RUTGERS HEALTH
School of Health Professions



Student Handbook
2026-2027

Our Locations

Health Sciences Campus at Newark
65 Bergen Street University Heights
Newark, NJ 07107-3001



Health Sciences Campus at Piscataway/New Brunswick
675 Hoes Lane
Piscataway, NJ 08854-5635



Notice

This handbook is your guide, as well as ours. As health professions students, you are responsible for reading all pertinent information in university publications regarding tuition/fees, add/drop policies, deadline dates, etc. If you are a new student, your program director will discuss with you taking our academic integrity modules to learn more about our expectations. You are expected to comply with the rules and regulations of the school as stated in school publications and on the school's website. Students are also responsible for compliance with the policies, rules, and regulations of Rutgers University, Rutgers Behavioral and Health Sciences, and Rutgers' School of Health Professions.

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

This handbook represents a reference guide to policies, services, and requirements for SHP. The school reserves the right to change any provisions, offerings, tuition, fees, or requirements at any time within the student's period of study at SHP. In addition, SHP may at any time eliminate, modify or change the location of any School, Institute, Center, Program, Department, course or academic activity.

The online handbook supersedes all hard copy material previously distributed.

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General School Information



About Us

Founded in 1976, The School of Health Professions (SHP) has a rich history of growth and a reputation for providing quality education to entry-level health professionals and advanced education to health providers, qualifying them for specialty and advanced practice roles. Our presence on the Newark, Piscataway, and Camden campuses of the School of Health Professions allows us to be a key statewide resource for education, health care, research, and community service. Our commitment to delivering superior health education through web-based technologies has expanded our reach nationally and internationally. Today, more than half of our students are health professionals taking courses and earning a degree online.

Administrative Offices

OFFICE	CAMPUS	CONTACT
Dean's Office		973-972-4142
Office of Education		973-972-2375
Office of Enrollment Management		
Admissions	Newark	973-972-5454
Registrar	Newark	973-972-5454
Student Affairs	Newark	973-972-5001
Student Success	Newark	https://shp.rutgers.edu/student-success/
Education Opportunity Fund (EOF)	Newark	https://shp.rutgers.edu/educational-opportunity-fund/
Office of Faculty Affairs	Newark	973-972-0193
Office of Faculty Development	Piscataway	908-889-2438
Office of Finance	Newark	billingandcollections@sa.rutgers.edu
Office of Information & Instructional Technology	Newark	973-972-7820 shphelp@shp.rutgers.edu https://shp.rutgers.edu/technology-and-facilities/
Office of Inter-Professional Education and Practice	Newark	973-972-7820 https://shp.rutgers.edu/interprofessional- education/
Office of Research	Newark	973-972-0817 mcoral@shp.rutgers.edu
Office of Planning (Communication)	Newark	973-972-9269
Ombudsperson	Newark	Brittany Stone stonebl@shp.rutgers.edu

Faculty Information

Nothing is more important to the faculty than watching students accomplish their dreams. For that reason, faculty make themselves available by email and through office hours. All communication is returned within 24 hours. Faculty are there to guide the students through their didactic and clinical courses and will remain in close contact during the students' internships.

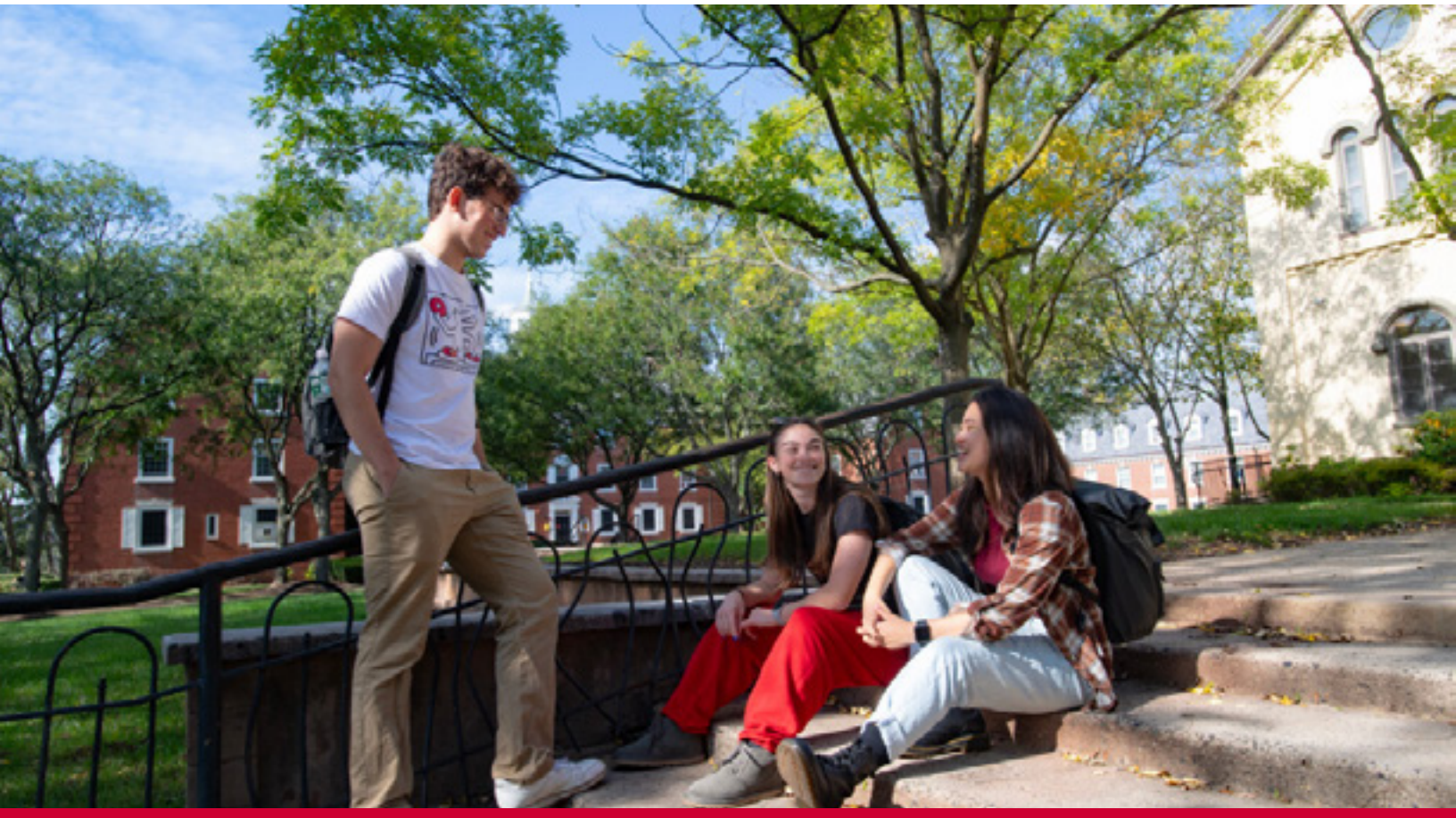
A listing of fulltime faculty can be found on our website:
https://apps.shp.rutgers.edu/projects/facultyLocator/main1.cfm

Staying Informed: News, Events & Social Media

A goal of the School of Health Professions is to provide current information and news to its community. We encourage you to visit our website often to learn about events and accomplishments of our faculty, staff, and students. They are also frequently highlighted in local media and social media, in addition to our website.

