at the University of Miami without following the procedures set forth above.

- G. “Record” means any information or data recorded in any medium, e.g. and writing, computer media, print, tapes, film, microfilm, and microfiche.
- H. “Student” includes any individual with respect to whom the University of Miami maintains education records or personally identifiable information. The term does not include an individual who has not been in attendance at the University of Miami. An individual who has applied for admission to, but has never been in attendance at a particular component unit of the University of Miami, even if that individual is or has been in attendance at another component unit of the University of Miami, is not considered to be a student with respect to the component to which an admissions application has been made e.g., an undergraduate student at the University of Miami who has made application for Graduate School, Law School, or the School of Medicine, but who has been denied admission to any of those component units, does not have access to his or her admissions documents submitted to that component unit which has denied his or her admission.

#### **IV. STUDENT RIGHTS**

- A. Access:** Students in attendance at the University of Miami, and parents of such a student with prior written consent of the student, or without prior written consent

if the student is a “dependent” (as defined under Section 152 of the Internal Revenue Code, meaning that the student is listed and qualified as a dependent on the parent’s most recent tax return filed with the Internal Revenue Service), may have access to, including the right of obtaining copies by paying copy fees as indicated in Section IX, any and all “educational records” maintained by the University of Miami, by following the procedures indicated under Section VII. Access may also be granted in compliance with a lawfully issued subpoena or in connection with some health or safety issue.

- B. Request to Amend Education Records: A dependent student’s parent or a student may request that the University of Miami amend education records if either believes that information contained therein is inaccurate, misleading, or in violation of the privacy or other rights of the student, by following procedures under Section VIII. Following such a request for amendment, the University of Miami will determine whether or not records will be amended within a reasonable period of time. Should the University decide to refuse to amend the record in accordance with the request, it shall inform the student or the dependent student’s parent of such refusal and inform the student or parent of the right to a hearing.
- C. Right to a Hearing. A student or dependent student’s parent, may petition for a hearing to challenge the contents of an “education record” listed in Appendix A under the procedures established in Section VIII.

## **V. DISCLOSURE POLICIES**

- A. The University may not disclose personally identifiable information from the education record of a student without the prior written consent of the student except:
  - 1. To other school officials at the University, including faculty, who have been determined to have legitimate educational interests in seeking access to those records.
    - a. “School officials” are defined as officers, employees and agents of the University of Miami. “Agents” may include University Counsel and certain University students assigned to exercise a specific University function.
    - b. “Legitimate educational interests” are defined as those interests related to the academic, personal and social development of the student while enrolled at the University of Miami or as those interests related to legal, health or safety concerns of the University of Miami.
  - 2. To officials of other schools in which a student seeks or intends to enroll. The University may also release information contained in the education record to another school if the student is simultaneously enrolled in that school and the University. However, the University will make a reasonable attempt to notify the student of the transfer of those education records and will provide a copy,

upon request and the payment of a copying fee, of the records, which were transferred.

3. To authorized representatives listed below, PROVIDED that such access is necessary in connection with the audit and evaluation of federally supported educational programs or in connection with the enforcement of or compliance with federal legal requirements which relate to these programs, or when such information is specifically authorized by federal law:
  - (i) The Comptroller General of the United States
  - (ii) The Attorney General of the United States
  - (iii) The Secretary; or
  - (iv) State and local educational authorities
  
4. In connection with financial aid for which a student has applied or which a student has received, PROVIDED that personally identifiable information from the education records of the student may be disclosed only as may be necessary for such purposes as:
  - (i) to determine the eligibility of the student for financial aid;
  - (ii) to determine the amount of financial aid;
  - (iii) to determine the conditions which will be imposed regarding financial aid; and
  - (iv) to enforce the terms or conditions of the financial aid
  
5. To state and local authorities to which information is required to be reported pursuant to any state statute.
  
6. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction PROVIDED that such studies do not disclose the personal identification of students and their parents by individuals other than representatives of the organization, and that the information will be destroyed when no longer needed for the purpose of the study.
  
7. To accrediting organizations in order to carry out their functions.
  
8. To parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1986. For purposes of making a determination as to the dependency of the student, the University will request that each student declare his or her dependency at the time of registration. The Office of the Registrar will maintain this information. In the absence of this information, and when circumstances may warrant disclosure or access to a parent, the University may first solicit from the student a declaration of dependency; failing this, the University will require a written affidavit from the student's

parent certifying that the student has been claimed as a dependent on the requesting parent's most recent income tax return filed with the Internal Revenue Service.

9. To comply with a judicial order or subpoena PROVIDED that the University makes a reasonable effort to notify the student of the order or subpoena in advance of compliance therewith. There are instances in which the University will not be able to notify the student or student's parent of the existence of a federal grand jury subpoena or a subpoena issued for a law enforcement purpose wherein the subpoena indicates that the University is not to disclose to any person the existence or contents of the subpoena or any information furnished to a grand jury or law enforcement agency in response to the subpoena and in this case, notice will not be provided. If the University initiates legal action against a student or parent, the University may disclose to the court, without court order or subpoena, the education records of the student that are relevant for the University to proceed with the legal action as plaintiff.  
If a parent or student initiates legal action against the University, the University may disclose to the court, without court order or subpoena, the student's educational records that are relevant for the University to defend itself.
10. To appropriate parties in a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals, taking the following factors into account:  
The seriousness of the threat to the health or safety of the student or other individuals; the need for the information to meet the emergency; whether the parties to whom the information is disclosed are in a position to deal with the emergency; and the extent to which time is of the essence in dealing with the emergency.
11. The disclosure is information the University has designated as directory information under the conditions of Section 99.37 of FERPA.
12. To a parent/legal guardian of a student, information regarding any violation of any federal, state, or local law, or any rule or policy of the University of Miami governing the use or possession of alcohol or a controlled substance, regardless of whether that information is contained in the student's education records if the student is under the age of 21 at the time of the disclosure to the parent and the institution determines that the student has committed a disciplinary violation with respect to such use or possession.
13. The disclosure, subject to the requirements of Section 99.39 of FERPA, is to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary

proceeding conducted by the institution of post-secondary education with respect to that alleged crime or offense. The University may disclose the final results of the disciplinary proceeding, regardless of whether the institution concluded a violation was committed.

- 14 The disclosure, subject to the requirements of Section 99.39 of FERPA, is in connection with a disciplinary proceeding at an institution of post-secondary education. The institution must not disclose the final results of the disciplinary proceeding unless it determines that:
  - (i) the student is an alleged perpetrator of a crime of violence or non-forcible sex offense; and
  - (ii) with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.
  - (iii) the institution may not disclose the name of any other student, including a victim or witness, without the prior written consent of the other student.
  - (iv) this section applies only to disciplinary proceedings in which the final results were reached on or after October 7, 1998.
  
15. The disclosure is to a parent of a student at an institution of post-secondary education regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if :
  - (A) The institution determines that the student has committed a disciplinary violation with respect to that use or possession; and
  - (B) The student is under the age of 21 at the time of the disclosure to the parent.
    - ii. Paragraph (a) (15) of this section does not supersede any provision of State law that prohibits an institution of post-secondary education from disclosing information.
  - b. Paragraph (a) of this section does not forbid an educational agency or institution from disclosing, nor does it require an educational agency or institution to disclose, personally identifiable information from the education records of a student to an parties under paragraphs (a)(1) through (11), (13), (14) and (15) of this section.

Personally identifiable information from the student's education record may be disclosed in accordance with FERPA upon the condition that the party to whom the information is disclosed will not disclose information to any other party without the prior written consent of the student and the releasing office except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employers, and agents, but only for the purposes for which the disclosure was made.

## **VI. RECORD OF DISCLOSURE**

### **A. Maintenance of Record:**

1. The University shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record of such requests and disclosures. All requests must be kept with the education records of the student.
2. A record of disclosure is not required for disclosures of:
  - a. Directory information,
  - b. Disclosures of personally identifiable information to which the student or parent of a dependent student has granted written consent of access when the consent is specific with respect to the party or parties to whom the disclosure is to be made, and
  - c. Disclosures made to other University of Miami school officials pursuant to FERPA.

### **B. The record of disclosure shall include the following information:**

- a. The names of the parties requesting or obtaining personally identifiable information from the student's education records;
- b. The titles of said parties seeking this information and the organization or agency they represent, if appropriate;
- c. The legitimate interests (reasons) these parties had in requesting or obtaining the information;
- d. The date of disclosure; and
- e. The signature of the person making the disclosure.

### **C. The record of disclosures shall be maintained in the education record of the student and shall be considered to be a part of the education records; therefore, the**

record of disclosures must be retained as long as the University retains the education records of the student.

### **D. The record of disclosures may be inspected:**

1. by the student or the parent of a dependent student;
2. by the school official and his or her assistants who are responsible for the custody of records; and
3. for the purpose of auditing the record-keeping procedures of the University by the following:
  - a. Other school officials within the University, including teachers, who have been determined by the University to have legitimate educational

- interests; and
- b. The Comptroller General of the United States
- c. The Attorney General of the United States d. The Secretary; or
- d. State and local educational authorities

Subject to the conditions that any data collected by the aforementioned officials shall be protected in a manner which will not permit the personal identification of students and their parents by other than those officials named, and that personally identifiable data shall be destroyed when no longer needed for such audit, evaluation, or enforcement of or compliance with federal legal requirements.

## **VII. REVIEW AND INSPECTION**

- A. A student who is or has been in attendance at the University may inspect and review his or her education records by making either an oral or written request at the Office of the Registrar. Whether the request is oral or written rests upon the discretion of the appropriate University official in each case. The University shall respond to the request within 45 days of such request.
- B. The student making a reasonable request for an explanation or interpretation of his or her records is entitled to the same from the appropriate University official.
- C. If the student is unable to inspect personally his or her education records, the University is obligated to provide a copy of the record requested. The University may charge the student a fee for copies of records pursuant to the fee schedule set forth in Section IX below.
- D. A University official or designated representative may be present during a student's review and inspection of any education records.
- E. Parents of students who are currently claimed as "dependents" as defined under Section 152 of the Internal Revenue Code of 1954, may be entitled to inspect and review the education records of the student without the written consent of the student. For the purposes of making a determination as to the dependency of the student, the University will request that each student declare his or her dependency at the time of registration. The Office of the Registrar will maintain this information. In the absence of this information, and when circumstances may warrant disclosure or access to a parent, the University will first solicit from the student a declaration of dependency; failing this, the University will require a written affidavit from the student's parent certifying that the student has been claimed as a dependent of the parent's most recent income tax return filed with the Internal Revenue Service. The University presumes that either parent has the right of access to the records of their dependent or minor child unless the University is provided with evidence that there exists a legally binding instrument governing such matters as divorce, separation, or custody, which provides to the contrary.

