UNDERGRADUATE PROGRAMS:

BACHELOR OF SCIENCE IN HEALTH SCIENCE

BACHELOR OF SCIENCE IN PUBLIC HEALTH

BSPH to MPH 4 + 1

MINORS IN PUBLIC HEALTH & HEALTH COMMUNICATION

STUDENT HANDBOOK

2018–2019

Updated December, 2018

Dean's Message

Dear Student,

It is with great enthusiasm that we welcome you to the 2018-2019 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. At UM SONHS, we share the University's common purpose to transform lives through teaching, research, and service. 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—prepare for your life to be transformed!

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, , University of Miami Student Life Handbook,* and the *University of Miami Student Rights and Responsibilities Handbook.* The most current copies of these publications are on-line at 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. Learning is life-long, so "learning to learn" is important!

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 and the nation. You have our best wishes for a productive and successful year.

Welcome to the School of Nursing and Health Studies. Go 'Canes!

Cindy L. Munro, PhD, RN, ANP-BC, FAAN, FAANP, FAAAS
Dean and Professor

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, 2018-2019, University of Miami Student Life Handbook, 2018-2019* and the *University of Miami Student Rights and Responsibilities Handbook, 2018-2019.* 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 if its initiation. The first graduate completed her doctorate in December 1987. The School celebrated its 50th 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 Schhol of Nursing and Health Studies offers courses leading to the degree of Bachelor of Science in Health Science. 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. The SONHS is also in the process of having the BSPH degree certified by the Council for Education in Public Health (CEPH)

Administration

The administration of the SONHS is headed by Dr. Cindy Munro, Dean and Professor. The Associate Dean for Health Studies is Martin M. Zdanowicz, PhD. The Assistant Dean for the Office of Student Services is Sean Kilpatrick, 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. Effectively communicate information related to public health in both speech and in writing, using appropriate information sources, presentation formats, and technologies.

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.

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

- Public health majors can apply a **maximum of six credits** from study abroad programs towards their public health major. These study abroad credits will count as part of the required 15 credits for the public health major that students can take outside of the School of Nursing and Health Studies at the University of Miami.

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.

ESTIMATED FEE PAID DIRECTLY TO VENDOR (One Time Fee)	
	Academic Year 2014-2015
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

All Apple notebooks must meet the following minimum requirements:

– 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

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
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/ 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/

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

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. **W*here 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 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 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

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

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

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/

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/:
   - McAfee Antivirus – (includes AntiVirus and Spyware protection)
     - 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
     - PC download: http://www.neehrperfect.com/XenAppWeb.msi
     - MAC download: http://www.neehrperfect.com/MacICA_OSX.dmg.zip
   - Adobe Acrobat Reader (free download from 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/)
   - QuickTime (free download from www.apple.com/quicktime/)
   - iTunes (free download from www.apple.com/itunes/download/)
   - Respondus Lockdown Browser (free download from www.respondus.com/lockdown/information.pl?ID=527636896)
   - Java (latest version) for compatibility with Collaborate (free download from 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/
   - 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.

Grade Symbols

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

Grading Scale

Grading scale for NUR, HCS, BPH courses:

Numeric Grade	Letter Grade	Quality Points	Comments
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	**Below Passing—BSN***
67-69	D+	1.30	**Below Passing HCS/BSPH***
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.

Undergraduate:

A grade of incomplete can only 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.

Withdrawal from Courses

1. Health Science and Public Health students may not withdraw from any course more than 1 time.

Undergraduate Complete Withdraw Policy and Procedure

The University established a comprehensive policy for all undergraduate students who seek to withdraw from an entire semester of coursework. This policy requires students to submit their withdraw paperwork within 30 days from the end of the term; however, it is important students initiate this process as soon as possible as they may be held to the standard drop deadlines and refund policies put forth by the University. For more information on the University's complete withdraw policy, please refer to http://www.miami.edu/index.php/cane_success_center/withdrawal/.

A student who seeks to withdraw from a complete semester of coursework should initiate the process with an Academic Advisor in the Office of Student Services. The Advisor will work with the student to discuss his/her reasons for withdraw and to address any concerns he/she has before he/she files official withdraw paperwork. If a complete withdraw is deemed to be the appropriate course of action, the Advisor will provide the student with the appropriate withdraw information and refer him/her to the 'Canes Success Center to initiate the official withdraw process. The "effective date" of the withdraw will only become official once the student makes contact with the 'Canes Success Center.

Progressions

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-" (≥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.

Dismissal Policy:

Grounds for Dismissal

Students may be dismissed due to academic and/or non-academic reasons. The following circumstances are grounds for dismissal from the student's specialty program or the SONHS:

Academic Grounds for Dismissal

1. Failure to comply with UM and/or SONHS regulations, policies and/or procedures (see SONHS Immunization Requirements: Appendix A, Additional Clinical Requirements: Appendix B, Safe Practices in the Clinical Setting: Appendix D)

2. Any act of cheating or academic dishonesty (see Undergraduate Honor Code,

3. Violation of the ANA's Code of Conduct for Nurses

4. Refusal to follow instructions of the faculty

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. 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

8. Unauthorized access or use of University or clinical agency computing and communication equipment

9. 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

10. Plagiarism

11. Undergraduate Students

- Failure of 2 nursing courses (C- or below) or any individual course twice: Students are allowed to repeat only one failed nursing course. Failure of two nursing courses with a grade of C- or below or failure of the same nursing course twice with a grade of C- or below constitutes failure of two nursing courses and the student will be dismissed from the program. A student who fails only one nursing course, retakes the failed nursing course and receives a passing grade on the second attempt at a failed nursing course may progress through the program but the original failure is still counted as a failed course. If the student should fail another nursing course later in the program of study, then the student will not be allowed to retake the second failed course and the student will be dismissed from the program.
- Withdrawal of more than two nursing courses (i.e. three grades of W) or any individual nursing course more than one time during the program
- Unable to meet technical standards

11.1 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). Students are allowed to repeat only one failed nursing 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

11.2 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.

Non-Academic Grounds for Dismissal

12. 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

13. Illegal or immoral conduct on or off University premises which would bring unfavorable attention to the University

14. Possession of any weapons, firearms, or explosives while on University or clinical agency premises

15. 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 (See Student Substance Policy: Appendix C)

16. 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 (See Student Substance Abuse Policy: Appendix C)

17. Failure to comply with a request for Drug and Alcohol Screening (See Student Substance Abuse Policy: Appendix C)

18. Unauthorized removal or theft of University property or that of other facilities, students, or staff

Dismissal Appeals Procedure

The steps below outline the process for dismissal and appeal. Students will present their appeal request to the Office of Student Services. In general, all academic dismissals and appeals will be reviewed first by UGASAC (Steps 1 and 2) and then reviewed by the Dean as appropriate (Step 3).

Step 1. The Office of Student Services will present academic dismissal issue to UGASAC. The UGASAC will review the circumstances for dismissal and confer with the appropriate faculty, administrators, and other appropriate individuals as necessary in making its recommendation to the Vice-Dean/Associate Dean. The student will be allowed to provide any information or documentation to UGASAC. In the process of making its recommendation, the Committee may request that:

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

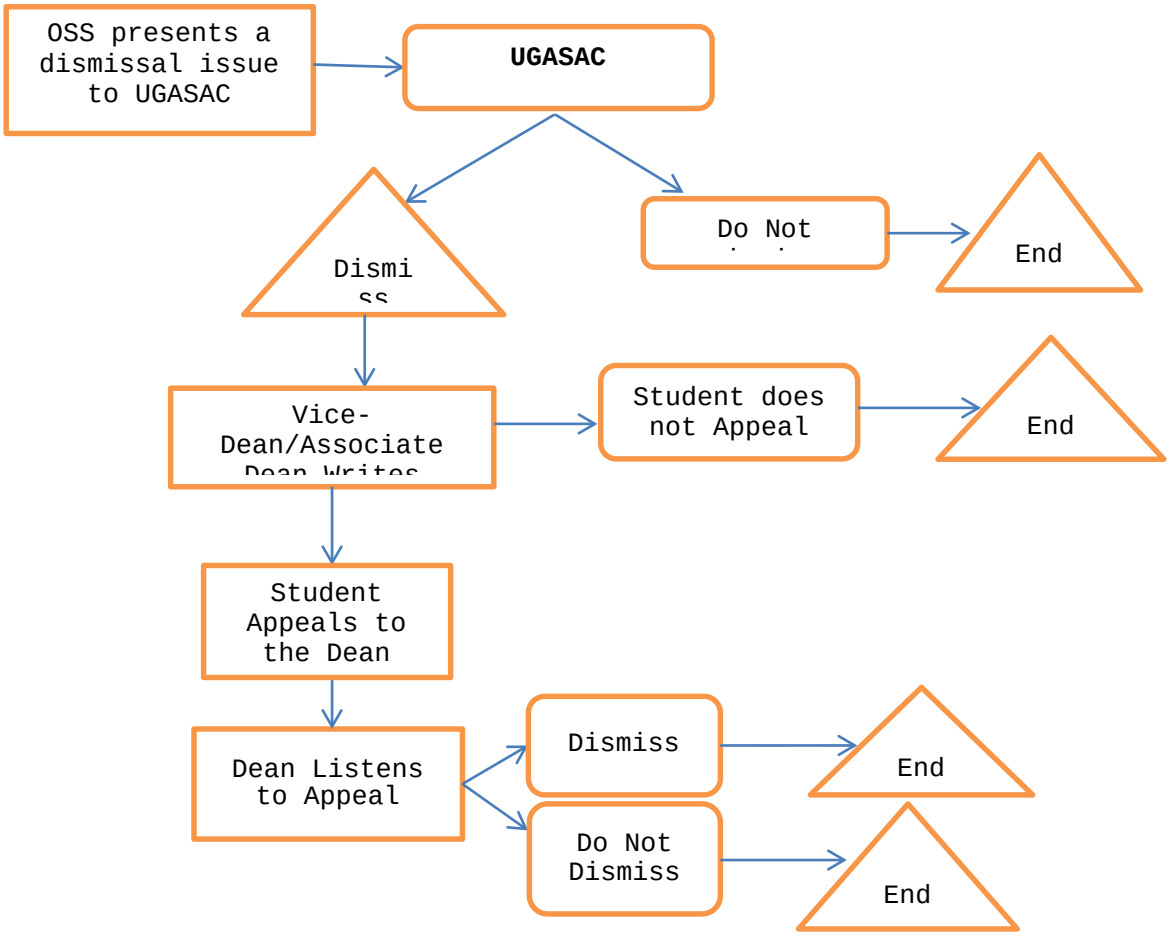
Step 2. The UGASAC committee will forward its recommendation of dismissal to the Vice-Dean/Associate Dean who will notify the student of the UGASAC recommendation.