SHP News & Events

Follow us on Facebook and Instagram



New Student Checklist

Welcome to the School of Health Professions! Upon admissions and before enrollment, you are required to complete all of the items in the **Admissions Checklist:**

A. Complete by date designated within your acceptance packet:

- ✓ **Technical Standards**
- ✓ **Applicant Response Sheet**
- ✓ **RequirementsforGraduation**
- ✓ **Tuition Deposit**
- ✓ **Criminal Background Check**

B. Must be completed after Section A items:

- **New Student Welcome Sessions**
- **Academic Integrity Training**
- **Immunization Forms**
- **Waiving Health Insurance**
- **Register your Disability with the Rutgers Health Office of Disability Services**
- **Rutgers Health HIPAA Compliance Trainings**
- **New Student ID Cards**
- **Sexual Violence Prevention Course**



FERPA



Understanding Family Educational Rights & Privacy Act (FERPA)

Text below is from the US Department of Education website, **Family Educational Rights and Privacy Act (FERPA)**

"The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct record which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Learn more about **Rutgers FERPA Compliance**

Post Admissions



Academic Calendar

The **Academic Calendar** is published annually and provides important dates for students. Dates included in the Academic Calendar include start and end dates for traditional programs, registration dates, add/drop dates, application for graduation, etc. Please refer to the calendar for deadlines.

Student Rights, Responsibilities and Disciplinary Procedures

Please read the School of Health Professions **Academic Policies on the school website.** Section 6 of the **Academic Policies** provides policies regarding students' rights and responsibilities as well as disciplinary procedures related to student violations. SHP strictly follows the Rutgers Health policy on "Students Rights, Responsibilities and Disciplinary Procedures for students" which can be found in the **Rutgers Health Policies.**

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

Notify your Program Director and the **Office of Student Affairs** of any health changes, personal difficulties or disabilities. The Program Director will direct you to inform any other necessary department.

Student Honor Code and Academic Integrity Responsibility

Students are required to review the **Faculty/Student Honor Code** and, prior to enrollment, acknowledge their agreement to abide by it when completing the Applicant Response Sheet. Students are required to complete the **Academic Integrity Modules** before the beginning of the first semester.

Student Use of Personally Owned Mobile Communication Devices/ Recording Devices Responsibility

Please see these excerpts from the Rutgers Biomedical and Health Sciences policy on "Student Use of Personally Owned Mobile Communication Devices/Recording Devices".

"Mobile Communication Devices -- Students are required to exercise discretion and restrict the use of personal mobile communication devices in any educational setting to the extent required by the facility in which the educational experience takes place ..."

"Recording Devices -- Students shall not use the picture-taking functionality of mobile communication devices in the educational setting, unless specifically authorized to do so."

"Recording Conversations -- It is expected that students will respect the privacy of other individuals in the educational setting, and that secret recording of individuals without their knowledge is not compatible with the mission of universities to foster an open exchange of ideas. ... the University does not condone recording of individuals who are unaware that such recordings are being made.... any recording will be done only with the prior consent of the parties involved. Covert/secret recording of any conversation or meeting occurring at

the educational setting, including any classroom or other educational experience, or conversations or meetings offsite that deal with educational matters of official concern are prohibited."

"Patient Care -- In compliance with the privacy regulations contained in the Health Insurance Portability and Accountability Act (HIPAA), visual and recording devices shall not be used in patient care areas."

The full "Student Use of Personally Owned Mobile Communication Devices/Recording Devices Policy" can be found in the **Rutgers Health Policies.**

Email Responsibility

The official means of communication between the school, programs, faculty, and students is through the University's email system. After a new student has accepted the offer of admission, Rutgers SHP Office of Admissions sends an email to the student's personal email address with instructions on how to set up a Rutgers email account.

Students are responsible for 1) obtaining a Net-ID and official email address, 2) activating their email account at **Rutgers NetID** immediately upon acceptance of admission into the School, and 3) reviewing their email at least twice a week while a student in the program.

All official School, University, and program notifications come through email, including registrar and student affairs information. The school is not responsible if a student fails to comply with a request or meet deadlines that are communicated through the email system.

Training Programs Responsibility

Students are responsible for completing all training programs required by the school (Academic Integrity, "Do R Part, Understanding and Responding to Interpersonal Violence", and RU Learning {HIPAA }) within the established time frame. Check with your Program Director regarding any additional program specific training requirement (e.g., infection control, EMTALA, OSHA, etc.) Some of these training sessions must be completed annually.

Health Information Disclosure Responsibility

Health information at the University and all patient care sites are protected under the Health Insurance Portability and Accountability Act (HIPAA). The University is committed to providing students with notification of legal duties and privacy practices. Students are required to abide by HIPAA and are subject to disciplinary action for HIPAA violations. All students are required to complete the on-line training on an annual basis through the RU Learning Compliance trainings.



Maintaining a Drug-Free Environment

The University maintains a drug-free environment. “No student, faculty member, resident, or staff member is permitted to unlawfully manufacture, distribute, dispense, possess or use a controlled substance in any University facility or while conducting official University business. Individuals who violate this policy will be subject to appropriate disciplinary action up to and including dismissal or termination from the University and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program” (Drug-Free Environment Policy).

The full “Drug-Free Environment Policy” can be found in the **Rutgers Health Policies.**

Drug Testing

Students performing clinical activities may be required to undergo drug testing. If this service is not available at the site, testing may be performed through SHP. Please note that all drug testing performed at SHP must be pre-approved by your clinical coordinator or program director. The drug testing form may be obtained at **https://portal.castlebranch.com/UM27**.

Use of Alcohol

The sale, service, possession, and consumption of alcoholic beverages on the Rutgers University campuses are regulated by federal and state laws and by local ordinances. All members of the University community are obligated to obey these laws, regulations, and ordinances. The University does not have the authority to alter the laws or secure exemption from them. Members of the University are individually responsible for determining how applicable laws, regulations and ordinances apply to them, and for obeying them.