F. Limitations on the right to inspect and review education records.

1. Education records are records related directly to a student and maintained by the University. The following records may not be inspected or reviewed by students, former students or their parents:

- a. Records which are not educational records as defined under FERPA;
- b. Financial records and statements of the parents of students or any information contained in such records or statements;
- c. Confidential letters and confidential statements of recommendation, which were placed in the education records of a student prior to January 1, 1975;

**PROVIDED that:**

- (i) The letters and statements were solicited with a written assurance of confidentiality, or sent and retained with a documented understanding of confidentiality; and
  - (ii) The letters and statements are used only for the purposes for which they were specifically intended;
- d. Confidential letters of recommendation and confidential statements of recommendation which were placed in the education records of the student after January 1, 1975, and to which the student has, in writing, waived his/her right of access:
- (i) Respecting admission to an educational institution;
  - (ii) Respecting an application for employment; or
  - (iii) Respecting the receipt of an honor or honorary recognition;
- PROVIDED that: the student has waived his or her right to inspect and review those letters and statements of recommendation.

2. If the education records of a student contain information on more than one student, the parent of a dependent student or the student may inspect and review or be informed of only the specific information, which pertains to that one student.

G. No records may be destroyed, regardless of age, when there is a pending request to review and inspect those records.

H. An individual who has not been in attendance at the University is not a student, and therefore does not have a right to inspect or review his or her records. A person who has applied for admission to, but has never been in attendance at another component unit of the University (such as the various colleges or schools which comprise the University), even if that individual is or has been in attendance at another component unit of the University, is not considered to be a

student with respect to the component to which an application for admission has been made and therefore does not have a right to inspect or review his or her records with respect to that component unit of the University to which an application for admissions has been made.

## **VIII. PROCEDURES FOR SEEKING AN AMENDMENT TO RECORDS AND FOR STUDENT HEARING TO CHALLENGE THE CONTENTS OF EDUCATIONAL RECORDS**

### **A. Amendment of Records:**

1. A student who believes that information contained in his or her records is inaccurate, misleading, or in violation of the privacy or other rights of the student, may request that the University official who maintains the records amend them.
2. The University will decide whether to amend the education records of the student in accordance with the request within a reasonable period of time of receipt of the request. The official who maintains the records has a responsibility to consult with appropriate officials of the University for further determination or confirmation.
3. If the University decides not to amend the education records of the student in accordance with the request, it will so inform the student of the refusal, and advise the student of the right to a hearing as provided under FERPA.  
A hearing under Section (B.) below may not be used to challenge the assignment of a grade; however, a hearing may be requested by a student to contest whether or not the assigned grade was recorded accurately in the education records of the student.

### **B. Hearing to Challenge Contents of Records:**

1. The University's Buckley Amendment Steering Committee will, upon request, provide an opportunity for a hearing in order to challenge the content of a student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of a student.
2. The hearing will be held within a reasonable period of time after the University has received the request, and the student shall be given notice of the date, place, and time reasonably in advance of the hearing.
3. The hearing will be conducted by an appropriate official of the University who does not have a direct interest in the outcome of the hearing.
4. The student will be afforded a full and fair opportunity to present evidence relevant to the issues, and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
5. The University shall make its decision in writing within a reasonable period of time after the conclusion of the hearing.
6. The decision of the University shall be based solely upon the evidence presented at the hearing and shall include a summary of the evidence and the reasons for the decisions.
7. If, as a result of the hearing, the University decides that the information in the

education records is inaccurate, misleading, or otherwise in violation of the privacy or other rights of a student, it will amend the education records of the student accordingly, and so inform the student in writing.

8. If, as a result of the hearing, the University decides that the information in the education records is not inaccurate, misleading, or otherwise in violation of the privacy or the rights of a student, it will inform the student of the right to place in his or her education records a statement commenting upon the information therein setting forth any reason(s) for disagreeing with the hearing decision of the University.
9. Any explanation placed in the education records of the student under paragraph (8) of this section shall:
  - a. Be maintained by the University as part of the education records of the student as long as the record or contested portion thereof is maintained by the University; and,
  - b. If the education records of the student or the contested portion thereof are disclosed by the University to any party, the explanation will also be disclosed to that party.

## **IX. SCHEDULE OF FEES AND PROCEDURES FOR OBTAINING COPIES OF EDUCATIONAL RECORDS**

### **A. Procedures:**

The right of access in some cases includes the right to obtain copies of the education records, when physical distance would prevent the actual viewing of the record. In those cases where distance would prevent actually viewing and inspecting the record copies may be requested by the dependent student's parent, or by the student, in writing, to the records. The university may authorize copies to be made only in those cases where failure to provide copies would effectively prevent a dependent student's parents, or the student, from exercising the right to inspect and review the education records.

### **B. Schedule of Fees for Obtaining Copies of Education Records:**

1. The copying fee for each side of a page, or of each page if a record is maintained on only one side of the page, is \$.50 per side. This fee is subject to change upon appropriate notice.

Copies are to be provided by the "responsible official" who is the custodian of record, upon receipt of a written request from the parent of a dependent student, or a student, and upon the payment of \$.50 per side of the document reproduced. Any and all moneys received for the copied education records furnished by responsible officials will be deposited to the account number which is charged by this official for copying done by his or her school, department, or office.

## **COMPLAINTS**

Parents and Students may file written Complaints regarding violations of the rights under this

policy. Complaints may be directed to the University's Steering Committee on the Buckley Amendment, c/o Office of the Registrar, University of Miami, P.O. Box 248026, Coral Gables, Florida, 33124 or with Family Policy Compliance OFFICE, Department of Education, 400 Maryland Avenue, Washington, DC 20202-4605.

## COURSE AND CLASSROOM REQUIREMENTS

### **Course Syllabus**

At the first class session, a course syllabus is reviewed. For online courses, the instructor will meet with the students to review the course syllabus. The syllabus stipulates course policies, grading standards, and academic expectations of the course. Students are expected to be self-directed in completing the required readings and coming to class prepared to participate in the class learning experience. All course syllabi are posted via Blackboard (on the university website). The syllabus is a formal contract between the course instructor and the students.

### **Textbooks**

Required and recommended textbooks for each course are listed in the syllabus. Some health science and public health textbooks are used for more than one designated course and/or serve as reference resources throughout the SONHS programs.

### **Attendance**

The attendance policy is stated in the *University of Miami Bulletin, 2014-2015*. Regular and punctual attendance at classes and practicum learning experiences is expected of all students. Each professor will announce during the first meeting the professor's policies regarding pop quizzes, missed examinations, and late or missed work.

Lecture and practicum attendance is a very important aspect of meeting the objectives of the SONHS courses. In courses with practicum experiences, students are required to fulfill all practicum hours. Missed practicum days must be made up. Absences due to illness or extenuating circumstances need a note from a health care provider or official.

### **Classroom Etiquette:**

Arrive to Class On Time: Students must arrive to class on time.

Turn-Off Cell Phone and Other Electronic Devices: Students cell phones should never ring during class time.

Use Laptops Only for Class Work: Students are encouraged to use their laptop computers during class only as learning aids.

Participate in Class Discussions When Appropriate: Students are expected to respect the opinions of all class participants and to dialog in a professional and respectful manner.

Use Professional Language: Students are required to refrain from using offensive or foul language in class.

Do Not Bring Children or Pets to Class: Students are not allowed to bring either children or pets to

class.

No Food in Class: Students are asked not to bring food items into the classrooms.

Stay the Entire Class: Students are expected to remain seated and engaged in classroom activities until the class has concluded.

Abide by the Honor and Conduct Codes: Students are expected to follow all aspects of the School of Nursing and Health Studies and University of Miami conduct codes.

### **Make-Up Exams:**

A time and place for make-up exams will be scheduled between the professor and the student in accordance with virtual proctoring. Students are required to do the makeup examination at this scheduled time and place with no exceptions.

Virtual proctoring is done with all exams scheduled at the SONHS building. All exams are videotaped. Students who violate the Academic Honesty Policy will be dismissed from the School of Nursing and Health Studies.

### **Reference Manual for Writing Papers**

All written papers for courses in the School of Nursing and Health Studies must be submitted following the guidelines in the latest edition of the *Publication Manual of the American Psychological Association (APA)*, Washington D.C.

## **ACADEMIC HONESTY POLICIES**

### **Health Science Code of Ethics**

All Health Science students are guided in their professional role by the principles of ethics that are established by the profession they are seeking as defined by their track and/or course of study. For example, Pre-med students are to be guided by the principles set forth by the American Medical Association (AMA, 2001; please see:

<http://www.ama-assn.org/ama/pub/physician-resources/medical-ethics/code-medical-ethics/principles-medical-ethics.page>).

### **Public Health Code of Ethics:**

All Public Health students are to be guided in their professional role by the Principles of the Ethical Practice of Public Health (Public Health Leadership Society, 2002). For a complete description of these principles, please see: <http://www.phls.org/home/section/3-26/>

## **Honor Code**

SONHS faculty may or may not choose to refer honor code violations by students to the Undergraduate or Graduate Honor Council as appropriate. Faculty may impose their own sanctions for the honor code violation, e.g., failure of the examination, failure of the course, failing grade on a paper, computer-related work, or creative work, or failure of the practicum experience. Faculty also may recommend to the Dean or Dean's designee that students committing an honor code violation be dismissed from the SONHS.

### **Undergraduate Honor Code:**

The purpose of the undergraduate honor code is to protect the academic integrity of UM by encouraging consistent ethical behavior in assigned course work by students. The Undergraduate Honor Code may be accessed through [http://www.miami.edu/dean-students/pdf/undergrad\\_honorcode.pdf](http://www.miami.edu/dean-students/pdf/undergrad_honorcode.pdf).

## **Academic Integrity Policy for the School of Nursing and Health Studies**

1. Definition of "cheating".

**Cheating**: – This act implies an intent to deceive. It includes all actions, devices and deceptions used in the attempt to commit this act. Examples include, but are not limited to, copying answers from another student's exam and using a cheat sheet or crib notes in an exam.

**Academic Dishonesty**: – This includes any other act not specifically covered that compromises the integrity of a student or intrudes, violates, or disturbs the academic environment of the University Community. Examples are attempting or agreeing to commit, or assisting in or facilitating the commission of any scholastic dishonesty violation.

**Students may be dismissed for any act of cheating or academic dishonesty.**

2. Process for reporting cheating or academic dishonesty.
  - A. If a student is caught in an act of cheating or academic dishonesty, the faculty member of the course is responsible for making the student aware of this concern at the time of the occurrence. This communication should occur in a reasonably private situation.