Step 3. The student may appeal the dismissal 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/Associate Dean's notification and must set forth the reasons for the appeal. Upon receipt and review of the appeal, the Dean at his/her option, may choose to meet with the student prior to issuing her/his decision. After listening to the appeal, the Dean may uphold, modify, or reject the decision to dismiss. The Dean's decision on the appeal is final.
Once a decision has been rendered, the student has the right to redress the grievance through the University appeals process. This process begins with the student contacting the Office of the University Ombudsperson at (305) 284 4922 or ombudsperson@miami.edu.

Non-academic dismissals will not be reviewed by UGASAC, but instead, will go straight to the Vice Dean for review, decision, and notification. The student may appeal the non-academic decision to the Dean of the SONHS, (Step 3).

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, or disability, a representative of the appropriate University office will be contacted and, as appropriate, consulted in the appeal process. If the appeal is based on or related to a disability: 1) The ADA Coordinating Committee shall serve in an advisory capacity, and 2) The student is to include in the materials provided, the appropriate forms from the Office of Disability Services documenting: an evaluation of the disability and recommendations related to the disability.

Student Grievance Process – Academic Dismissal



* Once the decision has been rendered and if the student still believes that his/her case has been handled unfairly, the student has redress to

Non-Dismissal Academic Appeals Procedure

Students will present their appeal request, which includes: retro drop single class, residency rules, grade appeals, etc., to the Office of Student Services.

Written appeals must be filed within **five business 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.

Materials for the Appeal. When bringing a matter for appeal, the student must place in writing issues she/he wishes to have considered with respect to the grounds for appeal stated above. The appeal must include:

a. The conditions as seen by the student, offering a rationale for meeting grounds for an appeal, and any other supporting documentation relevant to the grounds for an appeal
b. Documents of support (e.g., examinations, tests, papers, syllabi, evaluations, or any other documents relevant to the appeal).
c. All written decisions of individual faculty/administrators that are available to the student or in the student's possession.

Step 1. The Office of Student Services will present a non-dismissal issue to the Undergraduate Academic Standing and Admissions Committee (UGASAC). UGASAC will review the circumstances for non-dismissal; confer with the appropriate faculty, administrators, and other appropriate individuals as necessary in making its recommendation to the Vice-Dean/Associate Dean. The student will be allowed to provide any information or documentation to UGASAC. In the process of making its recommendation, the Committee may request that:

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

Step 1.1 For Grade Appeal

UGASAC will only hear overall final posted 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. **The student should discuss all grade disputes with the instructor and make all efforts to resolve the grading issue prior to filing a formal appeal.**

If a grade dispute is not resolved through interactions with the instructor, then the student should attempt to resolve the grade dispute by discussing the dispute with the following people, in this order, **before filing a formal appeal**:

1. The Course coordinator (if applicable)
2. The Program Director (if applicable)
3. The Associate Dean of the student's program.

Grounds for a grade appeal. It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are limited to:

1. Award of a grade based on the student's race, religion, color, sex, age, disability, sexual orientation, gender identity or expression, veteran status, national origin, or any other characteristic set forth in the University's Non-Discrimination Policy;
2. Award of a grade based on conduct that violates the University's anti-harassment or anti-retaliation policies; or
3. Failure to adhere to the grading criteria established in the course syllabus.

If, and only if, a dispute or problem is not resolved through interactions or discussions as noted above, then the student may file a formal written grade appeal to the UGASAC. The Office of Student Services will present the overall final posted grade appeal documents to the UGASAC Chair. The UGASAC Chair will conduct an initial review for documented grounds for a final grade appeal. If above grounds for appeal are documented, the appeal will be presented to the committee at large for review.

Step 2. If the appeal is denied, the UGASAC committee will forward its recommendation of dismissal to the Vice-Dean/Associate Dean who will notify the student of the UGASAC recommendation.

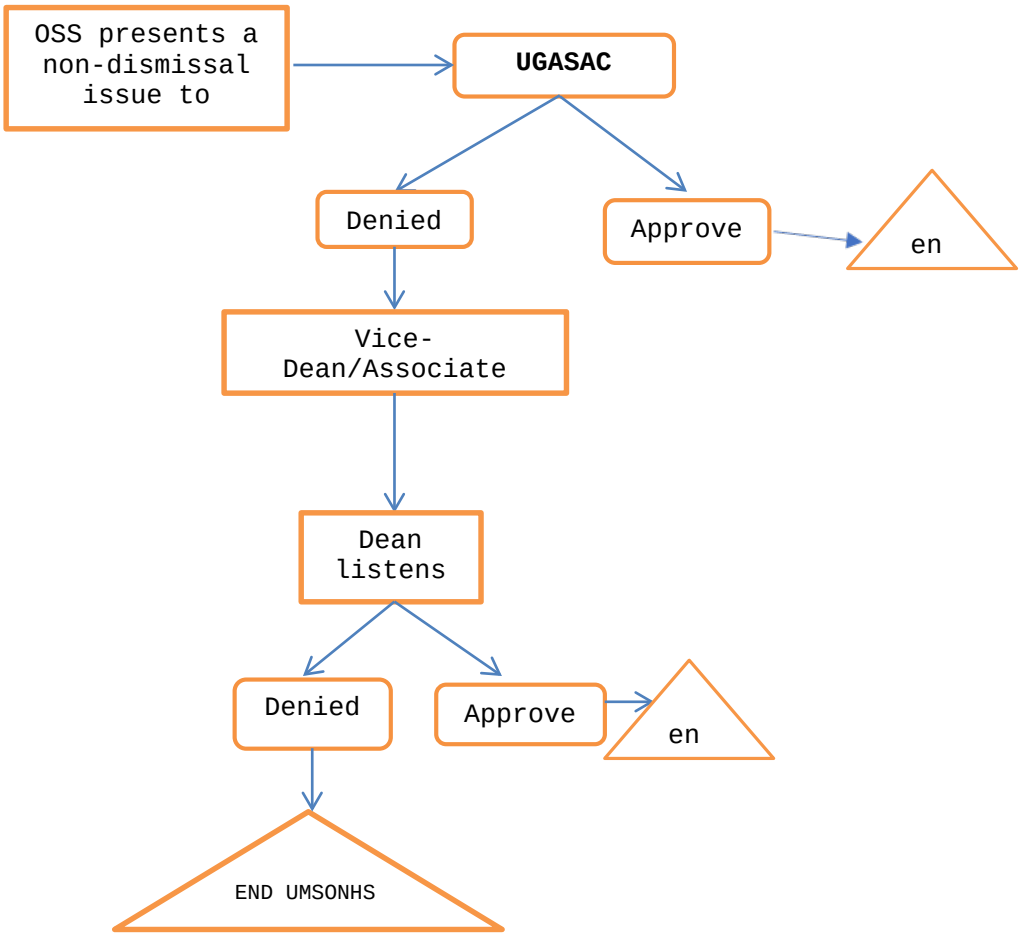
Step 3. The student may appeal the -non-dismissal decision to the Dean of the SONHS. The appeal must be submitted in writing to the Office of the Dean within five business days of the non-dismissal decision and must set forth the reasons for the appeal. Upon receipt and review of the appeal, the Dean at his/her option, may choose to meet with the student prior to issuing her/his decision. On appeal, the Dean may uphold, modify or reject the non-dismissal's decision. The Dean's decision on the appeal is final.

Once a decision has been rendered, the student has the right to redress the grievance through the University appeals process. This process begins with the student contacting the Office of the University Ombudsperson at (305) 284 4922 or ombudsperson@miami.edu.

If the appeal is based on or related to a charge made by the student of discrimination on the basis of race, color, national origin, religion, sex, sexual orientation, age, or disability, a representative of the appropriate University office will be contacted and, as appropriate, consulted in the appeal process. If the appeal is based on or related to a disability: 1) The ADA Coordinating Committee shall serve in an advisory capacity, and 2) The student is to include in the materials provided, the appropriate forms from the Office of Disability Services documenting: an evaluation of the disability and recommendations related to the disability

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.

Student Grievance Process – Academic Non-Dismissal



* Once the decision has been rendered and if the student still believes that his/her case has been handled unfairly, the student has redress to

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, 2016-2017*. 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.

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 10th 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.

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.

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

Please consult your 2016-2017 Student Handbook for the applicable curriculum and program policies. Please note that courses and policies are subject to change throughout the academic year. Check with the Office of Student Services at the School of Nursing and Health Studies for current materials.

The University of Miami School of Nursing and Health Studies offers courses leading to the degree of Bachelor of Science in Health Science. Baccalaureate education provides the foundation for further education in specialized health professional fields. Pre-professional tracks include Pre-physical therapy, Pre-pharmacy, Pre-medicine, Pre-occupational therapy, Health Science/Health Management and Policy, and Health Science General.

ACADEMIC POLICIES

ADMISSION:

In accepting students into the Health Science program, the University does not in any way assure admittance into any professional graduate programs. Admission to any of these programs is dependent upon academic performance in the undergraduate course-work and is determined independently by the school or program to which the student applies.

Admissions Requirements:

1) Grade Point Averages (GPAs)
- Freshmen applicants must have a minimum high school GPA of 3.7
- Transfer student applicants must have a minimum transfer GPA of 2.8

2) SAT and/or ACT Scores
- Minimum Scores:
    - SAT = 1100 reading and critical math scores combined
    - ACT = 24 composite score
- Freshmen applicants must submit official SAT or ACT scores

Transfer student applicants with fewer than 30 college credits must submit official SAT or ACT scores; transfer student applicants with 30 or more college credits are not required to submit scores

REQUIREMENTS FOR ADMITTED STUDENTS:

Required courses for the Health Science degree include courses in biology, chemistry, physics and mathematics, (where required by the track) and health science with a minimum grade of C- in each course. Students must satisfy both the general education requirements listed below and the requirements of a specific track, to be awarded the Bachelor of Science in Health Science degree. Students must maintain at least a 2.8 GPA in the courses listed under the track requirements with no grade below a C-.