The use of alcoholic beverages at social functions on the Rutgers University campuses is restricted to those functions open to members of sponsoring organizations and their invited guests where service of alcohol is restricted to those of legal drinking age as defined by pertinent New Jersey Statutes. Such functions must be restricted to areas designated by the Deans, Chancellors, or Executive Vice Presidents. In all cases, state laws governing the dispensing of alcoholic beverages must be observed”.

The full “Alcoholic Beverages Use Policy” can be found in the **Rutgers Policy Library.**

Students with Impairments

"An impaired student is one who is unable to participate within the University community with requisite skill and safety. This impairment may be due to substance abuse and/or alcohol abuse or dependency, mental disorder, or other medical disorders. Impairment does not necessarily imply that a student has a disability.

Physical and mental disorders and alcohol and other drug abuse or dependencies are often treatable. It is the policy of the University to assist students with impairments [defined] in obtaining treatment, when such assistance does not adversely affect the University's ability to safeguard the public health and effectively discharge its mission.

If impairment is caused by a disability, it shall be the student's obligation to comply with university policy, and any applicable School procedures with regard to requests for accommodation".

The full policy can be found in the **Rutgers Health Policies** under the policy title "Students with Impairments".

Technical Standards for Participation in Courses

A candidate for any SHP program must be able to achieve abilities and skills, which include those that are observational, communicational, intellectual/conceptual, dexterity/motor, and behavioral and social. The following technical standards are required of all candidates for admission, matriculation, progression, and graduation, with or without the use of reasonable accommodations. You can find more information on Rutgers Health and SHP technical standards on the following web page **https://shp.rutgers.edu/admissions/rbhs-technical-standards/.**

Accommodating Students with Disabilities

Rutgers University welcomes students with disabilities into all the University's educational programs. In order to receive consideration for reasonable accommodation, students with a disability must contact the appropriate disability services office at the campus where they are officially enrolled, participate in an intake interview, and provide documentation.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible.

For more information regarding Disability Services and to start the registration process please visit the **Rutgers Health Office of Disability Services** website. The full policy can be found in the **Rutgers Health Policies** under the policy name "Disabilities and Rutgers Health Students/Applicants".

Military/Veteran Student Programs

We ask that students in the military please review our policies in the event they are called for active duty. Students in National Guard or a VA program must contact Enrollment Management, the Program Director, and the course instructor, and follow the guidelines and contact information listed on the **Military/Veteran Student Programs** link. The student should make sure the appropriate individuals are notified, School forms completed, and prior arrangements made with course instructors. More information can be found in the Military/Veterans area of the SHP website regarding benefits, certification at SHP, and additional resources.

The complete policy can be found in the **Rutgers Policy Library** under the policy name "Military Leave, Academic Credit and Tuition Refunds – Undergraduate and Graduate Students".

Please visit the **Office of Veteran and Military Programs and Services** website for information about the services and resources that are available to Rutgers University students who have served or are serving their country.

Ombudsperson

Under Rutgers Health policy, each Dean has appointed an ombudsperson as a designated, confidential resource for students and visitors seeking information or solutions to problems. The unique nature of the ombudsperson is one of neutrality, impartiality and independence from the Schools' and University's established administrative structures. The ombudsperson does not represent the student's interests, is not an agent of the institution and is not responsible for academic or disciplinary decisions concerning students or visitors. The ombudsperson is independent of all administrators who have notice, compliance, regulatory, enforcement, adjudicatory and disciplinary functions such as deans or program directors.

The ombudsperson identifies options, provides information, refers to other resources, facilitates communication between people, may mediate disputes or negotiate resolutions between parties, and recommend changes in policy or procedure to School/University administrators.

The assistance of an ombudsperson is informal and non-adversarial, separate from existing formal grievance and complaint procedures. Complaints or problems brought to the attention of the ombudsperson do not constitute placing the University on formal notice. Students and visitors can always pursue formal procedures. Sometimes the ombudsperson may recommend this course of action and refer the visitor to the appropriate office. Th e ombudsperson will not participate in formal proceedings.

Additionally, the ombudsperson shall maintain confidentiality t o t he e xtent p ermitted b y l aw. T he S HP Ombudsperson is Brittany Stone. Ms. Stone may be reached by telephone at 856.566.6440 or **brittany.stone@rutgers.edu**.

Should a student within the Psychiatric Rehabilitation and Counseling Department need to speak to an Ombudsperson outside of your department, please email the Office of Student Affairs (**osa@shp.rutgers.edu**) who will be glad to connect you with an Ombudsperson outside of your department.

Student Grievances

Students are encouraged to resolve complaints and grievances at the departmental level by consulting the appropriate faculty member or by bringing the issue to the appropriate Program Director or Department Chair.

Students with general questions regarding policy/procedures for academic/disciplinary issues may reach out to the Office of Student Affairs at osa@shp.rutgers.edu.