For example, if the student is caught cheating during an exam, the student must be made aware of this concern before the examination period ends. The student could be asked to remain in the room until after the examination is complete and all students have left the classroom before the concern is addressed. Or, the

faculty member could escort the student from the room while proctors continue monitoring the examination.

- B. The act, including the discussion with the student, should be documented. Documentation should include sufficient detail related to the actual action of the student, actions taken by the faculty member, and the response of the students.

The faculty member should review the documentation with the student and ask the student to sign the document indicating acknowledgement. The student should be notified that the document will be forwarded to the Dean or Associate Dean for Undergraduate Programs for review.

- C. The Dean or Associate Dean for Undergraduate Programs will review all documentation and make a decision about what action will be taken in writing to the students. Consequences may include dismissal from the School of Nursing and Health Studies.

### 3. Recommendations regarding examinations.

All faculty will adhere to the following general principles associated with examinations:

- A. SONHS students enrolled in courses with in-class computer administered evaluations (tests, quizzes, exams) must provide their own laptops.
- B. A seating chart may be created for examination periods.
- C. School of Nursing and Health Studies students should show a picture ID to either receive the examination, or at the time the completed examination is submitted.
- D. Each student should receive a blank sheet of paper prior to the exam to be used for calculation, etc. The student hands in the paper to the exam monitor upon completion of the exam.
- E. Exams will be videotaped. Students may be dismissed if cheating is videotaped.

## **Plagiarism**

The SONHS has strict penalties against plagiarism. If a student is suspected of plagiarism, the matter is to be reported to the SONHS administration. It is at the discretion of the faculty member whether or not he/she refers the matter to the respective honor council. The following is what the SONHS faculty has designated as constituting plagiarism:

Plagiarism can be defined essentially as the deliberate act of taking the writings and/or ideas of someone else and representing them as your own. Plagiarism commonly takes three forms.

The most blatant form of plagiarism is the direct lifting of a passage from another book (encyclopedia, reference book, literacy criticism, and/or other printed sources) and including it in your paper as if it were your own work without using any quotation marks and/or without providing a proper citation. In addition, another direct and blatant form of plagiarism is that of obtaining

information from electronic sources and submitting it as your own work.

A second form of plagiarism involves paraphrasing. Essentially, when you paraphrase, you take a passage from another book and change some of the words, altering the phrasing but not the meaning. Although some of the writing is now your own, paraphrasing differs only in degree from direct lifting a passage. Anytime you paraphrase material that is not your own, you should reference it.

A third kind of plagiarism involves taking the major ideas from another book and incorporating them into your paper as if they were the products of your own thinking. Even though you may not have taken any lines directly from the source material, it is still considered plagiarism to use another's ideas while representing them as your own.

### **Sanctions:**

Plagiarism is considered a serious offense in academic settings. In general, when plagiarism is discovered by a faculty member any one or more of the following responses are considered appropriate: (a) Failure of the assignment; (b) Failure of the course; (c) Referral to the appropriate honor council; or (d) Dismissal from the SONHS and forfeiture of the degree.

If plagiarism is discovered after a course or program has been completed, one or more of the following responses may be recommended retroactively: (a) Failure of the course; (b) Failure of the program; or (c) Withdrawal of the degree (Approved School Council, 3/19/97; Reaffirmed, 2001).

### **APA Style:**

When papers are required in class, students must adhere to the latest formatting rules of style as articulated by the *Publication Manual of the American Psychological Association* (APA).

Selected APA web resources are listed below:

<http://www.apastyle.org/>

<http://owl.english.purdue.edu/owl/section/2/10/>

## **PRACTICUM EXPERIENCE REQUIREMENTS**

Students may be involved with either local or international practicum experiences. Scheduling varies by site and may include evenings or weekends. The following requirements are necessary for all students involved in these experiences.

### **Attendance**

In the event of student illness, you must notify your practicum supervisor and your faculty instructor at least one hour prior to the start of the practicum.

Faculty will require validation of illness from the Student Health Service or a primary health care provider. Make-ups will be coordinated with the site supervisor and course faculty.

## **Malpractice Insurance**

All undergraduate students enrolled at the School of Nursing and Health Studies are required to have maximum liability coverage. All students must purchase liability coverage at the time of registration. This cost is automatically added to your fees. **If you are not financially registered for classes, you do not have malpractice insurance and will not be allowed to attend classes and practica.** Inability to attend required practicum experiences may result in being withdrawn from the course.

Students are required to purchase health insurance. If a student has health insurance coverage other than the UM Student Health Policy, verification of that outside coverage is needed.

## **Health Insurance Portability and Accountability Act (HIPAA)**

See <http://facultyaffairs.med.miami.edu/documents/HIPAAAcknowledgement.pdf> for instructions.

## **Professional Attire and Conduct**

The student is expected to present a clean, well-groomed appearance. In the spirit of professionalism, attire should be in keeping with the dress code at the practicum site.

The student will demonstrate patterns of professional behaviors, including the promotion of the actual or potential well being of clients, colleagues, and self in the biological, psychological, sociological, and cultural realms; demonstration of accountability; and respect for the human rights of individuals.

Safe practice in practicum settings is expected at all times. A student whose pattern of behavior is found to be unsafe may be terminated from a practicum for reasons of unsafe practices at any time during the semester and receive a grade of "F" for the course. Examples of unsafe practice include but are not limited to the following:

- a) Failure to notify the agency and/or instructor of practicum absence.
- b) Failure to adhere to the dress code.
- c) Presenting for practicum under the influence of drugs or alcohol.
- d) Failure to meet course attendance requirements.
- e) Repeated tardiness to practicum assignments.
- f) Failure to consult practicum instructor prior to any changes on practicum assignments.
- g) Leaving the practicum agency without notifying appropriate personnel.

## **Identification**

A University of Miami (Cane Card) identification card (with photograph) (or site-specific identification) is required at every practica site (local or international), unless otherwise specified by the supervisor or faculty instructor.

## **Transportation to Practicum Sites**

For international practica, transportation will be arranged by the University. For local sites, students are **responsible for arranging their own transportation and parking fees (if any)** between the Coral Gables Campus, the Medical Campus and various other practicum facilities. Car pools are encouraged when possible. Metrorail passes may be purchased at the Information Desk on the first floor of the Whitten University Center. For more information, call the University Center Information Desk at 305-284-2318. Students are encouraged to plan accordingly for their transportation in order to be on time for classes and/or practicum experiences.

### **Computer Requirement**

BSPH students are required to have a laptop (not a tablet) for their BHP 490 Field Practicum in Community Health course.

### **UM Employee Health Office Contact Information**

Office Phone Number: 305-243-3267

Pager for On-Call Employee Health Nurse: 305-750-0525 (pager for Sandra Chen Walta)

Address: 1400 NW 10<sup>th</sup> Ave,

Dominion Tower, Suite 405

Miami, FL 33136

### **Reporting of Incident**

The practicum faculty member or preceptor shall assist the student in completing the “Accident Report Form” (ARF) located online at:

[http://www6.miami.edu/UMH/CDA/UMH\\_Main/0,1770,2467-1;36958-3,00.html](http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,2467-1;36958-3,00.html).

It is very important that the practicum faculty or preceptor fill this form out together with the student within 24 hours of the incident. Upon completing the ARF, the form should be printed (BEFORE SUBMITTING ONLINE TO RISK MANAGEMENT), and signed by both the practicum faculty or preceptor and the student. The practicum faculty or preceptor should then fax the signed ARF to: (305) 284-3405, Attention: Pilar Schuitema, Risk Management Office. All pertinent information may be added to the ARF as this will assist Ms. Schuitema in the follow-up management of the incidence.

The practicum faculty or preceptor should notify the Associate Dean for Undergraduate or Graduate Studies within 24 hours after the incident has occurred.

### **Costs of Post Exposure Evaluation**

All costs related to the evaluation, testing and standard treatment after an exposure incident shall be covered by the University of Miami through an insurance policy maintained by the School of Nursing and Health Studies subject to limits and exclusions set forth in such policy. Costs incurred from services rendered by the UM Employee Health Office and/or other healthcare

facilities that is not covered under such policy will be the responsibility of the University of Miami's School of Nursing and Health Studies.

## **SIMULATION ACADEMY**

Human patient simulation experiences are an integrated part of the education at the University of Miami School of Nursing and Health Studies. BSHS and BSPH students may have an opportunity to participate in simulation and skills labs during their undergraduate experience. Each course has specific simulation and skills labs requirements that are outlined in the course syllabus. Additional policies and procedures specific to simulation are located within the designated simulation blackboard course site.

# Computer Hardware and Software Policies and FAQs

## SONHS COMPUTER LAB INFORMATION

### Room 123 M. Christine Schwartz Center for Nursing and Health Studies

#### Computer Lab Policies and Rules of Use:

1. The computer lab hours are posted outside of room 123.
2. No one is allowed in the computer labs after hours.
3. Have your Cane-Card with you at all times.
4. The “Virtual Proctoring” cameras in the computer labs may be used for surveillance at any time.
5. No eating or drinking allowed in the computer lab.
6. Class research and assignments have priority.
7. Shirt and shoes required at all times.
8. No sound on the computers.
9. Cell phones must be turned off.
10. It is illegal to copy software from any SONHS computer. Unauthorized copying may harm the entire University community and the entire institution may incur legal liability.
11. Do not save any of your work to the computer; please use your own media to store your data. Any data stored on the computers will be deleted. You may bring a jump drive, CD-RW or DVD-RW to save your work.
12. Printing in this computer lab can only be done through the University’s UPrint system. For more information on how to use it, please refer to <http://www.miami.edu/uprint>. For a full list of other computer labs with printing capabilities in the Coral Gables campus, please see: <http://www.it.miami.edu/labs/> and [http://www.library.miami.edu/services/computers/computers\\_library.html](http://www.library.miami.edu/services/computers/computers_library.html)

#### Frequently Asked Questions (FAQs):

##### *Computer Labs*

1. ***How do I log on to the computers in the School of Nursing and Health Studies Computer Labs?***

Log on to an available computer by entering the username and password found on the label on that computer’s monitor.

2. ***Who can assist me in the School of Nursing and Health Studies Computer Labs?***

If you need assistance with a computer in the lab, please contact the Director of Computer Technology, phone: 305.284.2185, or the Lab Assistant (305-284-2518 or 305-608-9738). For assistance with personal laptops, please refer to the “*Technical*

support for student laptops” section below.