ACADEMIC PROGRAMS

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 second major is offered in Health Science. Health Science students may not minor in biology but may complete the minor in public health.

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**

Good writing facilitates clear thinking, and clear thinking is the foundation of effective communication. The expectation is that students become adept at using the English language as an effective communication tool. Effective writing skills are representative of an educated person because they are instruments to advance ideas efficiently and persuasively. 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.

Students will be able to:

- Gather information, synthesize data, compare various points of view, and present results in writing.
- Develop the ability to read texts critically and to use textual evidence to support a sophisticated written argument.
- Consider audience, tone, organization, and standard conventions in relationship to specific rhetorical tasks.

- **Advanced Writing and Communication Skills: Health Studies**

Pertinent Educational Outcomes:

1. Effectively communicate information related to public health in both speech and in writing, using appropriate information sources, presentation formats, and technologies.

2. Demonstrate the necessary written and verbal communication skills to effectively carry out a career in healthcare.

Health Studies Assignments that Require Formal Student Writing or Presentation:

Course	Writing Assignment	Student Presentations
ENG 105 English Composition I ENG 106 English Composition II	Prerequisite courses	Prerequisite courses
BPH 206 – Introduction to Public Health	Final written project	Final student presentation
BPH 317 – Theories of Growth and Development	Five journal entries	Group presentation
BPH 490 – Field Practicum in Community Health	Five journal entries Final paper	Final student presentation
BPH 202 - Introduction to Statistics	Final written project	
BPH 465 – Public Health Statistics and data Management	Final written Project Small written summaries	
BPH 208 – Introduction to Epidemiology	Two written research critiques	

BPH 310 – Global Health	Four reflective papers	Final student presentation
BPH 309 – Health and Environment	Three reflective papers	Final student Presentation
BPH 305 – Issue in Health Disparities	Three reflective papers	Final student presentation
BPH 419 – Contemporary Health Issues in South Florida	Seven reflective papers	Five research show and tell presentations
BPH 321 – Health Promotion and Disease Prevention	Five reflective papers	Student presentations throughout class
BPH 487 – Global Health Practicum	Daily Journal Written Health Assessment	Final Student Presentation
BPH 306 – Principles of Nutrition	Dietary Assessment Paper	

Assessment Measures:

1. Student performance on written assignments and presentations:

2. Graduating Senior Survey responses for questions related to written and verbal communication:

- **Mathematics/Statistics/Computer Science**

In a world increasingly influenced by science and technology, it is important for students to acquire the capacity to use and understand essential mathematical applications. The mathematics requirement helps students learn to use quantitative methods to solve problems. The course requirements for mathematics emphasize the manipulation, interpretation, and application of quantitative data. Students fulfill this requirement by completing a course in each of the following areas:

1. Calculus: MTH 141, MTH 161 or MTH 171
2. Computer Science: 1 CSC or BTE course
3. Statistics:
    a. Health Management & Policy Track: MAS 201 or other approved statistics course
    b. <u>All other tracks</u>: HCS 202 or other approved statistics course

Outcomes:

By completing the mathematics requirement, students will be able to:

- Select quantitative tools appropriate for solving problems.
- Use quantitative tools appropriate for solving problems.
- Interpret quantitative data in an appropriate manner for solving problems.

AREAS OF KNOWLEDGE (Cognates)

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.

COGNATES:

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. A cognate is a group of at least three courses for at least nine credits, related in a topical, thematic, interdisciplinary, sequential, or other fashion, so that completion of a cognate provides coherent depth of knowledge. Majors and minors can be used to fulfill a cognate in its respective Area of Knowledge. Each cognate used to fulfill one of the Areas of Knowledge must have a different Responsible Academic Unit (RAU). Several cognates may include the same courses; however, one course cannot be used to complete multiple cognates.

- **Arts & Humanities (9 credits)**

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.

Students will be able to:

- Critically evaluate and interpret the creative products of humanistic and artistic expression, applying appropriate vocabulary and concepts for their description and analysis.
- Understand the creation and performance of art.

- **People & Society (9 credits)**

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.
Students will be able to:

- Analyze the organization of society.
- Analyze patterns of social change.

- **Science, Technology, Engineering & Mathematics (STEM) Fulfilled by BSHS Degree**

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.
Students will be able to:

- Understand the use of quantitative tools, experimentation, and observation to analyze and solve mathematical, scientific, environmental, and technological problems.

Interpret quantitative data and draw useful conclusions

Health Sciences General Track - Sample Plan of Study

Freshman Year	
Fall	
BIL 150 & BIL 151	General Biology and General Biology Laboratory
ECO 211	Economic Principles and Problems
ENG 105	English Composition I
MGT 270	Introduction To Health Sector Organization And Management
MTH 107	Precalculus Mathematics I
UMX 100	The University Of Miami Experience
	Credit Hours
Spring	
BIL 160 & BIL 161	Evolution and Biodiversity and Evolution and Biodiversity Laboratory
ECO 212	Economic Principles and Problems
ENG 106	English Composition II
MTH 108	Precalculus Mathematics II
PSY 110	Introduction to Psychology (counts for People & Society cognate)
	Credit Hours
Sophomore Year	
Fall	
BIL 250	Genetics
CHM 103 & CHM 105	Chemistry for Life Sciences I (Lecture) and Chemistry for Life Sciences I (Laboratory)
MTH 161	Calculus I
PSY 240	Abnormal Psychology (counts for People & Society cognate)
Major Elective (*)	
	Credit Hours
Spring	
BIL 255	Cellular and Molecular Biology
CHM 104 & CHM 106	Chemistry for Life Sciences II (Lecture) and Chemistry for Life Sciences II (Laboratory)
ENG 214	American Literature II (W; counts for Arts & Humanities cognate)
HCS 202	Introductory Statistics in Health Care
Major Elective (*)	
	Credit Hours

Junior Year	
Fall	
BPH 306	Principles Of Nutrition
ENG 389	The Sixties: Literature, History, And Culture Of The 1960S (W; counts for Arts & Humanities cognate)
INS 570	Globalization and Health
PHY 101 & PHY 106	College Physics I and College Physics Laboratory I
	Credit Hours
Spring	
ECO 300	Microeconomic Theory And Applications
PHY 102 & PHY 108	College Physics II and College Physics Laboratory II
PSY 260	Personality Psychology (counts for People & Society cognate)
Major Elective (*)	
	Credit Hours
Senior Year	
Fall	
BSL 212	Introduction to Business Law
ECO 386	Health Economics
ENG 260	African-American Literature (W; counts for Arts & Humanities cognate)
HCS 212 & HCS 213	Human Anatomy and Human Anatomy Laboratory
Elective (W)	
	Credit Hours
Spring	
BSL 460	Health Care Law and Ethics
CSC 115	Social and Ethical Issues in Computing
HCS 215	Principles of Systemic Physiology
Major Elective (*)	
Elective (W)	
	Credit Hours
	Total Credit Hours

Plan of Study Grid

(W) = Course is designated as writing-intensive; (*) = Students may fulfill this requirement by taking BMB 401 or any BIL, BPH, or HCS course for at least 3 credits at the 200 level or above

Health Sciences General: Curriculum Requirements

Code	Title	Credit Hours
Areas of Proficiency		
English Composition		
ENG 105	English Composition I	3
ENG 106	English Composition II	3
Mathematics & Computer Science		
Calculus: MTH 141, MTH 161, or MTH 171		4
Computer Science: 1 CSC or BTE course		3
Statistics: HCS 202 or other approved statistics course		3
Areas of Knowledge		
Arts & Humanities		9
People & Society		9
Science, Technology, Engineering, and Mathematics (STEM)*		0
Major		
BIL 150 & BIL 151	General Biology and General Biology Laboratory	5
BIL 160 & BIL 161	Evolution and Biodiversity and Evolution and Biodiversity Laboratory	5
BIL 250	Genetics	3
BIL 255	Cellular and Molecular Biology	3
BPH 306	Principles Of Nutrition	3
HCS 212 & HCS 213	Human Anatomy and Human Anatomy Laboratory	4
HCS 215	Principles of Systemic Physiology	3
Elective**		3
Choose one physics option below:		10-11
College Physics:		
PHY 101 & PHY 106	College Physics I and College Physics Laboratory I	
PHY 102 & PHY 108	College Physics II and College Physics Laboratory II	
University Physics for the Life Sciences:		
PHY 201 & PHY 106	University Physics I for the Sciences and College Physics Laboratory I	
PHY 202 & PHY 108	University Physics II for the Sciences and College Physics Laboratory II	
University Physics:		
PHY 205	University Physics I	
PHY 206 & PHY 208	University Physics II and University Physics II Lab	

Code	Title	Credit Hours
PHY 207 & PHY 209	University Physics III and University Physics III Lab	
Choose one chemistry option below:		8-16
Chemistry for Life Sciences:		
CHM 103 & CHM 105	Chemistry for Life Sciences I (Lecture) and Chemistry for Life Sciences I (Laboratory)	
CHM 104 & CHM 106	Chemistry for Life Sciences II (Lecture) and Chemistry for Life Sciences II (Laboratory)	
Traditional Chemistry		
CHM 111 & CHM 113	Principles of Chemistry I and Chemistry Laboratory I	
CHM 112 & CHM 114	Principles of Chemistry II and Chemistry Laboratory II	
CHM 201 & CHM 205	Organic Chemistry I (Lecture) and Organic Chemistry Laboratory I	
CHM 202 & CHM 206	Organic Chemistry II (Lecture) and Organic Chemistry Laboratory II	
Chemistry for the Biosciences:		
CHM 121 & CHM 113	Chemistry For The Biosciences I and Chemistry Laboratory I	
CHM 221 & CHM 114	CHM211 Chemistry for the Biosciences II and Chemistry Laboratory II	
CHM 222 & CHM 205	CHM212 Chemistry for the Biosciences III and Organic Chemistry Laboratory I	
CHM 206	Organic Chemistry Laboratory II	
Minor* **		**12-19**
Advanced Writing and Communication Skills** **		**0**
Electives*** **		**27-11**
Total Credit Hours		**120**

Course List

* The health science major may be used to fulfill this cognate area.