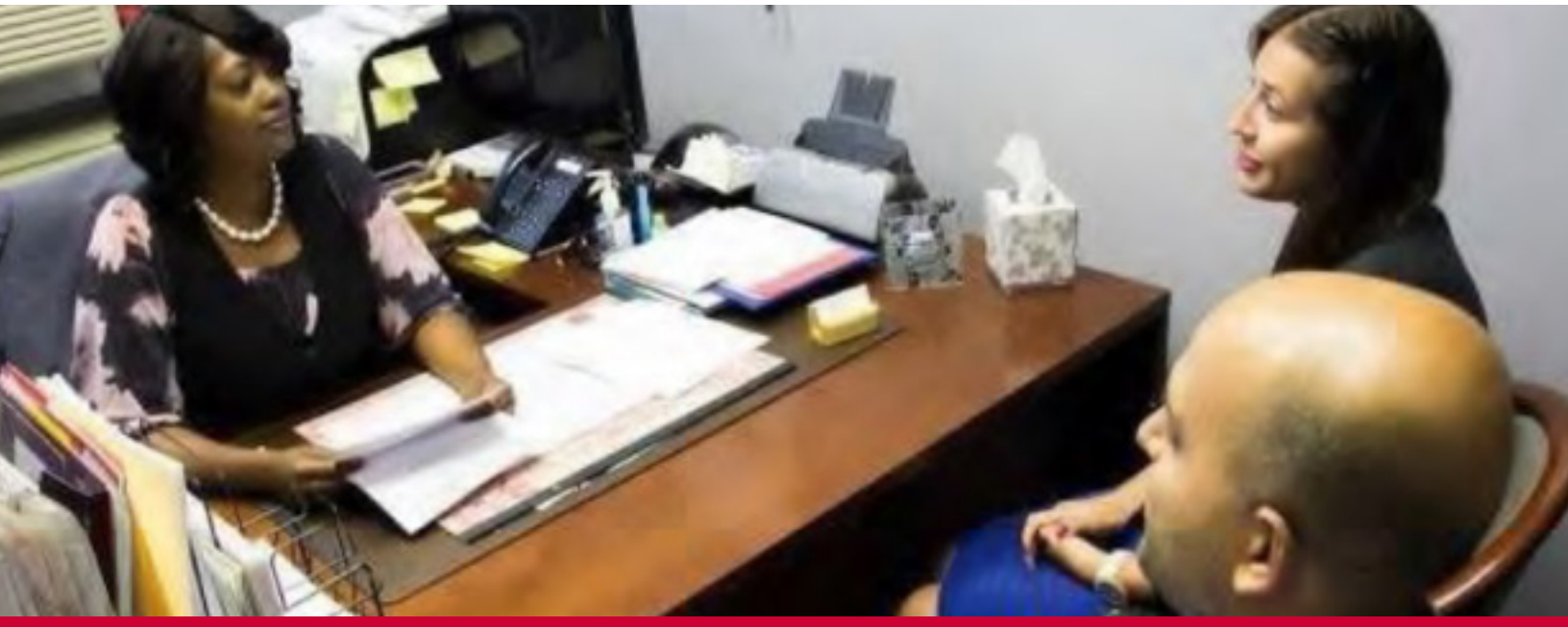
Harassment or Discrimination

Rutgers University, faculty and staff are committed to helping to create a safe learning environment for all students and for the entire community. If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. The Rutgers Student Policy Prohibiting Sexual Related Misconduct can be found at: **http://compliance.rutgers.edu/title- ix/about-title-ix/title-ix-policies/**. Rutgers has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. The most efficient method to file a report is via this link: **https://nbtitleix.rutgers.edu/**.

Please be aware that all Rutgers employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers) are required to report information about such discrimination and harassment to the University.

This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources in Appendix A of the above-mentioned policy.

For more information about your rights and our responsibilities at Rutgers, please go to **https://uec.rutgers.edu/wp-content/uploads/RBHS-Chancellor-Policy_Students-RightsResponsibilities-and-Disciplinary-Procedures-_6.19.13.pdf**.



Policies and Procedures



Academic Policies and Procedures

Students, faculty, academic programs, and administration of The School of Health Professions are guided and governed by academic policies, which are listed below. You can click on each program or find the policies on the School's **Academic Policy** website. Students are expected to familiarize themselves with the policies.

Registration

- 2.0 Student Enrollment Status
- 2.0.1 Maintaining Matriculation
- 2.0.2 Leave of Absence
- 2.0.3 Withdrawal from Course
- 2.0.4 Withdrawal from School
- 2.0.6 Registration Time Status
- 2.1 Registration Process
- 2.1.0 Second Baccalaureate Degree
- 2.2 Add and Drop
- 2.3 Non-Matriculation
- 2.4 Health Information Disclosure
- 2.4.1 Immunization Status
- 2.5 Transfer Credit
- 2.5.1 Portfolio Assessment
- 2.6 Credit by Examination
- 2.7 Undergraduate and Graduate Level
- 2.8 Courses Confidentiality of Student Records
- 2.9 Dual Degree

Grading System

- 3.0 Grading System
- 3.0.1 Grade Point Average Calculation
- 3.0.2 Honors Designation
- 3.1 Probation, dismissal, and Academic Standing
- 3.1.1 Academic Decision and Grade Review
- 3.1,2 Satisfactory Academic Progress for Financial Aid Eligibility
- 3.1.5 Repetition of Course
- 3.2 Examination
- 3.3 Graduation Requirements
- 3.3.1 Awarding Posthumous Degree

Course and Curriculum

- 4.0 Course Approval
- 4.1 Credit Equivalents
- 4.2 Approval of Certificate and Degree Programs

Research

- 5.0 Research Proposal
- 5.1 Student and Faculty Authorship
- 5.2 Graduate Students as Principal Investigators

Doctoral Education

- 7 PhD Students Standards
- 7 Granting a Master's Degree to Student in a Doctoral Program

Tuition and Fees



Tuition and Fees

Tuition and fees are approved annually and are subject to change at any time based on the discretion of the University. Tuition and fees at The School of Health Professions are posted on the **Billing and Collections** Rutgers Health website. Tuition and fees vary according to each program.

"The **Office of Student Accounting, Billing, and Cashier Services** shall ensure that, by the due date, defined as the start date of the semester at the Rutgers Health School/program in which they are enrolled or intend to enroll, all students have paid tuition and fees, or have established an installment payment plan (see section IV.5 of the policy Student Tuition and Fee Obligations for legacy UMDNJ Rutgers Health students, or have demonstrated a commitment to pay as verified by the Financial Aid Office.

The full policy can be found in the **Rutgers Health Policies** under the policy name "Student Tuition and Fee Obligations".

Student Residency for Tuition Purposes

Tuition rates for in-state and out-of-state tuition are posted on the **Rutgers Office of Student Accounting, Billing and Cashier** website.

A determination of residency status for the purpose of tuition assessment will be made by the University based on information provided by the applicant in accordance with the procedure delineated in the **Residency Analysis** form. Students who are in their first term of study may submit the form and supporting documents to the SHP Office of Admissions up to the final day of classes for that term. Students who are applying for in-state residency determination after the last day of classes in their first term of study should submit their form and supporting documents to the Rutgers Health Registrar. Students applying for residency must prove that they have been domicile for at least 12 months.

The Initial determination: At the time an individual applies for admission into any graduate or undergraduate college of the University, the respective Admissions Office will determine residency status for tuition assessment. The determination made at this time shall prevail for each succeeding semester unless a change is authorized.

Students' Responsibilities: The student is responsible for providing relevant information for a residency determination. The burden of proving residency status lies solely upon the student. It is the obligation of the student to seek advice when in doubt regarding eligibility for in-state tuition assessment.

For any questions on residency, please call the Registrar's Office at (973)972-5454.

Tuition Deposit

Once a student is accepted into any SHP Academic Program, he/she must submit a tuition deposit, which holds the student's place and is credited towards the first semester's tuition bill.

Tuition Payment

All students are required to pay or establish an installment payment plan or have verified financial aid or third-party confirmation of payment before the first day of class. All funds from financial aid are initially applied to tuition and fees. “The billing invoice will be mailed thirty (30) days prior to the due date. Rutgers Health students admitted to the University after the date that billing invoices are normally mailed by the school, will have tuition due by the start of the semester.