### **Information Technology Resources**

**1. What is an email alias?**

All UM students are automatically assigned an email alias. For information on the email alias, see pg. 17 of the user guide at <http://www.it.miami.edu/pubs/usersguide/guide.pdf>.

The email alias must be activated through the myUM system (<https://myum.miami.edu>) by registering a preferred email address. After that, all mail sent to the email alias will be automatically routed to the preferred email address.

**2. How do I create an email account?**

To create a student email account, open a web browser, go to <http://www.miami.edu/umail> and click on the orange “Sign Up Now” button. Log in using your CaneID (<https://caneid.miami.edu/>) and password through the CaneID Authentication Service (CAS - <https://caneid.miami.edu/cas/login>). You may also be asked whether you would like your new UMail account to be your preferred e-mail address for the University of Miami. The preferred address is where all official messages and notifications will be sent. Follow the online prompts to finish creating your account. Once created, you may login from <https://umail.miami.edu> at any time. To protect your privacy, make sure that you completely logout from UMail as well as CAS and close the web browser program you were using. This will clear away any personal information you entered on the forms.

**3. Where can I go to for help with my email account?**

If you encounter any difficulty with your UM email account, please contact End User Support (EUS) at [umail@miami.edu](mailto:umail@miami.edu) or 305-284-2944. Their website is <http://www.miami.edu/eus/>.

**4. How do I access the myUm system to see my grades and other student information?**

To use the myUM System, point your internet browser to <https://myum.miami.edu> and enter your CaneID and Password. You must have a CaneID account to use the myUM System. You can obtain one online at <https://caneid.miami.edu/createnewaccount.aspx>.

**5. Where can I receive assistance with the myUM system?**

For additional help using the myUM System, please refer to the online Help Menu by clicking on the “Need Help?” link at the myUM Home Page (<https://myum.miami.edu>).

**6. How do I access BlackBoard to view the web component of my classes?**

To access BlackBoard, point your web browser to <https://www.courses.miami.edu>. A brief tutorial with instructions on how to log in can be found at <http://www.miami.edu/bb/demos/gen/login.html>.

**7. Who can I contact for help with BlackBoard?**

You may contact the BlackBoard Help Desk for assistance at [blackboard@miami.edu](mailto:blackboard@miami.edu) or 305-284-3949.

### ***Richter Library Resources***

**1. *How do I access the Richter Library's online resources?***

Please visit the Richter Library's home page at <http://www.library.miami.edu>. Resources specific to health sciences and public health can be accessed at <http://libguides.miami.edu/publichealth>

**2. *Who can I contact for assistance with Richter Library resources?***

You may contact the SONHS Librarian, Suzanne Stemler, at (305) 284-4053.

**3. *How do I make an online appointment to see an advisor?***

School of Nursing and Health Studies students can now make appointments online to meet with an advisor. To do so, please go to <http://www.student.umiamiadvising.timetrade.com> and create an account. **(Please note: When creating a new account make sure your username consists of your last name and the last 4 digits of your UM Id. Those students with hyphenated last names please only use the first portion of your last name.)**

### **Student Laptop FAQ's:**

**1. Technical support for student laptops:**

Students should go to the "CaneNet Connection at Richter", located at the Richter Library Breezeway, next to Starbucks, for technical support. Their phone number is (305) 284-8887. This department provides the following services to UM students:

- Dell Warranty Support
- On Campus Internet Configurations
- Virus/Spyware Diagnostics and Eliminations
- Operating System Restores/Reinstallations
- Data Backup Solutions

CaneNet Connection hours of operation are Monday-Friday 9:00AM-5:00PM. For more information, please refer to the following website:

[http://www6.miami.edu/UMH/CDA/UMH\\_Main/0,1770,3175-1;53132-3,00.html](http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,3175-1;53132-3,00.html)

**2. Basic training offered for common computer software:**

The Academic Services division of Information Technology offers free computer related classes to the University community covering topics such as HTML, JavaScript, Introduction to the Internet, Microsoft Word, PowerPoint, PageMaker, and other software. These classes are approximately two hours long and include an informative lecture, hands-on exercises, and documentation. For more information, visit their website at: <http://www.it.miami.edu/classes/>

**3. Configuring UM's wireless network (WirelessCanes):**

Please refer to the following website for instructions on how to configure the wireless

network:

[http://www.miami.edu/UMH/CDA/UMH\\_Main/1,1770,13772-1;13822-2;12950-3,00.html](http://www.miami.edu/UMH/CDA/UMH_Main/1,1770,13772-1;13822-2;12950-3,00.html)

For additional support, please refer to the “CaneNet Connection at Richter” mentioned above.

## **STUDENT ORGANIZATIONS**

### **Health Studies Student Association (HSSA)**

The Health Studies Student association is designed to perpetuate the ideals and aspirations for different health care professions. Members participate in a variety of activities. Involvement in the local governing activities of the association plus attendance at state and national meetings prepares students for future professional involvements.

### **School of Nursing and Health Studies Committees**

Students are elected to serve on committees of the School of Nursing and Health Studies. The election process is accomplished during the beginning of the Fall Semester.

The following School of Nursing and Health Studies Standing Committees have student membership:

#### Curriculum Committee

The Curriculum Committee is responsible for developing, implementing, and evaluating the curriculum of the different program areas of the School of Nursing and Health Studies.

#### Student Advisory Committee

The Student Advisory Committee (SAC) is a volunteer student committee with 1-2 student representatives from each of the undergraduate and graduate program options. The SAC committee members meet with the Office of Student Services and the Associate Dean for Undergraduate Programs to discuss communication issues associated with curriculum or policy changes at the School of Nursing and Health Studies. The SAC members are involved with fostering effective communication between administration, family and fellow students. You can access the SAC website by logging into Blackboard at: <https://www.courses.miami.edu/blackboard>. Scroll down to “My Organizations” then select Student Advisory Committee SONHS to learn more about their activities.

## **PREPARATION FOR GRADUATION**

It is the individual responsibility of each student who is entering the semester of graduation to order graduation regalia through the Student Services office at the School of Nursing and Health Studies. Students can also order graduation invitations at that time. Students will be informed of dates and other pertinent information through email and announcements in class.

A student who expects to graduate in a given graduation period must make application in writing on forms provided by the Office of Enrollment Studies or via web forms during registration. Graduation applications must be completed in order for the student to graduate. The last date to apply for graduation is published in each *University of Miami Bulletin*, and in calendars published at the beginning of each academic year.

## **UNIVERSITY OF MIAMI COMMENCEMENT**

Diplomas are awarded to graduates receiving their Bachelor of Science in Nursing, Bachelor Science in Health Science, or Bachelor of Science in Public Health degree during the University of Miami Commencement exercises in December and May.

## **SCHOOL OF NURSING AND HEALTH STUDIES RECOGNITION CEREMONY**

The School of Nursing and Health Studies Recognition Ceremony is a meaningful occasion at which the academic community is called together each year to recognize and honor the achievements of graduate and undergraduate students and faculty. All students are encouraged to participate in this school function. Students will be informed of details of this ceremony by the Office of Student Services.

# APPENDICES

# **APPENDIX A**

## **Bachelors of Science in Health Science Programs of Study**

The School of Nursing and Health Studies will award a Bachelor of Science in Health Science once a student has completed the requirements listed below.

The Health Science Program offers curricula that are designed to prepare students for health professional or graduate education programs. Programs of study can be tailored for students wishing a variety of health professional options. Students are encouraged to contact graduate programs directly to ascertain if there are specific course requirements that might differ from health science track requirements. Any course requirements may be added to a student's undergraduate curriculum track.

No minor is offered in Health Science. Health Science students may not minor in biology.

## **GENERAL EDUCATION REQUIREMENTS**

### **AREAS OF PROFICIENCY**

The Areas of Proficiency requirements ensure that students either already possess, or develop at the University, the ability to express themselves effectively, to use mathematics with facility, and to reason cogently.

#### **English Composition**

Students fulfill this requirement by satisfactorily completing ENG105 and ENG106, or the equivalent. Appropriate Advanced Placement (AP) or International Baccalaureate (IB) scores in English composition may be used to satisfy this requirement. An appropriate score on the SAT or ACT verbal examination may earn a student exemption from, but not credit for, ENG105.

#### **Writing Across the Curriculum**

In addition to ENG105 and ENG106, students must complete five courses designated as Writing across the Curriculum (W) courses.

#### **Mathematics**

The course requirements for mathematics emphasize the manipulation, interpretation, and application of quantitative data. Students fulfill this requirement by completing, an approved course in statistics, calculus 1, and a CSC or CIS course. Exemption from the mathematics requirement or placement in prerequisite courses is based on any of the following tests: AP, IB, or a placement examination administered by the Department of Mathematics.

### **AREAS OF KNOWLEDGE**

The Areas of Knowledge requirement is designed to help students understand and appreciate intellectual achievements in major areas of human inquiry and creative endeavor. The courses offered in the areas of knowledge provide a broad array of intellectual and cultural exploration. In satisfying these requirements students examine creative expression in the arts, literature, and philosophy; study human development and behavior; and explore the mathematical, scientific, and technological world. Students fulfill the Areas of Knowledge requirement by completing three *cognates*, one from each of the three areas of the university curriculum: Arts & Humanities; People & Society; and Science, Technology, Engineering & Mathematics.

**Arts & Humanities**

Arts & Humanities cognates engage students in the study of the most enduring and influential works of art, imagination, and culture. Through study, creation, and performance, courses in this area enable students to understand the works of artists, musicians, novelists, philosophers, playwrights, poets, historians, and theologians. These courses cultivate the ability to interpret, critically evaluate, and experience the creative products of human culture and expression.

**People & Society**

People & Society cognates help students understand and analyze the organization of society and the patterns of social change, in the past and in the contemporary world.

**Mathematics**

Science, Technology, Engineering & Mathematics cognates develop students' abilities to think critically about mathematical, scientific, and technological issues, through an understanding of processes and methods of scientific inquiry involving experimentation, observation, and quantitative analysis.  
conclusions.