** Students may fulfill this requirement by taking BMB 401 or any BIL, BPH, or HCS course for at least 3 credits at the 200 level or above.

*** Students who complete the Traditional Chemistry or the Chemistry for the Biosciences sequences automatically fulfill the requirements for a minor in chemistry; no additional coursework would be required to complete this requirement.

**** Students must take at least five designated writing-intensive courses to complete this requirement; unless students choose to take additional credits to complete this requirement, it is highly recommended students select courses that are designated as writing-intensive and will double count toward this area and their other requirements.

***** The number of electives students take may vary due to differences in placement scores, transfer credits, course and cognate selections, etc.

BS HEALTH SCIENCE SAMPLE PLAN OF STUDY - GENERAL TRACK

Freshman

Fall **Spring**

Eng 105	English Comp	3 cr	Eng 106 or 107	English Comp	3 cr
Bil 150/151	General Biology w/ Lab	5 cr	Bil 160/161	General Biology w/Lab II	5 cr
Cognate	Arts/Hum	3 cr	Cognate	Arts/Hum	3 cr
Mth 101 or Elective	College Algebra	3 cr	Mth 141 or Mth 161	Calculus I	4 cr
UMX 100	Freshman Experience	0 cr			
		14 cr			15 cr

Sophomore

Fall **Spring**

Chm 103/105 or Chm 111/113	Chem for Life Sciences I w/ Lab or General Chem w/Lab	4 cr	Chm 104/106 or Chm 112/114	Chem for Life Sciences II w/ Lab or General Chem II w/Lab	4 cr
Bil 250	Genetics	3 cr	Bil 255	Cell & Molecular Biology	3 cr
Cognate	People & Society	3 cr	HCS 212/213	Human Anatomy +	4
HCS 202	Intro. Statistics	3 cr	Cognate	Arts & Hum	3 cr
			HCS 306	Nutrition **Lab**	3cr
		13 cr			17 cr

Junior

Fall **Spring**

HCS 215	Systemic Physiology	3 cr	Cognate	People & Society	3 cr
CIS/CSC	Computer Information Systems/Computer	3 cr		Elective	3 cr
Phy 101/106	College Physics I w/ Lab	5 cr	Phy 102/108	College Physics II w/ Lab	5 cr
	Minor	3 cr		Minor	3 cr
Cognate	People & Society	3 cr		Elective	3 cr
		17 cr			17 cr

Senior

Fall **Spring**

	Minor	3 cr		Minor	3 cr
Bil 200+/HCS	Elective	3 cr		Elective	3 cr
	Elective	3 cr		Elective	3 cr
	Minor	3 cr		Elective	3 cr
	Elective	3 cr		Elective	3 cr
		15 cr			15 cr

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

Pre-Physical Therapy Track - Curriculum Requirements

Code	Title	Credit Hours
Areas of Proficiency		
English Composition		
ENG 105	English Composition I	3
ENG 106	English Composition II	3
Mathematics & Computer Science		
Calculus: MTH 141, MTH 161, or MTH 171		4
Computer Science: 1 CSC or BTE course		3
Statistics: HCS 202 or other approved statistics course		3
Areas of Knowledge		
Arts & Humanities		9
People & Society		9
Science, Technology, Engineering, and Mathematics (STEM)*		0
Major		
BIL 150 & BIL 151	General Biology and General Biology Laboratory	5
BIL 160 & BIL 161	Evolution and Biodiversity and Evolution and Biodiversity Laboratory	5
BIL 250	Genetics	3
BIL 255	Cellular and Molecular Biology	3
BPH 306	Principles Of Nutrition	3
HCS 212 & HCS 213	Human Anatomy and Human Anatomy Laboratory	4
HCS 215 & HCS 216	Principles of Systemic Physiology and Principles of Systemic Physiology Laboratory (**)	4
PSY 230 or PSY 240	Child And Adolescent Development Abnormal Psychology	3
Elective***		3
Choose one physics option below:		10-11
College Physics:		
PHY 101 & PHY 106	College Physics I and College Physics Laboratory I	
PHY 102 & PHY 108	College Physics II and College Physics Laboratory II	

Code	Title	Credit Hours
University Physics for the Life Sciences:		
PHY 201 & PHY 106	University Physics I for the Sciences and College Physics Laboratory I	
PHY 202 & PHY 108	University Physics II for the Sciences and College Physics Laboratory II	
University Physics:		
PHY 205	University Physics I	
PHY 206 & PHY 208	University Physics II and University Physics II Lab	
PHY 207 & PHY 209	University Physics III and University Physics III Lab	
Choose one chemistry option below:		8-16
Chemistry for Life Sciences:		
CHM 103 & CHM 105	Chemistry for Life Sciences I (Lecture) and Chemistry for Life Sciences I (Laboratory)	
CHM 104 & CHM 106	Chemistry for Life Sciences II (Lecture) and Chemistry for Life Sciences II (Laboratory)	
Traditional Chemistry		
CHM 111 & CHM 113	Principles of Chemistry I and Chemistry Laboratory I	
CHM 112 & CHM 114	Principles of Chemistry II and Chemistry Laboratory II	
CHM 201 & CHM 205	Organic Chemistry I (Lecture) and Organic Chemistry Laboratory I	
CHM 202 & CHM 206	Organic Chemistry II (Lecture) and Organic Chemistry Laboratory II	
Chemistry for the Biosciences:		
CHM 121 & CHM 113	Chemistry For The Biosciences I and Chemistry Laboratory I	
CHM 221 & CHM 114	CHM211 Chemistry for the Biosciences II and Chemistry Laboratory II	
CHM 222 & CHM 205	CHM212 Chemistry for the Biosciences III and Organic Chemistry Laboratory I	
CHM 206	Organic Chemistry Laboratory II	
Minor**		**12-19**
Advanced Writing and Communication Skills***		**0**
Electives****		**23-7**
Total Credit Hours		**120**

Course List

* The health science major may be used to fulfill this cognate area.

** HCS 216 is not required but it is highly recommended.

*** Students may fulfill this requirement by taking BMB 401 or any BIL, BPH, or HCS course for at least 3 credits at the 200 level or above.

**** Students who complete the Traditional Chemistry or the Chemistry for the Bioscience sequences automatically fulfill the requirements for a minor in chemistry; no additional coursework would be required to complete this requirement.

***** Students must take at least five designated writing-intensive courses to complete this requirement; unless students choose to take additional credits to complete this requirement, it is highly recommended students select courses that are designated as writing-intensive and will double count toward this area and their other requirements.

The number of electives students take may vary due to differences in placement scores, transfer credits, course and cognate selections, etc.

Pre-Pharmacy Track - Curriculum Requirements

Code	Title	Credit Hours
Areas of Proficiency		
English Composition		
ENG 105	English Composition I	3
ENG 106	English Composition II	3
Mathematics & Computer Science		
Calculus: MTH 141, MTH 161, or MTH 171		4
Computer Science: 1 CSC or BTE course		3
Statistics: HCS 202 or other approved statistics course		3
Areas of Knowledge		
Arts & Humanities		9
People & Society		9
Science, Technology, Engineering, and Mathematics (STEM)*		0
Major		
BIL 150 & BIL 151	General Biology and General Biology Laboratory	5
BIL 160 & BIL 161	Evolution and Biodiversity and Evolution and Biodiversity Laboratory	5
BIL 250	Genetics	3
BIL 255	Cellular and Molecular Biology	3
BMB 401	Biochemistry For The Biomedical Sciences	3
BPH 306	Principles Of Nutrition	3
COS 211	Public Speaking	3
HCS 212 & HCS 213	Human Anatomy and Human Anatomy Laboratory	4
HCS 215 & HCS 216	Principles of Systemic Physiology and Principles of Systemic Physiology Laboratory	4
ECO 211	Economic Principles and Problems	3
ECO 212	Economic Principles and Problems	3
Elective**		3
Choose one microbiology option below:		5
One Semester Option:		
MIC 301	Introduction to Microbiology and Immunology	
Two Semester Option:		

Code	Title	Credit Hours
MIC 303 & MIC 304	Part 1 of 2: Introductory Microbiology and Immunology (Lecture) and Part 2 of 2: Introductory Microbiology and Immunology (Lab)	
Choose one physics option below:		10-11
College Physics:		
PHY 101 & PHY 106	College Physics I and College Physics Laboratory I	
PHY 102 & PHY 108	College Physics II and College Physics Laboratory II	
University Physics for the Life Sciences:		
PHY 201 & PHY 106	University Physics I for the Sciences and College Physics Laboratory I	
PHY 202 & PHY 108	University Physics II for the Sciences and College Physics Laboratory II	
University Physics:		
PHY 205	University Physics I	
PHY 206 & PHY 208	University Physics II and University Physics II Lab	
PHY 207 & PHY 209	University Physics III and University Physics III Lab	
Choose one chemistry option below:		16
Traditional Chemistry		
CHM 111 & CHM 113	Principles of Chemistry I and Chemistry Laboratory I	
CHM 112 & CHM 114	Principles of Chemistry II and Chemistry Laboratory II	
CHM 201 & CHM 205	Organic Chemistry I (Lecture) and Organic Chemistry Laboratory I	
CHM 202 & CHM 206	Organic Chemistry II (Lecture) and Organic Chemistry Laboratory II	
Chemistry for the Biosciences:		
CHM 121 & CHM 113	Chemistry For The Biosciences I and Chemistry Laboratory I	
CHM 221 & CHM 114	CHM211 Chemistry for the Biosciences II and Chemistry Laboratory II	
CHM 222 & CHM 205	CHM212 Chemistry for the Biosciences III and Organic Chemistry Laboratory I	
CHM 206	Organic Chemistry Laboratory II	
Minor* **		**0**
Advanced Writing and Communication Skills** **		**0**

Code	Title	Credit Hours
Electives***		**13-12**
Total Credit Hours		**120**
Course List		

*
The health science major may be used to fulfill this cognate area.