The Rutgers Health Schools can make the determination to allow students a thirty-day grace period from the start date of classes to pay their tuition and fees”. The **cashier assigned to each Rutgers Health School** is responsible for the collection of tuition and fees.

“Upon request, those students not receiving financial aid or receiving aid that is less than the total cost of tuition and fees may make arrangements with the appropriate Cashier’s Office to pay each term’s tuition and fees on an installment payment plan. Eligibility for participating in this plan will be determined by the Office of Student Accounting, Billing, and Cashiering. Such requests must be received on or before the due date for each semester’s tuition and fees. To participate in the installment plan, the student must execute a Tuition Repayment Promissory Note”. Information on the installment plan is presented in the section “Installment Plan”.

Installment Plan

The Rutgers University Tuition Payment Plan (RUTPP) allows you to pay your term bill charges in convenient monthly payments. By planning early, you can include your college payments in your monthly household budget, which allows you to avoid the large, lump sum payment due at the beginning of each semester. If you budget with Rutgers you may be able to reduce the amount of loans you will need, and in turn reduce your indebtedness.

ONLINE WEB ACCESS

Installment plans are offered online after you are registered and billed.

Students will receive an e-mail notice that their bill is available to review online with On Plan. And at that time, if it’s before the start of classes, a payment plan offer notice will also be e- mailed to the student.

To access your bill and payment plan offers, students should do the following:

1. Login to **https://my.rutgers.edu/** with net ID and password.
2. Under the My Apps tab, do search for Banner Self Service tile (make it your favorite).
3. Click on the tile.
4. Click, Pay Bill button.
5. Click on the link View and Pay Your Bill.
6. Select, View Bill tab, or Payment Plan tab.

Unpaid Accounts

Students are not permitted to continue in their program for the following semester, nor will a transcript of credits or certificate of graduation be issued until the indebtedness is settled.

Students who fail to pay their account in full before their account reaches inactive academic status will have their accounts submitted to a collection agency. The student is responsible for collection agency fees which are not to exceed 40% of the past due balance plus the balance, and all legal fees involved in collecting the past due account.

For inquiries on delinquent accounts, billing and collection office, payroll and student loans please contact **Billing and Collections Rutgers Biomedical and Health Sciences**.

Policy on Non-payment of Tuition

A hold will be placed on the account of students who do not arrange payments with the Rutgers Health cashier's office by the drop/add deadline. This hold will prevent any future registrations.

Students can make payment arrangements at **my.rutgers.edu** or contact the Rutgers Health cashier's office at 848-445-4636 (INFO).

Refunds

Students who are administratively withdrawn for nonpayment will be required to re-apply for admissions and must follow the SHP re-admit policy.

Refunds will be issued on credit balances after all financial obligations to Rutgers Health are satisfied. Please check the registration refund dates listed in the **Academic Calendar**.

Third Party Billing

If tuition/fees are paid directly to the University by a government agency, Armed Services or Federal Government (VA) or the State of NJ, students need to complete the Third Party/ Sponsored Billing Agreement form which can be found on the following website:
https://finance.rutgers.edu/student-abc/payments/third-partysponsored-billing.

Financial Aid

Students must apply through the **Financial Aid office**. Students must meet and continue to meet financial aid and academic guidelines to be awarded financial aid. For application information and guidelines, visit the Financial Aid website.

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

Office of Enrollment Management Registrar



Obtaining a Student ID Card

To obtain an ID card you must upload a photo. Please access the following link for instructions: **http://iam-ipo.rutgers.edu/photosub.php**. This online portal allows for an easy submission of the photo you would like included on your ID Card. All new students must be registered for classes to be eligible for an ID Card.

Rutgers Health Newark Health Science Campus Students ONLY

Rutgers Health students must obtain their ID cards from their program directors.

Rutgers Health Piscataway Campus Students ONLY

Once you have uploaded your photo, you must obtain the printed ID from the One Stop Student Services Center (see **website** for address).

Distance Students ONLY

Please follow the instructions to upload your photo. Once your photo has been uploaded, please forward the confirmation email including your student ID number to: shpadm@shp.rutgers.edu. Upon receipt of your confirmation, your ID card will be mailed to your address.

Requests for a Replacement ID Card

Students requesting a replacement ID card must pay the $20.00 replacement fee (see payment link below) and email the payment confirmation to Enrollment Management-Admissions: s hpadm@shp.rutgers.edu. Students must include their Full name and Student ID Number in that email.

https://secure.touchnet.com/C21589_ustores/web/store_main.jsp?STOREID=1&SINGLESTORE=true

When that confirmation is received, a request will be initiated for the new ID card. ID card pick-up notification will be sent via email.



Program Requirements Descriptions

All programs' requirements and courses listings are available through a searchable database. Click on **programs requirements** to search by course or by program. In the program search, you can access course descriptions by clicking on the link "Details."

Cohort/Block-Registered Students

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

Traditional Registered Students

Traditional students who are not Cohort/Block Registered, including part-time students, are required to consult with an advisor each semester prior to registration.

Traditional registration students are required to register online through **my.rutgers.edu**. To register online students need a PIN number. Students will receive their PIN either by email or from their program director approximately 2 weeks before registration begins. Please contact Enrollment Management at (973) 972-5454 with any questions.

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

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

International Students

Rutgers Global-International Student and Scholar Services provides immigration related advising and processing; and cross-cultural programs for over 9,000 international students and scholars, as well as their spouses and dependents. The center also serves to demystify federal regulations and assist members of the campus community in the cultural adjustment process.

All international students are required to register for and complete a minimum of 9 credits each semester in campus-based courses. Students may only use 3 credits obtained through one online course as part of 9 credits per semester program-based requirement. Please note that students cannot take an online course if they have only one course to complete in their final semester.



Change in Student Data and Name Forms

Each student is required to keep both the Office of Enrollment Services, and their Program Director informed of any legal change of name or change of address. The student is required to complete the "Official Change of Student Data Form" when they have a change in address, phone number or email. The link to access the form is **https://shp.rutgers.edu/registrar/forms/**.

Official Change of Student Data Form - Students are required to complete the "Change of Name Form" when they have a legal change of name. The link to access the form is provided for you at the **Change of Name Form**. Official documents will be required to show change of name. Students are required to keep all information up to date.

Additional forms may be found on the **Admissions Forms** website and the **Registrar Forms** website.

Administrative Withdrawal

Each academic semester, students must be in an approved enrollment status to keep their school record active. (Summer sessions are optional for some programs). This includes being registered for classes or on a leave of absence. Students working on an incomplete or "in-progress course" without active enrollment in another course must complete the Maintaining Matriculation Form. Students who are not in an approved student enrollment status will be considered inactive and will be administratively withdrawn from SHP.