**BS HEALTH SCIENCE PLAN OF STUDY - GENERAL TRACK**

<b>Freshman Year-Fall Semester</b>	<b>Cred.</b>	<b>Freshman Year-Spring Semester</b>	<b>Cred.</b>
ENG 105 (English Composition	3	ENG 106 or 107 (English Comp II) Intro to Statistics	3
BIL 150/151 (Biology with Lab)	5	BIL 160/161 (Biology II with Lab) Composition II)	5
Arts & Humanities Cognate	3	Arts & Humanities Cognate	3
Math 101 or elective	3	Math 141 A or B or Math 1611611103/105	4
UMX 100	1		
<b>Total</b>	<b>15 cr</b>		<b>15 cr</b>
<b>Sophomore year- Fall Semester</b>	<b>Cred.</b>	<b>Sophomore Year- Spring Semester</b>	<b>Cred.</b>
CHM 103/105 or CHM 111/113 (Chem for Life Sci w/lab or Gen	4	CHM 104/106 or CHM 112/114 (Chem for Life Sci II w/lab or Gen Chem II w/lab	3
BIL 250 (Genetics)	3	BIL 255 (Cell & Molecular Biology)	3
People and Society Cognate	3	HCS 212/213 (Human Anatomy w/lab)	4
HCS 202 (Intro. Statistics)	3	Arts & Humaities Cognate	3
		HCS 306 (Principles of Nutrition)	3
<b>Total</b>	<b>13cr</b>		<b>17 cr</b>
<b>Junior Year- Fall Semester</b>	<b>Cred.</b>	<b>Junior Year-Spring Semester</b>	<b>Cred.</b>
HCS 215 (Systemic Physiology)	3	People and Society Cognate	3
CIS/CSC (Computer Information Systems	3	Elective	3
PHY 101/106 (College Physics I	5	PHY 102/108 (College Physics II w/lab)	3
Minor	3	Minor	3
People and Society Cognate	3	Elective	3
<b>Total</b>	<b>17 cr</b>		<b>17 cr</b>

Senior Year- Fall Semester	Cred.		Senior Year Spring Semester	Cred.
Minor	3		Minor	3
BIL 200+/HCS/BPH Elective	3		Elective	3
Elective	3		Elective	3
Minor	3		Elective	3
Elective	3		Elective	3
<b>Total</b>	<b>15 cr</b>			<b>15</b>

**\* Students must also complete a minor in a discipline accepted by the School of Nursing and Health Studies.**

General Education Requirement	Core Health Science Requirements
ENG 105 & 106 English Composition	BIL 150/151, 160/161 General Biology I & II with Labs
MTH 141 A or B, or 161 calculus I	BIL 250, 255 Genetics, Cell & Molecular Biology
HCS 202 Introductory Statistics in Health Care*	HCS 212, 213, 215, 306 Human Anatomy, Anatomy Lab, Systemic Physiology, Nutrition
CIS/CSC Computer Course	CHM 103/105, 104/106 Chemistry for Life Sciences I & II w/labs <b>OR</b> CHM 111/113, 112/114 Principles of Chemistry I & II w/labs <b>AND</b> CHM 201/205, 202/206 Organic Chemistry I & II w/labs**
9 Credits of Arts/Humanities Cognate	
9 Credits of People & Society Cognate	

\*MAS 201 for Health Management and Policy Track

\*\*Constitutes a Chemistry Minor

## **INDIVIDUAL TRACK REQUIREMENTS**

### **1. Health Sciences General Track**

- 3 credits of electives in biology or health science above the 100 level
- Physics - two semesters with lab
- A minor in a discipline accepted by the School of Nursing and Health Studies

### **2. Pre-Physical Therapy Track**

- 3 credits of electives in biology or health science above 100 level
- HCS 216 is also recommended.
- Physics - two semesters with lab
- Psychology 230 or 240 (Abnormal, Developmental)
- A minor in a discipline accepted by the School of Nursing and Health Studies

### **3. Pre-Pharmacy Track**

- 3 credits of electives in biology or health science above the 100 level
- Chemistry minor - 111/113, 112/114, 201/205, 202/206
- Physics - two semesters with lab
- Economics 211, 212
- Microbiology 301 or 303/304
- Biochemistry and Molecular Biology 401
- Communication 211
- HCS 216

(Transfer students who do not complete the chemistry minor at the University of Miami must choose another minor accepted by the School of Nursing and Health Studies.)

### **4. Health Science/Health Management and Policy Track**

- 12 credits of electives in biology or health science above the 100 level
- Physics - two semesters with lab
- Health Sector Management and Policy Minor

# **APPENDIX B**

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

The School of Nursing and Health Studies will award a Bachelor of Science in Public Health, once a student has completed the requirements listed below.

The Public Health Program offers curricula that are designed to prepare students for public health practice or graduate education in health related fields. Programs of study can be tailored for students wishing to combine Public Health education with a variety of other health related fields (e.g., pre-med, pre-physical therapy).

No minor is required within the Public Health program. However, students have room within their plan of study to pursue a minor if desired.

## **GENERAL EDUCATION REQUIREMENTS:**

### **PHILOSOPHY**

The University of Miami's General Education Requirements ensure that graduates have acquired essential intellectual skills and have engaged a range of academic disciplines. The General Education Requirements provide students with the opportunity to study methodologies and achievements in all areas of human inquiry and creative endeavor, and to cultivate abilities essential for the acquisition of knowledge. The General Education Requirements allow students to create an integrative map for their academic careers, providing a context for more focused studies.

### **AREAS OF PROFICIENCY**

The Areas of Proficiency requirements ensure that students either already possess, or develop at the University, the ability to express themselves effectively, to use mathematics with facility, and to reason cogently.

#### **English Composition**

Students fulfill this requirement by satisfactorily completing ENG105 and ENG106, or the equivalent. Appropriate Advanced Placement (AP) or International Baccalaureate (IB) scores in English composition may be used to satisfy this requirement. An appropriate score on the SAT or ACT verbal examination may earn a student exemption from, but not credit for, ENG105.

#### **Writing Across The Curriculum**

In addition to ENG105 and ENG106, students must complete five courses designated as Writing across the Curriculum (W) courses.

#### **Language:**

A language other than English at the Intermediate level (200 level or higher).

#### **Mathematics/Statistics/Computer Science:**

Students fulfill this requirement by completing an approved course in statistics, calculus I and a CSC or CIS course. Exemption from the mathematics requirement or placement in prerequisite courses is based on any of the following tests: AP, IB, or a placement examination administered by the Department of Mathematics.

#### **Social Science:**

Introduction to Psychology (PSY 110) or equivalent.

A Social Science course.

## **AREAS OF KNOWLEDGE**

The Areas of Knowledge requirement is designed to help students understand and appreciate intellectual achievements in major areas of human inquiry and creative endeavor. The courses offered in the areas of knowledge provide a broad array of intellectual and cultural exploration. In satisfying these requirements students examine creative expression in the arts, literature, and philosophy; study human development and behavior; and explore the mathematical, scientific, and technological world.

Students fulfill the Areas of Knowledge requirement by completing three *cognates*, one from each of the three areas of the university curriculum: Arts & Humanities; People & Society; and Science, Technology, Engineering & Mathematics.

### **Arts & Humanities**

Arts & Humanities cognates engage students in the study of the most enduring and influential works of art, imagination, and culture. Through study, creation, and performance, courses in this area enable students to understand the works of artists, musicians, novelists, philosophers, playwrights, poets, historians, and theologians. These courses cultivate the ability to interpret, critically evaluate, and experience the creative products of human culture and expression.

### **People & Society**

People & Society cognates help students understand and analyze the organization of society and the patterns of social change, in the past and in the contemporary world.

### **Science, Technology, Engineering & Mathematics**

Science, Technology, Engineering & Mathematics cognates develop students' abilities to think critically about mathematical, scientific, and technological issues, through an understanding of processes and methods of scientific inquiry involving experimentation, observation, and quantitative analysis. The cognates nurture literacies that enable students to make informed decisions in an increasingly complex world.

## BSPH Plan of Study

<b>Freshman Year-Fall Semester</b>	<b>Cred.</b>	<b>Freshman Year-Spring Semester</b>	<b>Cred.</b>
ENG 105 (English Composition I)	3	BPH 202 Intro to Statistics	3
BIO 150/151 (Biology with Lab)	5	ENG 106 (English Composition II)	3
Arts & Humanities Cognate	3	BPH 206 Intro to Public Health	3
Math 101	3	CHM 103/105	4
UMX 100	1	Foreign Language (100 level)	3
<b>Total</b>	<b>15</b>		<b>16</b>
<b>Sophomore year- Fall Semester</b>	<b>Cred.</b>	<b>Sophomore Year- Spring Semester</b>	<b>Cred.</b>
BPH 352: Biological Principles of Public Health	3	BPH 208 Intro to Epidemiology	3
Foreign Language (200 level)	3	BPH 309 Health and Environment	3
Arts and Humanities Cognate	3	Arts and Humanities Cognate	3
PSY 110 (General Psychology)	3	STEM Cognate	3
STEM Cognate	3	Elective - Social Science	4
<b>Total</b>	<b>15</b>		<b>15</b>
<b>Junior Year- Fall Semester</b>	<b>Cred.</b>	<b>Junior Year-Spring Semester</b>	<b>Cred.</b>
BPH 321 Health Promotion/Disease Prevention	3	BPH 310 Global Health	3
STEM Cognate	3	BPH 322 Intro Health Policy	3
Elective	3	Elective	3
Elective	3	Elective	3
Elective	3	Elective	3
<b>Total</b>	<b>15</b>		<b>15</b>

<b>Senior Year- Fall Semester</b>	<b>Cred.</b>		<b>Senior Year Spring Semester</b>	<b>Cred.</b>
BPH 465: Public Health Statistics and Data Management	3		BPH 490 Field Practicum in Community Health	3
Public Health Elective	3		Public Health Elective	3
Elective	3		Elective	3
Elective	3		Elective	3
Elective	3		Elective	3
<b>Total</b>	<b>15</b>			<b>15</b>
			<b>Total credits</b>	<b>120</b>
			<b>Total PH credits</b>	<b>33</b>

**Required Public Health Courses** (need 9 x 3 = 27 credits)

BPH 206: Introduction to Public Health  
 BPH 208: Introductory Epidemiology  
 BPH 310: Global Health  
 BPH 309: Health and Environment  
 BPH 321: Health Promotion and Disease Prevention  
 BPH 352: Biological Principles of Public Health  
 BPH 465: Public Health Statistics and Data Management  
 BPH 322: Introduction to Health Policy  
 BPH 490: Field Practicum in Community Health

**Approved Public Health Electives** (need: 2x3=6 credits total)

BPH 301: Human Sexuality  
 BPH 303: HIV/AIDS and Health maintenance for Health Care Providers  
 BPH 305: Issues in Health Disparities  
 BPH 306: Principles of Nutrition  
 BPH 317: Human Growth and Development  
 BPH 319: Contemporary Issues in Bioethics for Health Care  
 BPH 355: Global Nutrition  
 BPH 419: Contemporary Health Issues of South Florida  
 BPH 487: Practicum in Global Health (Chile, Spain, etc.)  
 Introduction to Health Sector Management (School of Business)  
 Health Care Law and Ethics (School of Business, permission from instructor) Health  
 Care Marketing (School of Business, permission from instructor)  
 Introduction to Health Informatics (School of Business, junior standing is required)  
 International Migration and the Health Care System (INS 599) (Permission from Instructor)  
 Physical activity & health (School of Education)