**
Students may fulfill this requirement by taking any BIL, BPH, or HCS course for at least 3 credits at th e 200 level or above.

***
Students who complete the Traditional Chemistry or the Chemistry for the Biosciences sequences auto matically fulfill the requirements for a minor in chemistry; no additional coursework would be required to complete this requirement.

****
Students must take at least five designated writing-intensive courses to complete this requirement; unle ss students choose to take additional credits to complete this requirement, it is highly recommended stu dents select courses that are designated as writing-intensive and will double count toward this area and their other requirements.

*****
The number of electives students take may vary due to differences in placement scores, transfer credits, course and cognate selections, et

Pre-Occupational Therapy Track - Curriculum Requirements

Code	Title	Credit Hours
Areas of Proficiency		
English Composition		
ENG 105	English Composition I	3
ENG 106	English Composition II	3
Mathematics & Computer Science		
Calculus: MTH 141, MTH 161, or MTH 171		4
Computer Science: 1 CSC or BTE course		3
Statistics: HCS 202 or other approved statistics course		3
Areas of Knowledge		
Arts & Humanities		9
People & Society		9
Science, Technology, Engineering, and Mathematics (STEM)*		0
Major		
BIL 150 & BIL 151	General Biology and General Biology Laboratory	5
BIL 160 & BIL 161	Evolution and Biodiversity and Evolution and Biodiversity Laboratory	5
BIL 250	Genetics	3
BIL 255	Cellular and Molecular Biology	3
BPH 206	Introduction To Public Health	3
BPH 208	Introductory Epidemiology	3
BPH 306	Principles Of Nutrition	3
BPH 317 or PSY 230		3
PSY 110	Introduction to Psychology	3
PSY 240	Abnormal Psychology	3
HCS 212 & HCS 213	Human Anatomy and Human Anatomy Laboratory	4
HCS 215 & HCS 216	Principles of Systemic Physiology and Principles of Systemic Physiology Laboratory	4
KIN 230	Medical Terminology and Documentation	1
Choose one physics option below:		10-11
College Physics:		
PHY 101 & PHY 106	College Physics I and College Physics Laboratory I	

Code	Title	Credit Hours
PHY 102 & PHY 108	College Physics II and College Physics Laboratory II	
University Physics for the Life Sciences:		
PHY 201 & PHY 106	University Physics I for the Sciences and College Physics Laboratory I	
PHY 202 & PHY 108	University Physics II for the Sciences and College Physics Laboratory II	
University Physics:		
PHY 205	University Physics I	
PHY 206 & PHY 208	University Physics II and University Physics II Lab	
PHY 207 & PHY 209	University Physics III and University Physics III Lab	
Choose one chemistry option below:		8-16
Chemistry for Life Sciences:		
CHM 103 & CHM 105	Chemistry for Life Sciences I (Lecture) and Chemistry for Life Sciences I (Laboratory)	
CHM 104 & CHM 106	Chemistry for Life Sciences II (Lecture) and Chemistry for Life Sciences II (Laboratory)	
Traditional Chemistry		
CHM 111 & CHM 113	Principles of Chemistry I and Chemistry Laboratory I	
CHM 112 & CHM 114	Principles of Chemistry II and Chemistry Laboratory II	
CHM 201 & CHM 205	Organic Chemistry I (Lecture) and Organic Chemistry Laboratory I	
CHM 202 & CHM 206	Organic Chemistry II (Lecture) and Organic Chemistry Laboratory II	
Chemistry for the Biosciences:		
CHM 121 & CHM 113	Chemistry For The Biosciences I and Chemistry Laboratory I	
CHM 221 & CHM 114	CHM211 Chemistry for the Biosciences II and Chemistry Laboratory II	
CHM 222 & CHM 205	CHM212 Chemistry for the Biosciences III and Organic Chemistry Laboratory I	
CHM 206	Organic Chemistry Laboratory II	
Minor**		**12-19**
Advanced Writing and Communication Skills***		**0**
Electives****		**13-0**

Code	Title	Credit Hours
Total Credit Hours		**120-123**

Course List

* The health science major may be used to fulfill this cognate area.

** Students who complete the Traditional Chemistry or the Chemistry for the Biosciences sequences automatically fulfill the requirements for a minor in chemistry; no additional coursework would be required to complete this requirement.

*** Students must take at least five designated writing-intensive courses to complete this requirement; unless students choose to take additional credits to complete this requirement, it is highly recommended students select courses that are designated as writing-intensive and will double count toward this area and their other. requirements.

**** The number of electives students take may vary due to differences in placement scores, transfer credits, course and cognate selections, etc

Pre-Medicine Track - Curriculum Requirements

Code	Title	Credit Hours
Areas of Proficiency		
English Composition		
ENG 105	English Composition I	3
ENG 106	English Composition II	3
Mathematics & Computer Science		
Calculus: MTH 141, MTH 161, or MTH 171		4
Computer Science: 1 CSC or BTE course		3
Statistics: HCS 202 or other approved statistics course		3
Areas of Knowledge		
Arts & Humanities		9
People & Society		9
Science, Technology, Engineering, and Mathematics (STEM)*		0
Major		
BIL 150 & BIL 151	General Biology and General Biology Laboratory	5
BIL 160 & BIL 161	Evolution and Biodiversity and Evolution and Biodiversity Laboratory	5
BIL 250	Genetics	3
BIL 255	Cellular and Molecular Biology	3
BMB 401	Biochemistry For The Biomedical Sciences	3
BPH 206	Introduction To Public Health	3
BPH 208	Introductory Epidemiology	3
BPH 306	Principles Of Nutrition	3
HCS 212 & HCS 213	Human Anatomy and Human Anatomy Laboratory	4
HCS 215	Principles of Systemic Physiology	3
Complete 6 graded credits of ENG coursework at the University of Miami**		0
Choose one physics option below:		10-11
College Physics:		
PHY 101 & PHY 106	College Physics I and College Physics Laboratory I	
PHY 102 & PHY 108	College Physics II and College Physics Laboratory II	
University Physics for the Life Sciences:		

Code	Title	Credit Hours
PHY 201 & PHY 106	University Physics I for the Sciences and College Physics Laboratory I	
PHY 202 & PHY 108	University Physics II for the Sciences and College Physics Laboratory II	
University Physics:		
PHY 205	University Physics I	
PHY 206 & PHY 208	University Physics II and University Physics II Lab	
PHY 207 & PHY 209	University Physics III and University Physics III Lab	
Choose one chemistry option below:		16
Traditional Chemistry		
CHM 111 & CHM 113	Principles of Chemistry I and Chemistry Laboratory I	
CHM 112 & CHM 114	Principles of Chemistry II and Chemistry Laboratory II	
CHM 201 & CHM 205	Organic Chemistry I (Lecture) and Organic Chemistry Laboratory I	
CHM 202 & CHM 206	Organic Chemistry II (Lecture) and Organic Chemistry Laboratory II	
Chemistry for the Biosciences:		
CHM 121 & CHM 113	Chemistry For The Biosciences I and Chemistry Laboratory I	
CHM 221 & CHM 114	CHM211 Chemistry for the Biosciences II and Chemistry Laboratory II	
CHM 222 & CHM 205	CHM212 Chemistry for the Biosciences III and Organic Chemistry Laboratory I	
CHM 206	Organic Chemistry Laboratory II	
Minor* **		**0**
Advanced Writing and Communication Skills** **		**0**
Electives*** **		**25-24**
Total Credit Hours		**120**
Course List		

* The health science major may be used to fulfill this cognate area.

** Students may fulfill this requirement by completing ENG 105 and ENG 106 at the University of Miami .

*** Students who complete the Traditional Chemistry or the Chemistry for the Biosciences sequences auto

matically fulfill the requirements for a minor in chemistry; no additional coursework would be required to complete this requirement.

**** Students must take at least five designated writing-intensive courses to complete this requirement; unless students choose to take additional credits to complete this requirement, it is highly recommended students select courses that are designated as writing-intensive and will double count toward this area and their other requirements.

***** The number of electives students take may vary due to differences in placement scores, transfer credits, course and cognate selections, etc.

Health Management & Policy Track - Curriculum Requirements

Code	Title	Credit Hours
Areas of Proficiency		
English Composition		
ENG 105	English Composition I	3
ENG 106	English Composition II	3
Mathematics & Computer Science		
Calculus: MTH 141, MTH 161, or MTH 171		4
Computer Science: 1 CSC or BTE course		3
Statistics: MAS 201 or other approved statistics course		3
Areas of Knowledge		
Arts & Humanities		9
People & Society		9
Science, Technology, Engineering, and Mathematics (STEM)*		0
Major		
BIL 150 & BIL 151	General Biology and General Biology Laboratory	5
BIL 160 & BIL 161	Evolution and Biodiversity and Evolution and Biodiversity Laboratory	5
BIL 250	Genetics	3
BIL 255	Cellular and Molecular Biology	3
BPH 306	Principles Of Nutrition	3
HCS 212 & HCS 213	Human Anatomy and Human Anatomy Laboratory	4
HCS 215	Principles of Systemic Physiology	3
BSL 460	Health Care Law and Ethics	3
ECO 386	Health Economics	3
MGT 270	Introduction To Health Sector Organization And Management	3
INS/SOC Elective**		3
Elective***		3
Elective***		3
Elective***		3
Elective***		3
Choose one physics option below:		10-11
College Physics:		

Code	Title	Credit Hours
PHY 101 & PHY 106	College Physics I and College Physics Laboratory I	
PHY 102 & PHY 108	College Physics II and College Physics Laboratory II	
University Physics for the Life Sciences:		
PHY 201 & PHY 106	University Physics I for the Sciences and College Physics Laboratory I	
PHY 202 & PHY 108	University Physics II for the Sciences and College Physics Laboratory II	
University Physics:		
PHY 205	University Physics I	
PHY 206 & PHY 208	University Physics II and University Physics II Lab	
PHY 207 & PHY 209	University Physics III and University Physics III Lab	
Choose one chemistry option below:		8-16
Chemistry for Life Sciences:		
CHM 103 & CHM 105	Chemistry for Life Sciences I (Lecture) and Chemistry for Life Sciences I (Laboratory)	
CHM 104 & CHM 106	Chemistry for Life Sciences II (Lecture) and Chemistry for Life Sciences II (Laboratory)	
Traditional Chemistry		
CHM 111 & CHM 113	Principles of Chemistry I and Chemistry Laboratory I	
CHM 112 & CHM 114	Principles of Chemistry II and Chemistry Laboratory II	
CHM 201 & CHM 205	Organic Chemistry I (Lecture) and Organic Chemistry Laboratory I	
CHM 202 & CHM 206	Organic Chemistry II (Lecture) and Organic Chemistry Laboratory II	
Chemistry for the Biosciences:		
CHM 121 & CHM 113	Chemistry For The Biosciences I and Chemistry Laboratory I	
CHM 221 & CHM 114	CHM211 Chemistry for the Biosciences II and Chemistry Laboratory II	
CHM 222 & CHM 205	CHM212 Chemistry for the Biosciences III and Organic Chemistry Laboratory I	
CHM 206	Organic Chemistry Laboratory II	
Minor**		**0**

Code	Title	Credit Hours
Advanced Writing and Communication Skills*****		**0**
Electives******		**18-9**
Total Credit Hours		**120**

Course List

* The health science major may be used to fulfill this cognate area.