Students who are administratively withdrawn may apply to be re-admitted into their program by submitting a new application for admission. The undergraduate application fee is $75, and the graduate application fee is $70. Note: Readmission is not automatic. Please refer to our Readmission policy.

Leave of Absence

Any student who wishes to request a leave of absence must submit a Leave of Absence form to their Program Director, indicating the reasons for the request. Please refer to the **Leave of Absence Policy** for procedures.

Maintaining Matriculation

Students must submit the Maintaining Matriculation form to their Program Director for approval, indicating the reasons for the request. Please refer to the **Maintaining Matriculation Policy**.

Alternative Methods for Obtaining Credit

The School of Health Professions allows students to obtain credit through alternative means such as transfer credit, credit by examination, or portfolio assessment, if approved by the program.

- **Transfer Credit** may be given to students who completed academic courses prior to enrolling in SHP. Transfer credit will be granted only if the courses meet the conditions set forth in the **Transfer Credit Academic Policy**and the student submits the applicable**Transfer Credit Evaluation Form** and documentation.
- Portfolio Assessment. Allows SHP to grant credit for knowledge and skills gained outside the college/ university setting. Matriculated students may be granted credits for noncollegiate learning with proper documentation enabling validation of competencies with the course material on a course by course basis. See the **Application for Portfolio Assessment Form**. Forms also are available from the SHP Enrollment Services.



Student Affairs



Student Affairs

The **Office of Student Affairs** is dedicated to providing support services that will assist students in their pursuit of personal and academic success. Our office has also partnered with many Rutgers Health and Rutgers University service Offices which we are glad to connect you with, including Rutgers Legal Services, Office of Military & Veterans Programs & Services, Rutgers Health Disability Services, Violence Prevention & Victim Assistance and more.

Student Affairs Services

- Rutgers Legal Services
- Student Success Workshops
- Career Services
- Student Life & Student Leadership

Student Affairs Service Partners

- Office of Military & Veterans Programs & Services
- Rutgers Health Disability Services
- Violence Prevention & Victim Assistance and more

Information regarding the full array of services provided by the **SHP Office of Student Affairs** can be found on the website. Please visit **https://shp.rutgers.edu/student-affairs/**

Student Health Services

The University provides health services to students at the Student Health Center located on its various campuses. All full-time, day students on the Newark and Piscataway Campuses who pay tuition directly to Rutgers Health are required to pay the Student Health Service Fee.

Newark Campus

(973) 972-8219
https://shp.rutgers.edu/health-services/

New Brunswick Campus

(732) 235-5160
https://shp.rutgers.edu/health-services/

Student Mental Health Services

The School of Health Professions (SHP) provides mental health care for students at these locations:

Newark Campus

Student Health & Wellness Center
Doctors Office Center (DOC)
BHSB 183 South Orange Ave
Newark, NJ 07103
973-972-8219 (Office)
Counseling Office Hours: Call for hours to make an appointment between 7:30 am–5 pm.

New Brunswick/Piscataway Campus

Student Health Services
317 George Street
New Brunswick, NJ 08901 732-235-5160 (Office)
Counseling Office Hours:
Day and evening appointments are available M–F.
Please call between the hours of 8 am–5 pm.

Free immediate access to teletherapy through an easy-to-use online platform:
Uwill Student Mental Health & Wellness

1. Choose a therapist based on your preferences, including issue, gender, language, and ethnicity.
2. Select a time that fits your schedule with day, night, and weekend availability.
3. Access is quick and easy. Register and book your first session using your Rutgers email.

Management of Potential Occupational/Educational Exposures to HIV, HBV, AND HCV

Incidents involving needle sticks and potential exposure to blood borne pathogens require immediate action to protect a student's health and safety.

What To Do After Potential Exposure to Blood-Borne Pathogens

Act quickly as Follows:

- Wash exposed site thoroughly with soap and water (or water only for mucous membranes).
- Notify the resident or other supervisor of your rotation AND the nursing supervisor who should request a source-person, clinical information and blood work (e.g., HBsAG, HCV antibody, HIV), unless HIV, HBV, and HCV status are already known.

On campus or close to campus, go immediately to:

Newark:

Student Health & Wellness Center: 973-972-8219 (M-TH: 7:30 a.m. - 5 p.m. F: 7:30 a.m. - 4 p.m.) After hours: ED at Rutgers University Hospital 973-972-5123

Piscataway/New Brunswick:

EOHSI Employee Health Service: 848-445-0123 (8 a.m. – 4 p.m. M-F) After hours: Go to RWJUH 732-937-8944

Off campus, go immediately to:

Nearest Emergency Department or call 866-HIV-CHEC (866-448-2432) for advice and to locate the nearest ED

It is very important to report all exposures and get follow-up care at:

- Student Health Service-Newark (DOC 1750), 973-972-8219; or Student Health Services-NB/Pisc (317 George Street, New Brunswick), 732-235-5160.
- Get appropriate tests, e.g., for HIV, HBV panel, HCV BUN, creatinine, U/A, LFTs, amylase, CBC w/diff & pitt, electrolytes, glucose, urine pregnancy test when appropriate.
- Get risk assessment counseling and chemoprophylaxis (if needed). If elected, chemoprophylaxis should begin as soon as possible after exposure, best within hours or exposure.
- Complete an injury report form at http://riskmanagement.rutgers.edu/faculty-staffinformation/reporting-injury-or-illness.
- Send bills to your insurance company. Send any unreimbursed expenses to the Student Affairs Office.

Victims of Sexual Violence

Rutgers first concern in response to an incident of sexual violence is the safety and security of members of our community. In the event of an incident, please seek medical advice and treatment immediately at either the Student Health Service, Doctor's Office Center, 90 Bergen Street, Suite 1750, Newark, 973-972-8219 or a hospital emergency room.

There are other resources available to assist victims of sexual assault. On campus: Rutgers Public Safety, 973-972-4490 or 224, is one of the first places to contact as well as local law enforcement agencies via 911.

The Rutgers Health Title IX Office is a free and confidential resource that has information on services regarding sexual violence, dating violence, stalking, and harassment. If you need assistance or want to report an incident within the scope of Title IX, please contact the Rutgers Health Title IX Coordinator:

Dr. Nicholas Geremia - Nick.geremia@rutgers.edu /973-972-6259

Student Health & Wellness Center: 973-972-8219 (M-TH: 7:30 a.m. - 5 p.m. F: 7:30 a.m. - 4 p.m.) After hours: ED at Rutgers University Hospital 973-972-5123. Services are also available in Piscataway, 732-235-5930.