**Additional Program Requirements:**

BIL 150/151  
 CHM 103/105 or 111/113  
 Social Science class  
 PSY 110 or equivalent

# **APPENDIX C**

## **Minor in Public Health Requirements**

## **Minor in Public Health**

(Must have Sophomore Status)

The School of Nursing & Health Studies (SONHS) offers a minor in Public Health (12 credits). The Public Health minor consists of two required courses, Introduction to Public Health and Introduction to Epidemiology and two elective courses chosen from a list of approved public health electives (see below):

<b>Required Courses</b>	<b>Total Credits</b>
BPH 206 Introduction to Public Health	3
BPH 208 Introduction to Epidemiology	3
<b>Elective Courses (must complete two from the list below):</b>	<b>Total Credits</b>
BPH 301 Human Sexuality and Vulnerable Populations	3
BPH 303 HIV/AIDS and Health Maintenance for Health Care Providers	3
BPH 305 Issues in Health Disparities	3
BPH 309 Health and Environment	3
BPH 310 Global Health	3
BPH 317 Human Growth and Development	3
BPH 319 Contemporary Issues in Bioethics for Health Care	3
BPH 321 Health Promotion and Disease Prevention	3
BPH 322 Health Policy	3
BPH 352 Biological Principles of Public Health	3
BPH 355 Global Nutrition	3
BPH 419 Contemporary Health Issues in South Florida	3
BPH 465 Public Health Statistics and Data Management	3
BPH 487 Global Health Practicum	3
<b>Total Credits for Minor</b>	<b>12</b>

# **APPENDIX D**

## **BSPH to MPH 4 + 1 Program**

## **Bachelor of Science in Public Health (BSPH) to Master of Public Health (MPH)/M.S. in Public Health (MSPH) 4 +1 Program**

The School of Nursing and Health Studies (SONHS) and the Graduate Programs in Public Health at the University of Miami Miller School of Medicine have developed a Bachelor of Science in Public Health (BSPH) to a Master's in Public Health (MPH) or M.S. in Public Health (MSPH) 4 + 1 program.

### **Program Highlights:**

- Undergraduate students enrolled in the BSPH program in the SONHS who qualify academically may apply to the MPH or MSPH program in the spring of their junior year.
- Accepted students are then able to take 12 credits of Master's level Public Health courses in their senior year. These Master's level credits would count toward their MPH or MSPH degree.
- By completing 3-6 credits of Master's level MPH or MSPH coursework in the summer following completion of their BSPH degree, students could complete their MPH or MSPH degree in only one additional academic year.
- The Graduate Programs in Public Health will waive the cost for the 12 credits of graduate courses taken during the senior year. Students accepted to the 4 +1 program will continue to pay undergraduate tuition for the senior year.
- Upon graduation with the BSPH, accepted students will then matriculate into the MPH or MSPH program and complete the remaining 33 credits of MPH or MSPH coursework at UM graduate school tuition rates.

### **Admissions Criteria:**

- BSPH students must have an overall undergraduate GPA of at least a 3.0 at the time of application to be considered. Accepted students who do not maintain a GPA of 3.0 for the remainder of their undergraduate coursework are subject to re-evaluation.
- GRE scores are not required for University of Miami undergraduates who apply to the 5 year BSPH + MPH program.
- Admissions decisions to the graduate program will be made solely by the admissions committee for the Graduate Programs in Public Health at the Miller School of Medicine.
- BSPH students taking master's level public health courses in their senior year must obtain a grade of B or better in these courses in order for them to count towards the graduate degree.

# **APPENDIX E**

## **Release for International Study Forms**



**Release, Indemnification of All Claims and Covenant Not to Sue  
For International Study**

I hereby acknowledge and agree that participation in the program to the country(ies) of \_\_\_\_\_ is not required by the University of Miami (“UM”) and I further understand that UM does not control or run every aspect of the program. I acknowledge that I am ultimately responsible for my own safety and that UM has a very limited obligation to provide supervision and oversight for my safety on the program. My decision to participate in the program is completely voluntary. I have full knowledge of the nature and extent of the risks associated with travel to the foreign country including:

All manner of injury resulting from or associated with transportation to and from the foreign country. All manner of injury resulting from or associated with traveling and residing in a foreign country, including but not limited to detention, annoyance, quarantine, strikes, failure of conveyances to move as scheduled, civil disturbances, criminal acts such as thefts, kidnapping, assault and robbery, injury to my person or property, Acts of God, fire, unfamiliar cultures, languages and traditions, political instability, outbreak of war and violence, terrorism, diseases and health hazards. All manner of injury resulting from or associated with staying in a location and participating in an program that is not owned nor operated by UM, including injuries that may occur due to the use of different standards of care regarding bloodborne and airborne pathogens, as well as different standards of care applied to other areas of medical practice. All manner of injury resulting from the use of any vehicle, the occurrence of strikes, war, governmental restrictions or regulations, or the acts of omissions of any water carrier, airline, railroad, bus company, taxi service, hotel, restaurant, school, university, or any other firm, agency, company, or personal injury, property damage, death or accident of any kind, arising out of or in any way related to my participation in the program, whether I am being supervised or not, and however the injury or damage is caused, including but not limited to the negligence of UM.

I acknowledge that the above is not inclusive of all possible risks associated with my participation in the program and that the above in no way limits the extent or reach of this release and covenant not to sue. I further acknowledge that I am voluntarily assuming these risks.

I acknowledge that the UM assumes no responsibility and liability for the conduct, activities and travel plans of students prior to the commencement of the program and after the conclusion of the program.

In consideration of UM permitting me to participate in the program, I hereby waive and release UM, its agents and employees from and against all claims or causes of action which I may have, now or in the future, relating to any injury, loss damage, accident, delay or expense. I hereby agree to exonerate, indemnify and hold UM, its agents and employees harmless from and

against any and all obligations or liabilities for which I may become liable as the result of damage or injury to the person or property of others while participating in the program. I expressly acknowledge and agree that UM, its agents and employees shall not be responsible for any injury or loss whatsoever suffered by me during a period of independent travel while in the foreign country or during any absence from activities supervised by UM.

I further waive and release on behalf of myself, my heirs, representative, executors, administrator and assigns, UM, its officers, agents, and employees from any cause of action, claim, demand, loss, delay, expense or cost of any nature whatsoever, which I my heirs, representatives, executors, administrators and assigns may have now or in the future against UM on account of participation in the program.

I understand that I will be solely responsible for any loss or damage including death, I sustain while participating in the program and by this agreement I am relieving UM of any and all liability for such loss, damage or death.

During my participation in the program, I hereby grant UM, its employees and agents full authority to take whatever actions they may consider to be warranted under the circumstances regarding the protection of my health and safety and I hereby release each of them from any liability for any such decisions or actions as may be taken by them in connection therewith. The authority granted in the preceding sentence shall include the right to place me at my own expense, and without further consent, in a hospital, within or outside the United States, for medical services and treatment or if no hospital is readily accessible, to place me in the hands of a local medical doctor for treatment. If it is deemed necessary or desirable by UM, its employees or agents, I authorize them to transport me back to the United State by commercial airline or otherwise at my own expense for medical treatment.

I hereby certify that I am I good health and that I have no physical or psychological limitations that would preclude my safe participation in the program. I further certify that I have or will secure health insurance to provide adequate coverage for any injuries and/or illnesses that I may sustain or experience while participating in the program, including coverage for medical evacuation and repatriation of remains. By my signature below, I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and I hereby release UM and its employees and agents, from any and all responsibility and/or liability for health care costs and other expenses for injuries or illnesses, including death, that I may incur.

I agree that should any portion or aspect of this release be found to be unenforceable, that all remaining portions will remain in full force and effect. I agree that, should there be any dispute concerning my participation in the programs that would require adjudication by a court of law, such adjudication will occur in the courts of, and be determined by, the laws of the State of Florida.

I have completed the requirements set out in **the Guidelines for International Study to Promote the Health and Safety of Students** and have completed and submitted the **Emergency Contact Form** to UM. Furthermore, if I am under eighteen (18) years of age, I have submitted the completed **Consent and Release of Next of Kin for Students Enrolled in International Study**.

I understand and agree to the following: Inherent to international travel and extended stays in other countries is the constant possibility of changing circumstances. Circumstances may change as a result of changing conditions in the United States, the host country and/or the host institution. As a result, UM reserves the right to change the program's requirements, itinerary, accommodations, activities, and educational and non-educational programs offered. UM further reserves the right to make any changes to the program to ensure the safety of the program's participants and staff. In the event of any changes, no reimbursements will be offered.

I understand that the terms of this agreement are legally binding and that I am signing this agreement, after having carefully read it of my own free will and after having the right to consult with an advisor, counselor or attorney of my choice.

IN WITNESS WHEREOF, this instrument is duly executed in \_\_\_\_\_, \_\_\_\_\_  
(City) (State)

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Student – Name Printed

\_\_\_\_\_  
Witness – Name Printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature

## **Guidelines for International Study To Promote the Health and Safety of Students**

The University of Miami offers international study opportunity. In many cases, the countries where these activities take place present a variety of challenges and risks to students from the United States. It is imperative that students be prepared for these challenges and risks. These can include unfamiliar cultures, languages and traditions, political instability, outbreak of war and violence, terrorism, kidnapping, assault and robbery, diseases and health hazards that students are not normally faced with in the United States.

To prepare students for the challenges and risks presented in an international study program and to ensure that students can make informed decisions about travel, the University of Miami requires that all students engaged in a University-sponsored international program perform the following prior to departure from the United States:

1- Participate in cultural orientation and preparation for the trip.

2- Gather current information concerning any political problems or health hazards which may place them at risk. Complete the attached Completion Form and return to the University of Miami. This current information is to be gathered directly from the following sources:

U.S. State Department - Phone 202-647-5225  
Internet:  
[http://travel.state.gov/travel/cis-P-a--tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis-P-a--tw/tw/tw_1764.html)

Centers for Disease Control - Phone: 404-639-3311  
Internet: [www.cdc.gov/travel/travel.html](http://www.cdc.gov/travel/travel.html)

World Health Organization- Internet: <http://www.who.or@aome/info.html>

3- Register your trip with the U.S. State Department -  
Internet: <https://travelregistration.state.gov/ibrs/>

4- Obtain medical travel advice and immunizations appropriate for the country to which travel is planned.

5- Obtain medical and accident insurance with provisions for emergency evacuation and repatriation.

