

# RUTGERS

School of Health Professions



## Student Handbook 2017- 2018

# Welcome from the Dean



Welcome to Rutgers School of Health Professions (SHP), the nation's largest health professions school. I can proudly say that there are few health profession schools offering the education and training that you'll find here.

The faculty, staff, and I are pleased you'll be joining our family during this exciting 2017-2018 academic year. We are one of eight schools within Rutgers Biomedical and Health Sciences, and with over 27 programs, we offer a wide-variety of health professions programs to meet the needs of industry and health care, while advancing your career. During your educational journey here at SHP, we hope you engage in interprofessional education, community service, research and/or scholarship, to further expand your skill-set and expertise.

We take great pride the extraordinary success of our graduates, who consistently exceed state and national pass rates on licensure, registry, and certifying examinations. As you spend time with us, you'll discover a vibrant, exciting school well-poised to prepare you for the challenges of 21st century healthcare.

Upon graduation, you will join more than 11,000 SHP alumni graduates who have led the way in improving lives, solving problems, and inventing new technologies to meet the nation's ever-changing health care needs - building on all that they learned and accomplished here.

On behalf of the faculty and staff of the School of Health Professions (SHP), I welcome you and look forward to a productive year filled with accomplishments and successes.

Sincerely,

Gwendolyn Mahon, Ph.D., Dean  
School of Health Professions

**Health Sciences Campus at Newark**

65 Bergen Street University Heights  
Newark, NJ 07107-3001

**Scotch Plains Campus**

1776 Raritan Road  
Scotch Plains, NJ 07076

**Piscataway/New Brunswick Campus**

675 Hoes Lane  
Piscataway, NJ 08854-5635

**Blackwood Campus**

200 College Drive – Jefferson Hall  
Blackwood, NJ 08012



# 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 web site. Students also are 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 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, Scotch Plains, Piscataway, and Blackwood 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

| Administrative Offices for SHP                      | Campus           | Contact                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dean's Office                                       | Newark           | 973-972-4276                                                                                                                                                                                                                                                                                       |
| Office of Education                                 | Newark           | 973-972-2375                                                                                                                                                                                                                                                                                       |
| Office of Enrollment Management                     | Newark           | 973-972-5454<br>Admissions: <a href="mailto:SHPadm@shp.rutgers.edu">SHPadm@shp.rutgers.edu</a><br>Registrar: 973-972-5454<br><a href="mailto:SHPreRegistrar@shp.rutgers.edu">SHPreRegistrar@shp.rutgers.edu</a>                                                                                    |
| Office of Faculty Affairs                           | Newark           | 973-972-0193                                                                                                                                                                                                                                                                                       |
| Office of Faculty Development                       | Scotch Plains    | 908-889-2438                                                                                                                                                                                                                                                                                       |
| Office of Finance                                   | Newark           | 973-972-3919                                                                                                                                                                                                                                                                                       |
| Office of Information & Instructional Technology    | All SHP Campuses | 973-972-9171<br><a href="mailto:SHPhelp@shp.rutgers.edu">SHPhelp@shp.rutgers.edu</a>                                                                                                                                                                                                               |
| Office of Inter-Professional Education and Practice | Newark           | 973-972-7820                                                                                                                                                                                                                                                                                       |
| Office of Research                                  | Newark           | 973-972-4378                                                                                                                                                                                                                                                                                       |
| Office of Student Affairs                           | Newark           | 973-972-7939<br><a href="mailto:osa@shp.rutgers.edu">osa@shp.rutgers.edu</a>                                                                                                                                                                                                                       |
| Office of Planning (Communication)                  | Newark           | 973-972-6524                                                                                                                                                                                                                                                                                       |
| Ombudperson                                         | Newark           | Dr. Jane Ziegler, 973-972-9487<br><a href="mailto:ziegleja@shp.rutgers.edu">ziegleja@shp.rutgers.edu</a><br>Students from the Department of Nutritional Sciences requesting an Ombudsperson should contact Brittany Stone,<br><a href="mailto:stonebl@shp.rutgers.edu">stonebl@shp.rutgers.edu</a> |



| University Wide Offices               | Campus                                                     | Contact                                                                                                                                                                          |
|---------------------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Billing and Collections               | New Brunswick                                              | 848-445-8204<br>Billing and Collections website                                                                                                                                  |
| Financial Aid Office                  | Newark                                                     | 973-972-4376<br><a href="mailto:ofa_resources@ofa.rutgers.edu">ofa_resources@ofa.rutgers.edu</a>                                                                                 |
| Cashier's Office                      | All Rutgers<br>Biomedical &<br>Health Sciences<br>Campuses | Website for Cashier locations<br><a href="https://www.studentabc.rutgers.edu/cashiers-offices-rbhs">https://www.studentabc.rutgers.edu/cashiers-offices-rbhs</a><br>732-235-9169 |
| Public Safety (parking,<br>emergency) | Newark<br>Piscataway<br>Scotch Plains<br>Blackwood         | 973-972-4491<br>732-235-9360<br>908-889-2485<br>856-374-5089                                                                                                                     |

## 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 also 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 fulltime faculty can be found on our website.

