

## Applicant Response Sheet

### Office of Enrollment Management

My signature below indicates that I am accepting the offer of admissions to the School of Health Professions and am aware of the following responsibilities and requirements:

- I will return to Enrollment Management my non-refundable tuition deposit, a signed Requirements for Graduation form and the Applicant Response Sheet. If my program requires a Criminal Background Check, I will submit the fee required and completed Student Authorization for Criminal Background Check and Criminal Background Self-Disclosure forms (see admission checklist of required by program).
- I will waive or purchase Health Insurance coverage. Health Insurance is required for all full-time students and any part-time students participating in a clinical environment. The deadlines for waiver and the policy information is available at [www.universityhealthplans.com](http://www.universityhealthplans.com).
- I will complete my Medical Evaluation/Immunization Record forms and send them to the Student Health and Wellness Center or Enrollment Management (depending on program enrolled in) no later than 4 weeks prior to my starting term (keep a copy of both). For clarification, see the Immunization page [http://njms.rutgers.edu/departments/family\\_medicine/shs/immun\\_shrp.cfm](http://njms.rutgers.edu/departments/family_medicine/shs/immun_shrp.cfm)
- I will complete both the Online New Student Orientation <http://shp.rutgers.edu/NSO/index.htm> as well the SHP Welcome Session [http://shp.rutgers.edu/current\\_students/fall\\_2016.html](http://shp.rutgers.edu/current_students/fall_2016.html) before classes start. Welcome Sessions are offered online, in-person or both depending upon admit term. See website for more information.
- By signing below, I am acknowledging that I have read and I am familiar with the information in the Student Handbook which is located on the SHP website at [http://shp.rutgers.edu/current\\_students/pdf/Handbook.pdf](http://shp.rutgers.edu/current_students/pdf/Handbook.pdf) and I have had an opportunity to ask any questions and agree to abide by its contents.
- Students are responsible for all tuition and fee balances. Plus any collection agency fees assessed 33 1/3% of the past due balance, and all legal fees involved in the collection process.
- I have read the information in the packet including the Faculty/Student Honor Code (see additional pages), have had the opportunity to ask any questions I have concerning this information, and will abide by the code. I understand that violations of the Honor Code will be considered with gravest concern and may be punishable with sanctions as severe as suspension or dismissal.
- Students participating in any Tuition Waiver Program must submit a letter stating so in lieu of a tuition deposit by the due date above to be considered for the waiver. Complete instructions are on the SHP website at: [http://shp.rutgers.edu/admissions/admissions9\\_work\\_force.html](http://shp.rutgers.edu/admissions/admissions9_work_force.html).
- Rutgers-SHP students have the responsibility to be aware of and to abide by all applicable University and School policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty.

Prior to your current program, were you ever enrolled at or employed by:

- |   |     |    |
|---|-----|----|
| a) A unit of the University of Medicine and Dentistry of New Jersey (UMDNJ), University Hospital or Rutgers Biomedical and Health Sciences (RBHS) | Yes | No |
| b) A unit of Rutgers – Camden, Rutgers – Newark or Rutgers – New Brunswick  | Yes | No |

If yes, did you use a different name?

Your current email address:

Date:

Name (print):

Signature:

## **FACULTY/STUDENT HONOR CODE**

**WHEREAS:** The faculty of Rutgers-School of Health Professions believe health care professionals must observe high standards of honesty and integrity; and

**WHEREAS:** As future health care professionals holding a public trust and as members of the SHP academic community, students must also observe high standards of honesty and integrity in all aspects of education, practice and research; and

**WHEREAS:** Observance of this Code is essential due to the sensitivity and confidentiality required in professional education and practice and because it is required to uphold and promote the public trust, the integrity of the professions represented at SHP and the principles of learning and acquisition of knowledge; and

**WHEREAS:** The faculty and students must make diligent efforts to ensure these high standards are upheld by their colleagues and peers as well as themselves; and

**WHEREAS:** It follows that faculty and students accept responsibility to help ensure that these standards are maintained in SHP by reporting incidents of academic and professional dishonesty in others;

**THEREFORE:** The faculty and students agree to abide by this Honor Code of the School of Health Professions as follows:

### **GENERAL PRINCIPLES AND RESPONSIBILITIES**

The principles of truthfulness, fairness, respect for others, trust, and responsibility and a personal commitment to maintaining these high standards and values constitute the fundamental ideal we all must strive to attain. Accordingly, SHP faculty and students have the following responsibilities:

- To be truthful in all academic and professional matters, and to always honestly represent their work and that of others;
- To be aware of and to abide by all applicable federal, state and local civil and criminal laws and regulations;
- To be aware of and abide by all applicable codes and standards of ethical and professional conduct and responsibilities, including those established by the profession in which the student's course of study is intended to prepare him or her to practice;
- To be aware of and to abide by all applicable University and school policies, rules, procedures and standards, both general and academic; and the responsibility for personal and professional integrity and honesty in all academic activities;
- To help ensure that high standards of professional and ethical conduct are upheld by faculty, students, colleagues and peers by reporting violations of this Honor Code observed in others to the appropriate School official.

Violations of this Honor Code include conduct that does not fully comport with the statements and principles above. Examples of violations include, but are not limited to, conduct listed below.

### **EXAMPLES OF VIOLATIONS OF ACADEMIC INTEGRITY AND OF STANDARDS OF BEHAVIOR**

**CHEATING** occurs when an individual misrepresents his/her mastery of the subject matter or assists another to do the same. Instances of cheating include, but are not limited to:

1. Copying another's work and submitting it as one's own on an examination, paper or other assignment;
2. Allowing another to copy one's work;
3. Using unauthorized materials during an examination or evaluation such as a textbook, notebook, or prepared materials or possession of unauthorized materials (notes, formulas, etc.) that are visually or audibly accessible.
4. Collaborating with another individual by giving or receiving unauthorized information during an examination or evaluation.

**PLAGIARISM** is an act whereby an individual represents someone else's words, ideas, phrases, sentences or data, whether oral, in print or in electronic form, including internet sources, as his/her own work. Examples include, but are not limited to:

1. Using the exact words (verbatim) of another source without quotations and appropriate referencing;
2. Using the ideas, thoughts, opinions, data or theories of another without a reference, even if completely paraphrased;
3. Using charts and diagrams from another source without revision, permission from the author and/or appropriate referencing;
4. Using facts and data from another source without a reference unless the information is considered common knowledge.

**FABRICATION** is the deliberate use of false information or withholding of information with the intent to deceive. Examples include, but are not limited to:

1. Using information from a source other than the one referenced;
2. Listing of references in a bibliography that were not used in a paper;
3. Falsifying or withholding data in experiments, research projects, notes, reports, or other academic exercises;
4. Falsifying or withholding data in patient charts, notes or records;
5. Submitting papers, reports or projects prepared in whole or part by another;

6. Taking an exam for another or allowing another to take an exam for oneself.

**OTHER ACTS OF MISCONDUCT** include, but are not limited to:

1. Changing, altering or falsifying a graded examination, completed evaluation, grade report form or transcript, or unauthorized entry, or assisting another in unauthorized entry, into a University building, office or confidential computer file for that purpose;
2. Obtaining, distributing, accepting or reviewing examinations, lab reports or other confidential academic materials without prior and explicit consent of the instructor;
3. Submitting written or computer work (in whole or in part) to fulfill requirements of more than one course without the prior and explicit permission of both instructors;
4. Impeding the progress of another by sabotaging their work (written or computer data, laboratory experiments, etc.), deliberately providing false or misleading information, or withholding or hiding information, books or journals;
5. Stealing information from another;
6. Forging an instructor's signature or initials on examinations, evaluations, lab reports or other academic materials, and forgery, alteration, or misuse of School documents, records or identification.
7. Obstruction or disruption of teaching, research, administration, procedures, or other School activities;
8. Theft, damage, or the threat of damage to the property of the state or a member of the University community or to any person lawfully on the university campuses;
9. Any action that harms, threatens bodily harm or presents an imminent danger of such to any person lawfully on the university campuses;
10. Possession or use of firearms, explosives, dangerous weapons on university property in violation of federal, state or local law or university regulations.
11. Use, possession, or distribution of narcotics or dangerous drugs, the use of which is prohibited by laws of the state;
12. Unauthorized entry into, or use of, University facilities;
13. Violations of established University policies or regulations, including regulations concerning consumption of alcoholic beverages or other substances, and any other procedure or regulation officially promulgated by the University.
14. Violations of any applicable professional Codes of Ethics.