Rutgers provides an online form for reporting incidents of sexual violence or misconduct at: http://compliance.rutgers.edu/Title-ix/. All members of the community may use this form whether they are a direct complainant or an interested bystander or witness. Reports can be anonymous. Rutgers will respond appropriately based on information shared.

Ethical Statement on Patient Care Responsibilities

The school is committed to providing quality care to all patients in its health care units, including those with infectious diseases such as Hepatitis B and HIV. This extends to all health professionals' faculty, students and personnel. Students and faculty of the school are expected to provide quality and dignified health care to every patient regardless of his or her social status, race, gender, religion, ethnic background or diagnosis.

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

The school unequivocally prohibits its health professionals or health professions students from refusing competent and complete health care to any patient whose condition warrants their care.

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



Current Students Resource Area

The link to the **"Current Student" page** on the SHP website provides important information that you may want to periodically check concerning services, policies and procedures.

Computer Laboratories

Newark Campus

The School of Health Professions has three Computer Centers in Newark located in the SSB 101 (One desktop computers and student copier), SSB 731 (One desktop with student copier), and SSB 900 (elevator lobby - One wall-mounted desktop with student copier). All computers are equipped with word processing, database management, statistical analysis, graphics and presentations, web development and management, programming and communications software and other program specific software applications. These computers are networked to high-speed laser printers. Rutgers NetID and password are required login information. Lab assistants and technical staff are available from 8:00 AM to 6:00 PM Mondays through Thursday, and 8:00 AM to 5 PM on Fridays.

New Brunswick/Piscataway Campus

The computer labs are located at RT8 (Student Lounge with desktops and student copier) and SHPB 100 (Main Foyer, desktops and student copier).

University Libraries

The University Libraries provides scholarly resources and information services to students on all of the Rutgers campuses as well as the distance students. To learn about resources and services available to you, please contact your closest campus library. Blackwood and Distance campus students should consider Newark their "Home" campus.

Students should use: **http://www.libraries.rutgers.edu/health_sciences** to access library resources. This page and those associated with it are a health sciences portal which aggregates "most used/ most relevant" resources for legacy Rutgers SHP students and faculty.



Adverse Weather Information

In response to events of escalating, severe weather or other disasters and catastrophic emergencies, the University may implement procedures to maintain the safe, orderly continuation or shutdown of educational and research programs, patient care services, and administrative operations. This policy will work in concert with the University's Emergency Operations Plan and Continuity of Operations Plan, which provide additional details, procedures, and guidance for actions to be taken during naturally occurring or human-caused emergencies and disasters.

NOTE: hazardous weather, disasters, catastrophes, and other emergencies do not automatically cause the procedures in this policy to be placed into effect; a decision to implement the procedures in this policy must be made by the appropriate University officials.

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

During inclement weather conditions, announcements regarding weather emergencies please

visit Rutgers University's Institutional Planning and Operations website at **https://ipo.rutgers.edu/publicsafety/adverse-weather-information**.

Incident Response/ Emergency Numbers

University Public Safety, a department within Institutional Planning & Operations, is committed to ensuring a safe environment for everyone at Rutgers. Public Safety is responsible for responding to all emergencies, suspicious activities, crimes, security and safety concerns.

website link - **http://aps.rutgers.edu/**

Reporting an Injury or Illness

Students should complete the Department of Risk Management's "Injury Report Form for Students or Public". The link is: **http://riskmanagement.rutgers.edu/faculty-staff-information/reporting-injury-orillness**. Students should also contact their Advisor/Program Director as soon as possible.

Public Safety Escorts Services

Rutgers University Police Department provides escorts so students, faculty, and staff upon request. The escorts provide our community with personalized service to their vehicles, campus residences or the University's mass transit system. To request an escort, please call 973 972-4491 or use a campus emergency phone (blue light). The dispatch center will send a public safety representative. Please note that escorts cannot be reserved in advance. The Knight Mover provides transportation within or between all of the Rutgers University-New Brunswick & Piscataway Campuses after the Inter-campus Transit System ceases to operate for the night. Call the Knight Mover 732-932-RIDE (7433) to request transportation. This service is open only to Rutgers University affiliated persons (Faculty, Staff, Students). You must show a valid university ID to the driver in order to board the Knight Mover shuttle.

Student Success and Educational Opportunity Fund Program (EOF)



Student Success

Our missions is to support learners from entry to graduation and into their health careers. We provide personalized advising, academic and professional development, and opportunities for meaningful engagement with peers, faculty, and the community. Through workshops, coaching, and collaborative programs, we help students build the skills, confidence, and connections they need to succeed. The Office of Student Success empowers students to become compassionate, competent health professionals advancing excellence and equity in their fields. **Engage. Develop. Achieve**

The Office of Student Success takes a holistic approach to student success, recognizing that academic achievement is strengthened by personal development, professional preparation, meaningful relationships, and engagement within the SHP community.

The following services are free to students:

- **Student Success Workshops**
- **Academic Coaching**
- **Tutoring Services**
- **Peer Mentorship**
- **Writing Seminars: APA & AMA**
- **Career Advisement**
- **Resume assistance**
- **Mock Interview Programs**
- **Honor Societies**
- **Student Organizations and Clubs**

Students are encouraged to access these resources early and throughout their time at SHP. Whether students need academic support, are preparing for a career, seeking leadership opportunities, or looking for ways to become more connected to the SHP community, the Office of Student Success is here to help.

For more information see our website: **Enrollment Management - Rutgers - School of Health Professions**

The Educational Opportunity Fund (EOF)

The Educational Opportunity Fund (EOF) at Rutgers School of Health Professions supports motivated students who demonstrate academic potential and may have experienced limited access to the educational resources and preparation necessary for success in higher education and the health professions.

EOF is committed to creating a supportive environment where scholars can thrive academically, personally, professionally, and socially. Through proactive advising, academic support, professional development, leadership opportunities, and meaningful engagement, EOF helps scholars navigate their academic journey, persist toward graduation, and prepare for successful careers in the health professions.

EOF Support Services:

- Transition Support
- Academic, Personal, and Career Advising
- Tutoring Services
- Academic Skills and Success Workshops Leadership Development
- Financial Aid Guidance and Assistance
- Career and Professional Development
- Individualized Student Support
- Community-Building and Engagement Opportunities

Learn more about the EOF program



Student Life

Housing

Housing is available to students on each of the Rutgers University campuses. Each of the campuses has its own application process and specific requirements for housing. Visit the **SHP Housing** and **Rutgers Housing** webpage to obtain housing information.

Scholarship for Students

Annual scholarships are made available to qualified applicants who demonstrate academic and professional achievement in their programs and fields. Scholarships are available for both new and continuing students. You may be eligible for more than one scholarship, and you are invited to apply for all scholarships for which you are eligible. To be considered for scholarships with requirements of financial needs, you must submit the Free Application for Federal Student Aid (FAFSA). The annual application submission period for SHP General Scholarships is mid-Jan. – Jun 15th.