6- Designate persons both in the foreign country and in the U.S. who may be contacted in the event of an emergency.

Competency in the foreign language is strongly recommended. It is also strongly recommended that the student not take belongings he or she will regret losing.

**Guidelines for International Study  
To Promote the Health and Safety of Student  
Completion Form**

I, the undersigned student, have consulted with the following organizations regarding travel advisories to the country(ies) of \_\_\_\_\_

U.S. State Department:

Date of contact \_\_\_\_\_

Date of registration \_\_\_\_\_

Information obtained:

Centers for Disease Control:

Date of contact \_\_\_\_\_

Information obtained:

World Health Organization:

Date of contact \_\_\_\_\_

Information obtained:

It is necessary that all students going abroad on UM study abroad and exchange programs have adequate medical and accident coverage for the entire duration the student is abroad.

Review your insurance coverage carefully. Most medical providers require payment immediately for services rendered abroad; therefore, you must be prepared to make payment upon receiving medical services abroad. Please keep your receipt(s) and submit the receipt(s) to your insurance company for reimbursement. It is your responsibility to inform yourself of the coverage that your insurance policy provides and the procedures for reimbursement.

**Please attach a copy of your health insurance card.**

By signing this form I confirm that I have the necessary health coverage as stated above for the duration while I am abroad and that I have complied with the required pre-departure preparations as stated on page one of this form

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Emergency Contact Form**  
**International Education and Exchange Programs**

Student Name \_\_\_\_\_

Passport Number \_\_\_\_\_

Student ID Number \_\_\_\_\_

In the event that I am in danger, injured, incapacitated, suffer loss, damage or annoyance, as determined in the sole discretion of University of Miami personnel, I authorize the University of Miami to contact the following relatives or guardians:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Evening Telephone

\_\_\_\_\_  
Cellular Telephone

\_\_\_\_\_  
Pager Number

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Daytime Telephone

\_\_\_\_\_  
Evening Telephone

\_\_\_\_\_  
Cellular Telephone

\_\_\_\_\_  
Pager Number

\_\_\_\_\_  
E-mail address

Revised 2/01/2008

International Education and Exchange Programs  
P.O. Box 248263  
Coral Gables, Florida 33124-1610  
305-284-3434  
Fax: 305-284-4235  
e-mail: [ieep@miami.edu](mailto:ieep@miami.edu)  
[www.miami.edu/studyabroad](http://www.miami.edu/studyabroad)



**STUDENT TRAVEL INFORMATION FORM**

Name: \_\_\_\_\_

Program: \_\_\_\_\_

Student Number: \_\_\_\_\_

**DEPARTURE FLIGHT**

**RETURN FLIGHT**

**Departure:**

**Departure:**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

City: \_\_\_\_\_

City: \_\_\_\_\_

Airport: \_\_\_\_\_

Airport: \_\_\_\_\_

Airline: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

**Arrival:**

**Arrival:**

City: \_\_\_\_\_

City: \_\_\_\_\_

Airport: \_\_\_\_\_

Airport: \_\_\_\_\_

Airline: \_\_\_\_\_

Airline: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Flight Number: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Arrival Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

# **APPENDIX F**

## **Students Requiring Academic Resource Assistance**

## STUDENTS REQUIRING ACADEMIC RESOURCE ASSISTANCE

### **Preface:**

Students with diagnosed learning disabilities should go to the Accessibility Resource Center:

University Center, Room N201  
305-284-2374  
TDD (305) 284-3401

The SONHS subscribes to the following definition of Learning Disabilities:

"Learning disabilities are a general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, spelling, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviors, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability. Although learning disabilities may occur concomitantly with other handicapping conditions (for example, sensory impairment, mental retardation, serious emotional disturbance) or with extrinsic influences (such as cultural differences, insufficient or inappropriate instruction), they are not the result of those conditions or influences" (National Joint Committee on Learning Disabilities, p. 1, 1988),

This definition is aligned with the Americans with Disabilities Act (ADA, 1990) in which a disability is defined as a person with (1) physical or mental impairment that substantially limits one or more of the major life activities of such individual, (2) a record of such impairment; or (3) being regarded as having such an impairment.

### **Policy:**

It is the policy of the UMSONHS that students submit to a professional diagnostic evaluation for neuropsychological and psychoeducational functioning when there is evidence that academic performance is adversely affected. For students diagnosed with learning disabilities or cognitive deficits, the student shall provide a written report consisting of the comprehensive evaluation results, treatment recommendations and accommodation requests if applicable. This report is signed by a licensed credentialed neurological and/or psychoeducational provider and submitted to the Associate Dean for Undergraduate Programs. Reports are placed in the student's folder.

## **APPENDIX G**

SONHS Drug Testing Policy and Impaired Student Screening Policy

## SCHOOL OF NURSING AND HEALTH STUDIES

### DRUG TESTING POLICY:

#### **Purpose:**

The purpose of this drug testing policy is to ensure that individuals who provide patient care are not under the influence of any substances that can impair their ability or judgment. To that end the School of Nursing and Health Studies (SONHS) at the University of Miami enforces a zero tolerance policy with regards to student impairment from drugs or alcohol at clinical sites or while in class.

#### **Drug Testing Procedure:**

- All students in pre-licensure, RN-BSN, MSN and DNP programs will undergo drug testing as a part of their admission and continuing enrollment in the nursing program. A minimum of two 10 panel drug screens are required through American Data Bank: one at the time of admission, prior to starting classes, and at least one more during the students' tenure at the university.
- When a student receives an e-mail from the School of Nursing and Health Studies directing them to be drug tested, the student must submit their specimen at a designated American Data Bank collection site within 24 hours of notification. Students failing to submit a sample within this time frame may be withdrawn from clinical courses and subject to further disciplinary action including dismissal.
- Students will be responsible for the cost of the drug screenings which are part of the background check that must be completed prior to admission as well as for the cost of any future drug tests that are requested

#### **Drug Testing Outcomes:**

- All positive drug tests will be reported by American Data Bank to the School of Nursing and Health Studies.
- Tests that are reported as inconclusive, adulterated or diluted may be considered as a positive test by the School of Nursing and Health Studies.
- A positive drug screen report at the time of admission may result in the student's admission offer being withdrawn and notification of the positive result to the Board of

Nursing, according to the reporting requirements for registered professional nurses (464.018, Disciplinary actions, Florida Nurse Practice Act).

- Students enrolled in the program that have a positive drug test will be removed from all clinical courses and may be subject to further disciplinary actions including dismissal.

### **Reasonable Suspicion Testing:**

- Students enrolled in the School of Nursing and Health Studies must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if she/he is suspected to be impaired from drugs or alcohol, at the discretion of a faculty member, clinical preceptor, clinical instructor, or school administrators. Reasonable suspicion is defined to mean that the student's instructor, preceptor or supervisor believes that the behavior, speech, body odor or appearance of a student is indicative of the use of drugs or alcohol. Behaviors could include conduct that prevents the student from performing the essential functions of the clinical activity or poses a direct threat to the safety of others.
- Faculty members, preceptors and instructors are encouraged to consult with other faculty members, when possible, to validate the basis for reasonable suspicion testing. If drug or alcohol abuse is suspected, the faculty member/preceptor/instructor should take the following steps:
  - Confront the student in a private setting in the presence of a witness, if possible;
  - Discuss the suspicious behavior with the student and allow the student to explain;
  - Decide whether reasonable suspicion exists for drug testing. If so, the faculty member will inform the appropriate program director/associate dean who will make the appropriate arrangements for drug testing. These arrangements will also include transportation of impaired students to the drug testing site by taxi. If reasonable suspicion does not exist, the student will be allowed to return to clinical activity.
- If the faculty member, preceptor or instructor determines that reasonable suspicion exists, the student must submit to a drug test at the earliest possible time in accordance with the arrangement made by the program director/associate dean. If a student refuses to comply with the request from a faculty member, preceptor, instructor, or school administrator to undergo drug or alcohol screening, the student may be dismissed from the University of Miami School of Nursing and Health Studies.

### **Reporting Requirements:**

- Faculty, instructors, and preceptors are required to follow the procedure outlined above with regard to any student they suspect of being impaired by drugs or alcohol and must

inform the program director/associate dean of any incidents regarding students they suspect of drug or alcohol impairment during clinical activity.

- Certain prescription and/or over-the-counter medications may impair a student's performance and judgment and influence their drug screen (See Table 1). Students are responsible for being aware of the effects these medications may have on their performance. Students may be permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans. However, if a prescription and/or over-the-counter medication a student is taking affects their clinical judgment or performance, the student will be removed from the clinical site and such a removal may result in the student being dismissed from the program.
- The School of Nursing and Health Studies reserves the right to amend the drugs listed in Table 1 at any time; therefore students should refer to the most current version of this drug policy found on the School of Nursing and Health Studies website.
- A student who suspects or has knowledge of possible substance abuse or policy violation by another student while in the clinical setting has the responsibility to report this information to the program director/associate dean. The identity of the individual making the report will be kept confidential to the extent possible, consistent with the need to investigate the report and subject to legal requirements.

**Dismissal and Appeal:**

- Dismissal and appeal policies for the School of Nursing and Health Studies are contained in the Student Handbook. Please refer to that document for specific details.

TABLE 1: List of prescription and over-the-counter medications that may affect a student's performance on clinicals:

Drug Class	Example(s)  (This list is not meant to be all-inclusive)
Anticholinergics	Scopolamine
Certain Antihistamines	Diphenhydramine
Benzodiazepines	Alprazolam, Diazepam, Lorazepam
Barbiturates	Pentobarbital, Phenobarbital
Opiates	Codeine, Hydrocodone, Oxycodone, Morphine
Stimulants	Amphetamines, Methylphenidate
Skeletal Muscle Relaxants	Cyclobenzaprine, Carisoprodol

## **IMPAIRED STUDENT SCREENING POLICY**

Students may be required to complete a drug screen at individual practicum sites. All students at the SONHS are bound to the University of Miami's drug policy.

### **UNIVERSITY OF MIAMI RESPONSE TO THE DRUG-FREE SCHOOL AND COMMUNITIES ACT OF 1989 (PUBLIC LAW 101-226)**

**The following information is presented in response to compliance of regulations of the Drug-Free Schools and Communities Act amendment of 1989 (Public Law 101-226), Section 22: “Drug-Free Schools and Campuses.” Regulation: Sec. 1213 “Drug and Alcohol Abuse Prevention”**

**Section 1213 Subpart B.a.1.** requires annual distribution to each student and employee of: “standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities.”