## 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 our website.

- **SHP News and Events**

### Social Media Sites



# 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.

|   |                             |
|---|-----------------------------|
| ✓ | Requirements for Graduation |
| ✓ | Tuition Deposit             |
| ✓ | Criminal Background Check   |

## B. Must be completed after Section A items.

|   |                                                             |
|---|-------------------------------------------------------------|
| ✓ | New Student Orientation                                     |
| ✓ | New Student Welcome Sessions                                |
| ✓ | Academic Integrity Training                                 |
| ✓ | Immunization Forms                                          |
| ✓ | Waiving Health Insurance                                    |
| ✓ | Register your Disability with the Office of Student Affairs |
| ✓ | RBHS Healthstream Compliance Trainings                      |



# 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 records 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.

## *Students Rights, Responsibilities & 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 Biomedical and Health Sciences (RBHS) policy on "Students Rights, Responsibilities, and Disciplinary Procedures for Legacy UMDNJ students" which can be found in the [Rutgers Biomedical and Health Sciences 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 on the basis of 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. 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 Biomedical Health Sciences 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.

Information regarding email accounts can be found at <http://oit.rutgers.edu/integration/>.

### **Training Programs Responsibility**

Students are responsible for completing all training programs required by the School within the established time frame. Check with your Program Director regarding any specific training requirement (e.g., HIPAA, Sexual Harassment, Academic Integrity, 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 HIPAA training on an annual basis thru the Healthstream 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 Biomedical Health Sciences 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 through the Office of Admissions at

[http://SHP.rutgers.edu/current\\_students/Forms/form.html](http://SHP.rutgers.edu/current_students/Forms/form.html)

## *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 Biomedical Health Sciences Policies](#) under the policy title “Students with Impairments”.

Student Assistance Facilitators are located on various campuses of RBHS. The Student Assistance Facilitator(s) shall have the following basic functions:

- “Preliminary assessment of the validity of reports of behavior or incidents concerning a student that may be indicative of impairment;
- Presentation of concerns to identified students;
- Referrals for diagnosis and treatment;
- Monitoring of students with impairments until final disposition;
- Referral of students who are not cooperative or who are non-compliant to the appropriate School administrative office for possible disciplinary or other action;
- Submission of an annual report of the activities of the Student Assistance Facilitator and any recommendations for improvements to the appropriate RBHS Dean and Executive Vice President for Academic Affairs”.

## *Essential Functions for Participation in Courses*

Each program establishes “functions requirements essential for the successful completion by students of all stages of a curriculum, including physical, cognitive and behavioral standards”. The essential functions for each program of The School of Health Professions is provided on the [Admissions website](#). The full policy, “Student Essential Functions”, can be found in the [Rutgers Biomedical Health Sciences Policies](#).

## *Accommodating Students with Disabilities*

Rutgers University welcomes students with disabilities into all of the University’s educational programs. In order to receive consideration for reasonable accommodations, 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 SHP Disability Services website (link to [http://shp.rutgers.edu/current\\_students/shrp\\_oss\\_ada.html](http://shp.rutgers.edu/current_students/shrp_oss_ada.html)). The full policy can be found in the [Rutgers Biomedical Health Sciences Policies](#) under the policy name “Disabilities and RBHS 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 Services, 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.



## *Ombudperson*

Under RBHS 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. The ombudsperson will not participate in a formal proceeding.

Additionally, the ombudsperson shall maintain confidentiality to the extent permitted by law. The SHP Ombudsperson is Dr. Jane Ziegler. Dr. Ziegler may be reached by telephone at 973-972-9487 or [ziegleja@shp.rutgers.edu](mailto:ziegleja@shp.rutgers.edu). Students from the Department of Nutritional Sciences requesting an Ombudsperson should contact Brittany Stone at [stonebl@shp.rutgers.edu](mailto:stonebl@shp.rutgers.edu).

Should a student within the Nutritional Sciences Department need to speak to an Ombudsperson outside of your department, please email the Office of Student Affairs ([osa@shp.rutgers.edu](mailto: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.

## *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: <http://compliance.rutgers.edu/title-ix/about-title-ix>.

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 <http://compliance.rutgers.edu/title-ix/about-title-ix/>.



# Academic Policies & 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

- 2.1.1 Student Enrollment Status
- 2.1.2 Maintaining Matriculation
- 2.1.3 Leave of Absence
- 2.1.4 Withdrawal from Course
- 2.1.5 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 Courses
- 2.8 Confidentiality of Student Records
- 2.9 Dual Degree

## Grading System

- 3.1 Grading System Policy
- 3.1.1 Grade Point Average Calculation
- 3.1.2 Honors Designation
- 3.1.4 Probation Policy
- 3.1.5 Repetition of Course
- 3.2 Examination
- 3.1 Academic Standing
- 3.1.1 Academic Decision and Grade Review
- 3.1.2 Satisfactory Academic Progress
- 3.1.3 Academic Warning
- 3.3 Graduation Requirements
- 3.3.1 Awarding Posthumous Degree

**Course and Curriculum**

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

**Research**

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

**Doctoral Education**

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

# Tuition & 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 Biomedical and Health Sciences (RBHS) website. Program tuition and fees vary according to each program.