** Students may fulfill this requirement by taking INS 570, INS 571, INS 572, INS 573, or SOC 321

*** Students may fulfill this requirement by taking BMB 401 or any BIL, BPH, or HCS course for at least 3 credits at the 200 level or above.

**** Students who complete the Health Managment and Policy Track automatically complete a minor in He alth Sector Management and Policy; no additional coursework is required to complete this requirement.

***** Students must take at least five designated writing-intensive courses to complete this requirement; unle ss students choose to take additional credits to complete this requirement, it is highly recommended stu dents select courses that are designated as writing-intensive and will double count toward this area and their other requirements.

APPENDIX B

Bachelor of Science in Public Health
Program of Study

PUBLIC HEALTH

The University of Miami School of Nursing and Health Studies offers courses leading to the degree of Bachelor of Science in Public Health. Baccalaureate education provides the foundation for further education in Public Health and/or other specialized health professional fields.

ACADEMIC POLICIES

ADMISSION:

Entering freshmen in the 75th percentile have mid-range SAT and ACT scores of 1410 and/or and 32 respectively. Entering freshmen have an average weighted GPA of 4.2. Transfer students have a mean cumulative GPA of 3.3.

REQUIREMENTS FOR ADMITTED STUDENTS:

The course work for the BSPH Program is based on recommendations made by the Association for Prevention Teaching and Research (2008) for undergraduate course work in Public Health. Students are required to complete 33 credits of Public Health coursework, including 27 credits of core required courses and 6 credits of approved Public Health electives.

Requirements to Declare

Current UM students who wish to switch into the BSPH program must posses a minimum 2.8 UM GPA to be considered.

Incoming transfer students who plan to enter the BSPH program must possess a minimum 2.8 transfer GPA to be considered for admission.

Requirements to Continue

BSPH are strongly encouraged not to continue with the BSPH degree if they have less than a 2.5 UM GPA after 15 credits completed in the major.

Requirements to Graduate

Students enrolled in the BSPH program must complete their coursework with a minimum 2.0 UM GPA and a minimum 2.0 major GPA to graduate.

ACADEMIC PROGRAMS

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.

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

Good writing facilitates clear thinking, and clear thinking is the foundation of effective communication. The expectation is that students become adept at using the English language as an effective communication tool. Effective writing skills are representative of an educated person because they are instruments to advance ideas efficiently and persuasively.

Requirements:

Students fulfill this requirement by satisfactorily completing ENG105 and ENG106, or the equivalent (Note: SAT or ACT verbal scores can be used to waive the ENG 105 requirement; credit will not be awarded for the waiver. Students who enter UM with credits for ENG 105 or ENG 106 may take ENG 208 to finish this requirement)..

Outcome:

By completing the English requirement students will be able to:

- Gather information, synthesize data, compare various points of view, and present results in writing.
- Develop the ability to read texts critically and to use textual evidence to support a sophisticated written argument.
- Consider audience, tone, organization, and standard conventions in relationship to specific rhetorical tasks.

Mathematics/Statistics/Computer Science:

In a world increasingly influenced by science and technology, it is important for students to acquire the capacity to use and understand essential mathematical applications. The mathematics requirement helps students learn to use quantitative methods to solve problems.

Requirements:

1. Mathematics: MTH 107 or higher
2. Statistics: BPH 202 or other approved statistics course

Outcome:

By completing the Mathematics requirement students will be able to:

- Select quantitative tools appropriate for solving problems.
- Use quantitative tools appropriate for solving problems.
- Interpret quantitative data in an appropriate manner for solving problems.

Social Science

Requirements

Students complete this requirement by completing PSY 110 and an additional approved social science course for a total of 6 credits.

Modern Language

Requirements

Students complete this requirement by completing one 3 credit Modern Language course at or above the 200 level.

Natural Science

Requirements

Students complete this requirement by completing BIL 150 and BIL 151, as well as CHM 103 and CHM 105 or CHM 111 and CHM 113 or CHM 121 and CHM 113 for a total of 9-10 credits.

AREAS OF KNOWLEDGE (Cognates)

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 a specific "cognate" in three distinct areas: Arts & Humanities, People & Society, and Science, Technology, Engineering, and Mathematics (STEM). Cognates are groups of "at least three related courses for at least 9 credits" focused on a specific topic. Majors and minors can be used to fulfill a cognate in its respective Area of Knowledge. Each cognate used to fulfill one of the Areas of Knowledge must have a different Responsible Academic Unit (RAU). Several cognates may include the same courses; however, one course cannot be used to complete multiple cognates. For more information on cognates, go to the "General Education Requirements" section of the Academic Bulletin or visit http://www.miami.edu/cognates/.

Arts & Humanities (9 credits)

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.

Requirements

Complete one Arts & Humanities cognate.

Outcomes

By completing the Arts & Humanities requirement, students will be able to:

1. critically evaluate and interpret the creative products of humanistic and artistic expression, applying appropriate vocabulary and concepts for their description and analysis
2. understand the creation and performance of art

People & Society (Fulfilled by BSPH degree)

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.

Requirements

Complete one People & Society cognate. The public health major may be used to fulfill this cognate area.

Outcomes

By completing the People & Society requirement, students will be able to:

1. analyze the organization of society
2. analyze patterns of social change

Science, Technology, Engineering, and Mathematics (STEM, 9 credits)

STEM cognates develop students' abilities to think critically about mathematical, scientific, and technological issues by understanding the processes and methods of scientific inquiry involved in experimentation, observation, and quantitative analysis. The STEM cognates nurture literacies that enable students to make informed decisions in an increasingly complex world.

Requirements

Complete one STEM cognate.

Outcomes

By completing the STEM requirement, students will be able to:

1. understand the use of quantitative tools, experimentation, and observation to analyze and solve mathematical, scientific, environmental, and technological problems
2. interpret quantitative data and draw useful conclusions

COGNATES:

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. A cognate is a group of at least three courses for at least nine credits, related in a topical, thematic, interdisciplinary, sequential, or other fashion, so that completion of a cognate provides coherent depth of knowledge. Each cognate has course options that allow students to complete the cognate in a manner that meets their interests, while staying within the coherent focus of the cognate.[2] While students are required to take three cognates to fulfill the Areas of Knowledge requirement, there is no limit to the number of additional cognates students may complete. All cognates completed by students are listed on the students' transcripts, thus certifying their depth of knowledge in those areas.

The university offers a large number and range of cognates. Additionally, each major and minor fulfills the cognate requirement in one Area of Knowledge. (Some majors and minors, depending on the courses selected, can fulfill alternative Areas of Knowledge.) All approved cognates are visible in a cognate search engine (at www.miami.edu/cognates) that allows students to search for cognates based on cognate features, cognate courses, and keywords. Each cognate is administered by a department or program that is designated as the Responsible Academic Unit (RAU) for the cognate. Enquiries regarding a cognate should be directed to the cognate's RAU.

- **Arts & Humanities (9 Credits)**

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.

Students will be able to:

- Critically evaluate and interpret the creative products of humanistic and artistic expression, applying appropriate vocabulary and concepts for their description and analysis.
- Understand the creation and performance of art.

[2] The University's cognate approval process ensures that all Arts & Humanities cognates require students to complete at least one course that goes beyond skill development, i.e., beyond the basic composition, oral communication, and introductory foreign language courses.

People & Society (Fullfilled by BSPH Degree)
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.

Students will be able to:
- Analyze the organization of society.
- Analyze patterns of social change.

Science, Technology, Engineering & Mathematics (STEM) 9 Credits
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.

Students will be able to:
- Understand the use of quantitative tools, experimentation, and observation to analyze and solve mathematical, scientific, environmental, and technological problems.
- Interpret quantitative data and draw useful conclusions.

The three cognates taken to fulfill the Areas of Knowledge requirement (including cognates fulfilled by majors and minors) must have different RAUs. No more than two Areas of Knowledge may be fulfilled by cognates whose RAUs are in the same school or college, except for the College of Arts and Sciences. Majors and minors may cover more than one Area of Knowledge, but may be used to fulfill the cognate requirement in only one of those areas. A course may be used in only one cognate used to fulfill the Areas of Knowledge requirement (including cognates fulfilled by majors and minors). Students may petition for individual course substitutions in cognates, by application to the cognate's RAU. Transfer courses, Advanced Placement, International Baccalaureate, CLEP, dual enrollment, etc., that are transferred in with specific UM course credit, can be used in cognates.

Major
Refer to the "Major Requirements" section below for information on the courses required for the BSPH program.

Advanced Writing and Communication Skills
The Advanced Writing and Communication Skills requirement empowers public health students to develop their communication skills, both written and verbal, enabling them to better articulate information relating to health science, nursing, and public health.

Requirements
To fulfill this requirement, students must complete five designated writing-intensive courses. Several public health requirements and/or electives may qualify as writing-intensive.