All students, faculty, administrators, and support staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse is in conflict with the University ‘s purpose. To mitigate abuse, the University has established policies and regulations which adhere to applicable federal laws and Florida statues regarding such abuse. The regulations and policies governing the use of alcoholic beverages apply to all students, guests, and visitors on University property or as part of any University activity. The responsibility for knowing and abiding by the provisions of the University’s beverage and drug policies rests with each individual.

**Section 1213 Subpart B.a.2.** Requires: “a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol.”

The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statues, which are found in Titles 21 and 27 of the United States Code.

The University of Miami adheres to Florida Statues, Chapter 562, which detail the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statues include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. *Penalties* include: (a) a mandatory suspension of license for 90 days for the first conviction; (b) fines of up to \$500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.

The Florida Statutes, to which the University of Miami adheres with regard to drug abuse, are found in Florida Statutes, chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties. A violation of State Law, which results in a conviction, will result in additional disciplinary action by the University.

According to Section 893.13 (1) Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution.” Individuals who violate this law commit a felony of the first degree, and shall be sentenced to a minimum term of “imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.994.275 prior to serving such minimum sentence.”

**Section 1213 Subpart B. a.3.** requires “a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.”

The following health risks are related to alcohol and drug abuse:

### **Alcohol**

Alcohol is a “psychoactive” or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol is called a “downer” because it depresses the central nervous system. Drinking too much causes slowed reactions, slurred speech, and sometimes unconsciousness. Alcohol works first on the part of the brain that controls inhibitions. A person does not have to be an alcoholic to have problems with alcohol. Every year, many individuals lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Some of the serious diseases associated with chronic alcohol use include alcoholism and cancer of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as: damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; alcoholic hepatitis and cirrhosis of the liver; stomach and duodenal ulcers, colitis, and irritable colon; impotence and infertility; birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities; premature aging; and a host of other disorders such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

### **Marijuana**

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960’s. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions, such as high blood pressure and hardening of the arteries.

Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome – for example, low body weight and small head size.

### **Cocaine**

Cocaine is one of the most powerfully addictive of the drugs of abuse, and it is a drug that can lead to death. No individual can predict whether or not he or she will become addicted or whether the next dose of cocaine will prove to be fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine, or injecting any drug, carries the added risk of contracting HIV, the virus that causes AIDS if the user shares a hypodermic needle with a person already infected with HIV. Cocaine is a very strong stimulant to the central nervous system, including the brain.

This drug produces an accelerated heart rate while at the same time constricting the blood vessels which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rises. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose occur with the use of cocaine, and with prolonged use the mucous membrane of the nose may disintegrate. Heavy use of cocaine can sufficiently damage the nasal septum to cause it to collapse. Users often report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. “Freebase” is a form of cocaine that is smoked. Freebase is produced by a chemical process whereby “street cocaine” (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the “cutting” agents. The end product is not water soluble, so the only way to get it into the system is to smoke it. The cocaine reaches the brain within seconds, resulting in a sudden and intense high.

However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, which results in addiction and physical debilitation.

“Crack” is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term, “crack” refers to the crackling sound made when the mixture is smoked (heated).

### **Heroin**

Heroin is an illegal opiate drug. The addictive properties of Heroin are manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug leads to significant and painful physical withdrawal symptoms. Use of heroin causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect. Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of “reward” and physical dependence. Together, these actions account for the user’s loss of control and the drug’s habit-forming action.

Heroin is a drug that is primarily taken by injection (a shot) with a needle in the vein. This form of use is called intravenous injection (commonly known as IV injection). This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), the use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of veins, and cardiac disease (subacute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose, coma, and possible death. Heroin is responsible for many deaths. Needle sharing by IV drug users is one of the causes of new AIDS cases.

The signs and symptoms of heroin use include euphoria, drowsiness, respiratory depression (which can progress until breathing stops), constricted pupils, and nausea. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of a heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

### **PCP**

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation, it is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP-induced effects may lead to serious injuries or death to the user while under the influence of the PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

### **“Designer Drugs”**

By modifying the chemical structure of certain drugs, underground chemists are now able to create what are called “designer drugs” – a label that incorrectly glamorizes them. They are, in fact, analogues of illegal substances. Frequently, these drugs can be much more potent than the original substances; therefore, they can produce much more toxic effects. “Ecstasy” for example, is a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know however, that it also kills certain kinds of brain cells.

**Section 1213 Subpart a.4** requires “a description of any drug or alcohol counseling, treatment,

or rehabilitation, or re-entry programs that are available to employees or students.”

A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the Center for Alcohol and Other Drug Education located in Building 21-E. Additional programs may be listed in the local and other area telephone *directories*.

**Section 1213 Subpart B.a.5** requires “ a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by Section 1213 Subpart B.a.1.”

The University will impose sanctions for violation of the standards of conduct consistent with local, state, and federal laws, student and employee handbooks, and University policies. Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

Students enrolled in the School must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if he/she is suspected to be impaired from drugs or alcohol, at the discretion of a faculty, practicum preceptor, practicum instructor, or school administrators. **If a student refuses to comply with the request from a faculty, practicum preceptor, practicum instructor, or school administrator to undergo drug or alcohol screening, the student may be dismissed from the University of Miami School of Nursing and Health Studies.**

# **APPENDIX H**

## Hurricane Emergency Preparedness Information

UM Home > **Emergency Preparedness**

Safety is a top priority at the University of Miami—and this Web site is your one-stop source for all up-to-date, official information concerning emergency preparations and operations at the University.



In South Florida, the annual hurricane season is a time to be prepared both on campus and at our homes. Should a storm threaten south Florida or some other emergency affect the University, members of the UM community should continually monitor this Web site for updated information. In addition, employees and students will receive the Storm Alert e-mail newsletter. These communications will keep you informed of developments on all campuses, such as class cancellations, event schedules, and closures. Local television and radio broadcasts will also provide updates on University operations.

The Hurricane Hotlines are another key source of information. They are updated frequently during emergencies like hurricanes and provide the latest information about University operations. Phone numbers for the hotlines and the UM Police Department/security are listed below.

In the event of an emergency, the University of Miami [Disaster Preparation and Recovery Plan](#) will be activated to ensure the safety of all campuses. At the direction of the Crisis Decision Team, the Emergency Operations Center is activated to receive and disseminate information to the University family, and will be staffed with operators to assist callers. Students, faculty, or staff who are forced to evacuate or temporarily relocate can notify the University of their new location and contact information by going to [recover.miami.edu](http://recover.miami.edu).

## EMERGENCY NOTIFICATION NETWORK

The UM Emergency Notification Network is a comprehensive communications solution that allows the University to quickly disseminate an urgent message through multiple communication mediums including: voice messages to cell, home and office phones, text messages to cell phones, email messages, emergency notification sirens, public address and loudspeaker messages in some dormitories and other buildings.

- [Emergency Notification Network](#)
- [Step-by-step guide to registering on myUM](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [Outdoor Emergency Notification Sirens \(Coral Gables campus ONLY\)](#)
- [Feedback/ Technical Question Form](#)

The University Disaster Plan provides guidelines for handling any type of emergency that may arise—and much of the information in this flyer (particularly regarding police and communications) is applicable for those situations. Please remember—UM Police are available for any emergencies around the clock by calling **305-284-6666** on the Coral Gables campus. On the Miller School campus, call Security at **305-243-6000**, and on the Rosenstiel campus, call **305-421-4766** (office) or **305-710-7991** (cell). There are also 105 emergency blue light phones which connect directly to police and security and are strategically located throughout the Coral Gables and Miller School campuses.

Campus	Hurricane Hotline	UM Police Department / Security	
		Non-Emergency	Emergency
Coral Gables	305-284-5151	305-284-6666	911
Medical	305-243-6079	305-243-7233	305-243-6000
Rosenstiel (RSMAS)	305-421-4888	305-421-4766	305-710-7991
South	305-243-6079	305-243-7233	305-243-6000

**TOLL FREE HURRICANE HOTLINE IS 1-800-227-0354**

# **APPENDIX I**

## **University Student Support Services**

<b>UNIVERSITY SUPPORT SERVICES</b>
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Academic Resource Center .....	305-284-2800
Accessibility Resources .....	305-284-2374
Continuing Studies.....	305-284-4000
Counseling Center.....	305-284-5511
Financial Assistance Services.....	305-284-5212
International Student and Scholar Services .....	305-284-2928
Math Laboratory .....	webmaster@math.miami.edu
<i>Miami Hurricane</i> .....	305-284-4401
Multicultural Student Affairs.....	305-284-2855
Public Safety .....	305-284-6666
Residence Halls Office .....	305-284-4505
Rumor Control .....	305-284-5151
Student Accounts (Margaret John) .....	305-284-6430
Student Activities.....	305-284-6399
Student Health Services .....	305-284-5927
Student Life and University Center .....	305-284-2805
Testing Center.....	305-284-2450
Toppel Center for Career Planning and Placement.....	305-284-5451
Undergraduate Student Government.....	305-284-3082
Wellness and Recreation.....	305-284-8500
Hurricane Emergency Hot-Line	
Coral Gables Campus.....	305-284-5151
Medical Campus Rumor Control Hotline .....	305-243-6079
Rosenstiel Campus Emergency .....	305-361-4888
Outside of Area .....	800-227-0354
Hurricane (Weather) Announcements:.....	WVUM - FM - 90.5
.....	WIAZ - AM - 610
.....	WTAL - FM - 94.6
Storm Updates.....	www.miami.edu/prepare
University of Miami Radio Station:.....	WVUM - FM - 90.5
University Website: .....	www.miami.edu
Writing Center .....	305-284-3090
University Chaplains:	
St. Augustine Catholic Church/Student Center.....	305-661-1648
Baptist Campus Ministry.....	305-667-1066
Christian Science Organization.....	305-669-0263
Episcopal/Anglican Church .....	305-284-2333
Hillel Jewish Student Center.....	305-665-6948
Wesley Foundation (United Methodist).....	305-284-1920

Revised: August 2012  
 UG Student Handbook

# **APPENDIX J**

## **Student Handbook Acknowledgment Form**

**UNIVERSITY OF MIAMI  
SCHOOL OF NURSING AND HEALTH STUDIES  
STUDENT HANDBOOK ACKNOWLEDGMENT FORM**

I have been informed about the *2012 - 2013 student handbook* and am aware that I can access it via the official School of Nursing and Health Studies website. Go to [www.miami.edu/sonhs](http://www.miami.edu/sonhs), click on *Current Students*, then on *Student Handbooks*.

Further, I am aware that it is my responsibility to read the *student handbook* and be aware of all the School of Nursing and Health Studies policies and procedures included therein.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
                  Print

Signature: \_\_\_\_\_