Student Organizations

Get Involved! SHP provides our students with the opportunity to broaden their knowledge and enhance their student experience by joining or creating an official SHP Student Organization.
https://shp.rutgers.edu/student-organizations/.

Student Senate

The Student Senate is a body representing the Biomedical and Health Science schools and will be referred to as the Rutgers Inter-Professional Student Congress (RISC). For more information on the Senate as well as information regarding SHP's Student Senator, please visit **https://shp.rutgers.edu/student-organizations/**.

Smoking & Food Consumption

Smoking is prohibited throughout Rutgers Health. Beverages and food are prohibited in the lecture halls, laboratories, and classrooms.

The "Smoking Policy" is available in the **Rutgers Policy Library**.

Food Services

Newark Campus

Each campus has a cafeteria and vending machines. Student lounges and study areas are located throughout each of the campuses.

A 500-seat cafeteria in the University Hospital operates on a seven-day schedule. Full-time students of Rutgers Health are exempt from the usual sales tax provided they can clearly identify themselves as a student before the cashier registers the sale.

New Brunswick/Piscataway Campus

"Woodys", a full-service cafeteria, is located in the Robert Wood Johnson Medical School.

Student Government Association

The SGA provides a path to involve students in initiatives that will enhance interdisciplinary experiences among students, and further the school's mission. Students will have the opportunity to plan community service activities and participate in trainings to develop leadership and interpersonal communication skills. **https://shp.rutgers.edu/student-organizations/**

Web Resources



Information Technology Services

A variety of information technology services are available for students. Visit the **OIT website** for the full range of information technology services available to you. Important information provided on this website includes:

- Rutgers Health Service Center Caller Menu
- NetID Activation
- Password Resets
- Email on mobile devices (subject to MDM restrictions)
- Rutgers Computer Labs
- Rutgers Wireless
- Rutgers Printing
- Directory Search
- Mailing Lists
- eLearning
- Software Portal

SHP also offers Technology Services for Students. A full array of services are available at the SHP website. For IT support please contact: 973-972-9171 or **shphelp@shp.rutgers.edu**.

Web Portal

The **my.rutgers.edu (My Rutgers Portal)** is the University's portal or gateway to the Rutgers Health and other University systems and administrative information you'll need during your studies at the School of Health Professions.

The **my.rutgers.edu** portal contains Apps that provide access to the following services:

Computing Services

- CampusConnect– an Office 365 email system only for Rutgers Health students.
- Access to MS Office application software such as MS Word, Excel, PowerPoint and others
- Access to OneDrive Storage o Access to Calendar o NetID Management
  - NetID Activation
  - Password Reset
  - Access provisioning to other University Applications
- Setting preferred email account o Academic Resources
  - E-Learning (Canvas)
  - Academic Calendars (SHP and University)
  - Access to University Libraries

Campus Services

- Public Safety
- RU Connection Card
- Bookstore

Online Directories to News and Recreation

- Rutgers Facebook
- Rutgers Twitter
- Events Calendar
- Rutgers YouTube

Web-Based Courses

The learning management system (LMS) used by The School of Health Professions is Canvas. Once you log into your LMS, you will have access to your courses as well as resources on how to use and navigate the learning management system. The URL for Canvas is https://canvas.rutgers.edu/. For questions and help about Canvas, please contact the Canvas Help Desk at 877-361-1134 or at help@canvas.rutgers.edu. The Canvas Help Desk is available 24/7.

Awards and Research



Awards

We recognize exceptional academic achievement among students and faculty through awards bestowed at the SHP Convocation in May.

- **Academic & Clinical Excellence:** Presented on the recommendation of program directors or faculty members to students who have excelled academically or clinically.
- **Distinguished Alumni:** Presented to a graduate of SHP who has made an outstanding contribution to health care service, education or research. Recipients will be chosen for their ability to work with patients and fellow professionals, their level of community involvement and for a positive reputation among health care professionals and community members.
- **Excellence in Service:** Given on the recommendation of program directors or faculty members to students who have contributed outstanding service to the community, the School, the University, or Allied Health Professions.
- **Stanley S. Bergen Medal of Excellence:** The student must be a prior year's graduate and the recipient of either the Clinical or Academic Excellence award. Each program can nominate one student with the approval of the Program Director.
- **Excellence in Teaching Award:** Each year, Rutgers School of Health Professions recognizes one member of the faculty for excellence in teaching. Recipients receive a cash award and a framed scroll commemorating the award. Nominations are due midFebruary of each year, please check postings or contact your program director.

Research for Students

Each year, a number of Summer Student Research Internships are funded which provide students with a stipend and the opportunity to work with a faculty member on a research project.

Descriptions of projects developed by faculty members are available on the Research website in February. When a student finds a project of interest, they discuss the project and responsibilities with the faculty member. Once both agree to the time commitment and responsibilities, the application is sent to the Research Office by the April deadline. If necessary, the project is forwarded to the Research Committee for selection. Interns must be SHP students, with preference given to students who are less than half-way through their graduate program. Faculty researchers must have a terminal degree for the scholarly activity. Research must be approved by the proper Institutional Review Board.

Research and Scholarships

SHP recognizes and emphasizes the importance of research by hosting an annual "Research and Scholarship Symposium" to promote research and scholarship. It is an opportunity to enhance networking among students and faculty members from different departments within the School and to augment faculty-student interactions through research.

Graduation


RUTGERS HEALTH
School of Health Professions
CLASS OF 2024
Finally Finished!

Graduation

Rutgers University has three graduation dates: Summer (for students who complete requirements by the end of the summer term), Winter (for students who complete requirements by the end of the fall term) and Spring (for students who complete requirements by the end of the spring term). All students must apply for graduation by the deadline. Please go to the **SHP Registrar's website** for information on how to apply for graduation and for more information about graduation, diploma distribution, etc.

Convocation

Each May, graduating students, faculty, staff, and guests are invited to attend convocation. The event is to salute our students, applaud completion of their academic journey and to wish them much success in their future endeavors. For more information, check for announcements 1-2 months before graduation on the SHP home page.

Online Graduate Survey

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

Alumni Participation

The **SHP Alumni home page** is designed to keep our graduates connected to classmates and professors, as well as catch up on news of the School, departments and upcoming events. Visit the **Alumni page** often to see what's going on. We have links to: Alumni News and Events, Alumni Portal, Alumni Participation, Job Postings. We also are integrated with **Rutgers Alumni Association**.





RUTGERS HEALTH
School of Health Professions

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