Public health Courses that Require Formal Student Writing or Presentation

The following courses carry writing and presentation components and may count for the BSPH program:

Course	Writing Assignment	Student Presentations
BPH 301	Various Writing Assignments	
BPH 305	Three reflective papers	Final student presentation
BPH 309	Three reflective papers	Final student presentation
BPH 310	Four reflective papers	Final student presentation
BPH 321	Five reflective papers	Student presentations throughout class
BPH 490	Five journal entries, final paper	Final student presentation
Health Science Assignments		

Outcomes

By completing the Advanced Writing and Communication Skills requirement, students will be able to:

1. effectively communicate information related to public health in both speech and in writing, using appropriate information sources, presentation formats, and technologies
2. demonstrate the necessary written and verbal communication skills to effectively carry out a career in healthcare

Plan for assessment

Student Performance on Written Assignments and Presentations

In order to graduate from the BSPH program students must successfully pass two courses in English Composition (i.e., ENG 105 and ENG 106) as well as five writing-intensive courses with a grade greater than or equal to 70%. The majority of public health courses include written assignments and student presentations as part of the course grade. Grading of student written assignments and oral presentations are based on defined rubrics. These courses may be applied to the BSPH program as outlined in the major requirements.

Graduating Senior Survey (GSS) Responses for Questions Related to Written and Verbal Communication

Based on the results from the GSS, students believe their undergraduate coursework in the BSPH program significantly enhanced their written, oral, and formal presentation skills, which, in turn, allowed them to more effectively interact with various individuals and groups.

Electives

Students must earn a minimum of 120 credits to complete the BSPH degree. Students may need to take varying numbers of elective credits beyond the degree requirements listed above to reach the 120 credit threshold.

Major Requirements

Public health can be a primary or an additional major.

Coursework in the BSPH program is based on recommendations made by the Association for Prevention Teaching and Research (2008) for undergraduate course work in public

health. Students are required to complete 33 credit hours of public health coursework, which includes 27 credit hours of core required courses and 6 credit hours of approved public health electives.

Second Major Requirements

A second major in public health is available to all UM students. Students who pursue a second major in public health must complete the following courses:

Code	Title	Credit Hours
BPH 206	Introduction To Public Health	3
BPH 208	Introductory Epidemiology	3
BPH 305	Issues in Health Disparities	3
BPH 309	Health & Environ.	3
BPH 310	Global Health	3
BPH 321	Health Promotion And Disease Prevention	3
BPH 322	Introduction To Health Policy	3
BPH 352	Biological Principles Of Public Health	3
BPH 465	Public Health Statistics And Data Management	3
BPH 490	Field Practicum In Community Health	3
Elective (*)		3
Elective (*)		3
Total Credit Hours		**33**

Course List

(*) = Students may choose an elective from the following courses: APY 205, BPH 301, BPH 303, BPH 306, BPH 317, BPH 319, BPH 355, BPH 402, BPH 419, BPH 487, BTE 450, BSL 460, GEG 231, GEG 241, GEG 334, GEG 336, GEG 341, GEG 343, GEG 345, GEG 346, GEG 366, GEG 414, INS 570, INS 571, INS 572, INS 573, INS 599, KIN 155, MGT 270, and MKT 388

Residency Requirement:

- Public health majors must complete at least 18 of the 33 credits required for the public health major through the University of Miami School of Nursing and Health Studies.
- Public health majors can apply a maximum of six credits from study abroad programs towards their public health major. These study abroad credits will count as part of the required 15 credits for the public health major that students can take outside of the School of Nursing and Health Studies at the University of Miami.

B.S. in Public Health - Curriculum Requirements

Code	Title	Credit Hours
Areas of Proficiency		
English Composition		
ENG 105	English Composition I	3
ENG 106	English Composition II	3
Mathematics		
Mathematics: MTH 107 or higher		3
Statistics: BPH 202 or other approved statistics course		3
Social Science		
PSY 110	Introduction to Psychology	3
One additional approved social science elective		3
Modern Language		
One modern language course at or above the 200 level		3
Natural Science		
BIL 150 & BIL 151	General Biology and General Biology Laboratory	5
Choose one chemistry option below:		4-5
CHM 103 & CHM 105	Chemistry for Life Sciences I (Lecture) and Chemistry for Life Sciences I (Laboratory)	
CHM 111 & CHM 113	Principles of Chemistry I and Chemistry Laboratory I	
CHM 121 & CHM 113	Chemistry For The Biosciences I and Chemistry Laboratory I	
Areas of Knowledge		
Arts & Humanities		9
People & Society*		0
Science, Technology, Engineering, and Mathematics (STEM)		9
Major		
BPH 206	Introduction To Public Health	3
BPH 208	Introductory Epidemiology	3
BPH 305	Issues in Health Disparities	3
BPH 309	Health & Environ.	3
BPH 310	Global Health	3
BPH 321	Health Promotion And Disease Prevention	3

Code	Title	Credit Hours
BPH 322	Introduction To Health Policy	3
BPH 352	Biological Principles Of Public Health	3
BPH 465	Public Health Statistics And Data Management	3
BPH 490	Field Practicum In Community Health	3
Major Elective**		3
Major Elective**		3
Advanced Writing and Communication Skills* **		**0**
Electives***		**39-38**
Total Credit Hours		**120**

Course List

* The public health major may be used to fulfill this cognate area.

** Students may choose an elective from the following courses: APY 205, BPH 301, BPH 303 , BPH 305, BPH 306, BPH 317, BPH 319, BPH 355, BPH 402, BPH 419, BPH 487, BTE 450, B SL 460, GEG 231, GEG 241, GEG 334, GEG 336, GEG 341, GEG 343, GEG 345, GEG 346 , , GEG 366, GEG 414, INS 570, INS 571, INS 572, INS 573, INS 599, KIN 155, MGT 270, and MKT 388

*** Students must take at least five designated writing-intensive courses to complete this requi rement; unless students choose to take additional credits to complete this requirement, it i s highly recommended students select courses that are designated as writing-intensive and will double count toward this area and their other requirements.

**** The number of electives students take may vary due to differences in placement scores, tra nsfer credits, course and cognate selections, e

B.S. in Public Health - Sample Plan of Study

The sample plan of study listed below is based on the following ENG, MTH, and modern language placement information and major, minor, and cognate selections:

- ENG placement: ENG 105
- MTH placement: MTH 101
- Modern Language placement: SPA 101
- Major(s): Public Health
- Minor(s): None
- Cognates
    - Art & Humanities: Popular Culture (RAU = English)
    - People & Society: Public Health major (RAU = Nursing & Health Studies)
    - Science, Technology, Engineering, and Mathematics (STEM): Biology and Chemistry for Pre-Health Sciences (RAU = Chemistry)

Sample Plan of Study

Freshman Year		
Fall		**Credit Hours**
BPH 206	Introduction To Public Health (W)	3
ENG 105	English Composition I	3
MTH 101	Algebra for College Students	3
PSY 110	Introduction to Psychology	3
SPA 101	Elementary Spanish I	3
	Credit Hours	**15**
Spring		
BPH 208	Introductory Epidemiology	3
ENG 106	English Composition II	3
MTH 107	Precalculus Mathematics I	3
SPA 102	Elementary Spanish II	3
Elective		3
	Credit Hours	**15**
Sophomore Year		
Fall		
BIL 150 & BIL 151	General Biology and General Biology Laboratory (counts for STEM cognate)	5
BPH 202	Introductory Statistics In Health Care (W)	3

SPA 201	Intermediate Spanish I	3
Major Elective (*)		3
Elective		3
	Credit Hours	**17**
Spring		
BPH 310	Global Health (W)	3
CHM 111 & CHM 113	Principles of Chemistry I and Chemistry Laboratory I (counts for STEM cognate)	4
ENG 383	The Literature of Science Fiction (W; counts for Arts & Humanities cognate)	3
PSY 240	Abnormal Psychology	3
Elective		3
	Credit Hours	**16**
Junior Year		
Fall		
AMS 322	Topics in American Studies: Literature (counts for Arts & Humanities cognate)	3
BPH 321	Health Promotion And Disease Prevention (W)	3
BPH 352	Biological Principles Of Public Health	3
Elective		3
Elective		3
	Credit Hours	**15**
Spring		
BPH 309	Health & Environ. (W)	3
BPH 322	Introduction To Health Policy	3
Elective		3
Elective		3
Elective		3
	Credit Hours	**15**
Senior Year		
Fall		
BPH 465	Public Health Statistics And Data Management (W)	3
WGS 210	Popular representations of Queer sexualities (counts for Arts & Humanities cognate)	3

Major Elective (*)		3
Elective		3
Elective		3
	Credit Hours	**15**
Spring		
BPH 490	Field Practicum In Community Health (W)	3
BPH 305		3
Elective		3
Elective		3
Elective		3
	Credit Hours	**15**
	Total Credit Hours	**123**

Plan of Study Grid

(W) = Course is designated as writing-intensive

(*) = Students may choose an elective from the following courses: APY 205, BPH 301, BPH 303, BPH 305, BPH 306, BPH 317, BPH 319, BPH 355, BPH 402, BPH 419, BPH 487, BTE 450, BSL 460, GEG 231, GEG 241, GEG 312, GEG 334, GEG 336, GEG 341, GEG 343, GEG 345, GEG 346, GEG 348, GEG 366, GEG 414, INS 511, INS 570, INS 571, INS 572, INS 573, INS 599, KIN 155, MGT 270, and MKT 388

APPENDIX C

Minor in Public Health Requirements

Public Health Minor

A minor in Public Health is offered. The minor in Public Health consists of 12 credits including: **BPH 206 Introduction to Public Health** (3 cr), **BPH 208 Introductory Epidemiology** (3 cr), plus **two Public Health electives** from the list below:

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
APY 205	Medicine, Health Care in Society	3

APPENDIX D

Minor in Health Communication Requirements

Health Communication Minor

A joint minor in Health Communication is offered in conjunction with the School of Communication. Thea Health Communication minor consists of 15 credits as detailed below:

The Minor in Health Communication consists of 15 credits:

Required Core Courses (6 credits)

- Health Communication – COS 324 (3 cr)
- Public Health – BPH 206 (3 cr)

6 additional credits in Communication Studies (COS) from the courses listed below:

- COS 325 Communication in Health Organizations (3 cr)
- COS 426 Patient-Provider Communication (3 cr)
- COS 427 Health Behavior and Risk (3 cr)
- COS 472 Persuasion (3 cr)

3 additional credits in Public Health (BPH from the courses listed below:

- BPH 305 Issues in Health Disparities (3 cr)
- BPH 310 Global Health (3 cr)
- BPH 321 Health Promotion and Disease Prevention (3 cr)
- BPH 322 Introduction to Health Policy (3 cr)

A grade of C or higher is required in all courses (a grade of C- or lower is not acceptable for minor). Minimum UM GPA of 2.0 required to declare minor.

For further information, please contact the Office of Student Services at 305-284-4325 or via email at http://www.miami.edu/sonhs/index.php/sonhs/

APPENDIX E

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 F

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 my 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

Centers for Disease Control - Phone: 404-639-3311
Internet: 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 2/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
www.miami.edu/studyabroad

UNIVERSITY
OF MIAMI

STUDENT TRAVEL INFORMATION FORM

Name:_____

Program:_____

Student Number:_____

DEPARTURE FLIGHT

Departure:

Date:_____

City:_____

Airport:_____

Airline:_____

Flight Number:_____

Departure Time:_____

Arrival:

City:_____

Airport:_____

Airline:_____

Flight Number:_____

Arrival Date:_____

Arrival Time:_____

RETURN FLIGHT

Departure:

Date:_____

City:_____

Airport:_____

Airline:_____

Flight Number:_____

Departure Time:_____

Arrival:

City:_____

Airport:_____

Airline:_____

Flight Number:_____

Arrival Date:_____

Arrival Time:_____

Revised 4/1/2005

APPENDIX G

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 of 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 H

SONHS Drug Testing Policy and Impaired Student Screening Policy

University of Miami School of Nursing and Health Studies
Student Substance Abuse Policy – May 2015

Purpose

The University of Miami School of Nursing and Health Studies prohibits the use or the possession or dissemination of narcotics or other mind-altering drugs, other than those medically prescribed, properly used, and in the original container, by students on University property or while on University business.

The purpose of this substance abuse policy is to provide information related to any unlawful use, manufacture, distribution, or possession of controlled or illegal substances or alcohol, and 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, and thus **any unlawful possession, use, manufacture or distribution of controlled or illegal substances or alcohol by any student while on campus or at a clinical site shall be considered substance abuse or possible dependency and will constitute cause for termination from the program.** UM SONHS students are expected to read and comply with this Student Substance Abuse Policy. A signed copy of the policy is indication that the policy has been read and understood.

Drug Testing Policy

All students will undergo drug testing as a part of their admission and continuing enrollment in the nursing school. A minimum of two 10 panel drug screens are required through American Data Bank. Due to the length of the program, SRNA students will have three 10 panel drug screens. The first test will be conducted at the time of admission, prior to starting classes, and at least one more test will be done during the students' tenure at the university. The drug screening process involves the collection of urine, blood, or hair sample to detect the presence of substances which may cause impairment.

When a student receives an e-mail from the School of Nursing and Health Studies directing him/her to be drug tested, the student must submit his/her specimen at a designated American Data Bank collection site or other designated drug screening location 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, up to and 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 as requested by the school.

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 the student is suspected to be impaired from drugs or alcohol, at the discretion of a faculty member, clinical preceptor, clinical instructor, or school administrator.

Faculty and Clinical Preceptors Reporting Substance Abuse

A faculty member suspecting possible substance abuse by a student must report the suspicious behavior immediately to the Director or designee verbally and by submission of the **Faculty Report of Suspicion of Drug/Alcohol Use reporting** form.

A student who is suspected of drug or alcohol impairment during didactic or clinical activities will be escorted to a testing center by an assigned representative of the SONHS. If a student becomes argumentative, resistant or violent with school or hospital representatives assigned to escort the student to the testing center, the escort (defined as a clinical coordinator/clinical instructor/preceptor/faculty member) can choose to notify the police department and the student will be dismissed from the grounds where the incident occurs. The Director or Associate Dean of the program in which the student is enrolled has the authority to temporarily suspend the student from clinical participation pending the final results of any tests.

If a student refuses to comply with the request from a faculty member, preceptor, instructor, or school administrator to undergo drug or alcohol screening, or refuses to participate in any of the steps listed below, the student may be dismissed from the University of Miami School of Nursing and Health Studies immediately.

Random Testing Procedure Steps

- If not already completed, the student will sign the program's consent form. These are distributed when the student enrolls in the program, and the testing site will have them available as well.
- From the time that a student is suspected of being impaired or diverting medications, a clinical coordinator/clinical instructor/preceptor/faculty member at the facility will stay with the student. If the student leaves the facility or goes to the bathroom, the test will be invalid because the chain of custody has been broken and the student may be dismissed from the program.
- If the student in question is an SRNA student, the escort will notify the CRNA faculty member on call. For all other students, the escort will notify the Associate Dean in charge of the student's program. A faculty member or administrator will go to the facility to pick up the student and transport him/her to UMH. Again, someone must be with the student at all times.
- The student will be tested at UMH. The student may be asked to provide a witnessed sample of urine, hair, blood, or saliva, which may be frozen for further testing. The student will have to provide a photo ID (driver's license or UM ID) and will have to provide his/her social security number. The student and the escort will go to Occupational Health during regular business hours (Monday-Friday, 7 AM-5:30 PM). After regular business hours, the student and the escort will go directly to the lab ([305] 689-5446).

- The student will sign the chain of custody forms and any other documents provided by the testing laboratory.
- The sample will be screened for controlled substances or any other non-controlled substances suspected of being used or abused by the student.
- The student will disclose any prescribed or over-the-counter medications as well as any dietary habits that could modify testing results at the time of the testing, as requested by laboratory documents.
- The student must fully comply with the testing laboratory's methods and procedures for collecting samples.
- If a **non-negative** result is reported from the testing laboratory, the student may choose to admit to controlled substance misuse, in which case the student will be referred to appropriate treatment options, and be subject to disciplinary action.
- If a student disputes a non-negative test, and requests a retesting of samples by the laboratory, then the student will need to pay for the retest.

Drug Testing Outcomes

All **non-negative** drug tests will be reported to the SONHS by American Data Bank, UMH, or other similar agencies/ institutions partnering with the School of Nursing and Health Studies.

Tests which are reported as **inconclusive**, **adulterated** or **diluted** may be considered as a **non-negative** test by the School of Nursing and Health Studies. A **non-negative** drug screen report at the time of admission may result in the student's admission offer being withdrawn and notification of the non-negative result to the Board of Nursing, according to the reporting requirements for registered professional nurses (464.018, Disciplinary actions, Florida Nurse Practice Act). If the student is already a registered professional nurse, they will be referred to the IPN program. If the student is not a registered professional nurse, they will be provided with a list of local treatment centers. The cost of any treatment will be borne by the student.

Students that have a **non-negative** drug test will be removed from all clinical courses and may be subject to further disciplinary actions, up to and including dismissal.

Students Reporting other Students' Substance Abuse

A University of Miami School of Nursing and Health Studies 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, or 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.

Prescription and Over the Counter Medication Reporting Requirements

There are circumstances in which students may need to take over the counter or prescribed medications that may impair their ability to function safely in the clinical environment and thereby endanger patients and the student. As such, all students are responsible for being aware of the effects these medications may have on their ability to function safely in the clinical practicum. If a clinical preceptor or faculty member establishes that the student is affected by the

use of such prescribed medications, thereby creating a potential threat to patient care, the preceptor or faculty member will advise the student to leave the clinical area. Inability to perform all clinical functions safely while under the effects of prescribed medications will result in re-evaluation of student's ability to participate in clinical training and the student will be encouraged to request leave from clinical studies. **Students must notify the director regarding the use of any prescribed medication, other than antibiotics, within 72 hours of prescription**, and any over the counter medication which could impair performance prior to entering the clinical environment. If the student does not comply with this disclosure and has a subsequent non-negative drug screen, the student may be dismissed from the program.

Controlled Substances Handling and Accountability, Suspicion of Drug Diversion

Accurate accounting of controlled substances and adherence to hospital, pharmacy and departmental policies are of utmost importance to all students. Common methods of drug diversion include setting aside drugs for personal use and falsifying the use of these drugs in the patient's record, recording a medication's vial as broken or wasted in the medication dispensing systems, and/or sending a substitute of the drug (placebo) back to the pharmacy as leftover medication. The SONHS nurse anesthesia program faculty members or clinical coordinators will conduct periodic audits of patient documentation, and students' management of typical anesthesia drugs utilized in the clinical area. This audit may include a chemical analysis of returned and wasted drugs, and or inspection of students' lockers and personal belongings in the clinical area. Frequent incidents of controlled and non-controlled substances mishandling, medication charting errors, or any other behaviors suspicious of drug diversion will be treated as reasonable suspicion for drug diversion and potentially lead to dismissal from the program.

Dismissal and Appeal:
Dismissal and appeal polices for the School of Nursing and Health Studies are contained in the Student Handbooks. Please refer to the appropriate document for specific details.

Impaired Student Policy:
For the safety of our students, patients, clients, and community, nursing students are subject to random drug testing. The following information is presented in response to compliance of regulations of "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, including the U.S. Federal Drug Free Workplace Act 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 Statutes, Chapter 562, which detail the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statutes 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 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 infection 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 with a needle in the vein. This form of use is called intravenous 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 (sub-acute 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 HIV infection.

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, yawing, 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 drug.

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, http://www.miami.edu/sa/index.php/pier21/. 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, clinical preceptor, clinical instructor, or school administrators. **If a student refuses to comply with the request from a faculty, clinical preceptor, clinical 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. A positive drug screen can result in dismissal from the University of Miami and the School of Nursing and Health Studies.**

Testing Locations and Information

For routine testing:

American Data Bank

For reasonable suspicion testing:

University of Miami Hospital

Contacts: Carmen Lazo, Elena Novo (305) 689-5891

M-F 7-5:30: Occupational Health, West Building, Suite 502

After hours and on weekends: Go directly to the lab – 4th Floor, East Building (Main)

Cost including is $67.00.

APPENDIX I

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.

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.

		UM Police Department / Security	
Campus	**Hurricane Hotline**	**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 J

University Student Support Services

UNIVERSITY SUPPORT SERVICES

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
Miami Hurricane 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

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UG Student Handbook

APPENDIX K

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, 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:_____

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