“The [Office of Student Accounting, Billing, and Cashiering](#) shall ensure that, by the due date, defined as the start date of the semester at the RBHS 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 RBHS students), or have demonstrated a commitment to pay as verified by the Financial Aid Office.

The full policy can be found in the [Rutgers Biomedical and Health Sciences 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 Cashiering 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 RBHS Registrar.

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. RBHS 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 RBHS 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 RBHS 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**

**Tuition Management Systems (TMS)** offers online account access to your RUTPP information, where you can review your installment account and payments for any semester you have attended Rutgers.

[View your Rutgers University Tuition Payment Plan](#)

## *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 within thirty days of going on inactive academic status, will have their accounts submitted to a collection agency. The student is responsible for collection agency fees which is 33 1/3% 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 RBHS cashier's office by the drop/add deadline. This hold will prevent any future registrations.

Students can make payment arrangements at [my.rutgers.edu](https://my.rutgers.edu) or contact the RBHS cashier's office at 973-972-6307.

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

## *Refunds*

Refunds will be issued on credit balances after all financial obligations to RBHS 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. Please contact and forward the paperwork to:

Harold Alexander  
Manager, Billing and Collections  
65 Davidson Road ASB Room 310  
Piscataway, NJ 08854  
(848) 445-8204

## *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

## *Program Requirements & Course Descriptions*

All programs requirements and courses listings are available through a searchable data base. 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."

## *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 Block Registered, please contact Enrollment Services at (973) 972-5454 or your Program Director/Advisor.

## *Traditional Registered Students*

Traditional students who are not 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 on-line though [my.rutgers.edu](http://my.rutgers.edu). Students submitting paper registrations via fax, mail or hand delivered will be charged a \$50 fee.

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](http://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.



[Rutgers Global- International Student and Scholar Services](#) provides immigration related advising and processing; and cross-cultural programs for over 8,500 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 the 9 credit 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 & Name Forms*

Each student is required to keep both the Office of Enrollment Services and his/her 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

[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 [Change of Name Form](#). Official documents will be required to show change of name. You 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 and a \$75 application fee. 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 [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.
- [Credit by Examination](#) provides for programs to determine which, if any, courses can be challenged by examination, and the criteria for eligibility to take and pass the challenge exam. Making a request to challenge a course is the responsibility of the student. The student must request to challenge a course according to the guidelines in the [Credit by Examination Policy](#).
- [Portfolio Assessment](#). Allows SHP to grant credit for knowledge and skills gained outside the college/university setting. Matriculated students may be granted credits for non-collegiate learning with proper documentation enabling validation of competencies with the course material on a course by course basis. See the [Portfolio Assessment Form](#). Forms also are available from the SHP Enrollment Services.

# 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. A variety of services are extended to all SHP students. The following services are offered by the Office of Student Affairs:

## Student Support Services:

- Workshops
- Tutorial Services
- College Survival Tips
- Writing Resources
- Counseling Services
- RBHS Writing
- Disability Services
- News and Highlights
- Student Health Services
- Additional Resources
- Career Resource Center

Information regarding the full array of services provided by the [SHP Office of Student Affairs](#) can be found on the website.

## *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 who pay tuition directly to RBHS are required to pay the Student Health Service Fee. Students attending classes on the Scotch Plains campus and all part-time and evening students are not required to pay the Student Health Services fee due to limited health facilities.

| Campus                  | Student Health Center & Websites                                                        |
|-------------------------|-----------------------------------------------------------------------------------------|
| New Brunswick           | <a href="#">Rutgers Health Services</a><br>(multiple integrated sites on New Brunswick) |
| New Brunswick           | <a href="#">Student Health Services at Monument Square</a>                              |
| Newark                  | <a href="#">Rutgers University Health Service in Newark</a>                             |
| Rutgers Health Sciences | <a href="#">Student Health Services at Rutgers Health Sciences</a>                      |
| Blackwood               | <a href="#">Cooper University Healthcare in Blackwood</a>                               |

## **Student Mental Health Services**

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

### **Newark Campus**

Behavioral Health Sciences Building 183 South Orange Avenue  
Newark, NJ 07102  
(973) 972-5429 (Office)  
(800) 327-3678 (Emergencies or After Hours)

Counseling Office Hours: Call for hours to make an appointment between 9 am-5 pm.

### **Piscataway Campus**

501 Hoes Lane Room 202  
Piscataway, NJ 08854 or  
671 Hoes Lane West Piscataway, NJ 08855

(732) 235-5933 (Office)  
(800) 327-3678 (Emergencies or After Hours)

Counseling Office Hours:  
Day and evening appointments are available M-F. Please call between the hours of 9 am- 5 pm.

### **Blackwood Campus**

UBHC - Student Wellness Program – (Voorhees)  
Rutgers - University Behavioral HealthCare  
One Echelon Plaza, Suite 101  
227 Laurel Road, Voorhees  
(856)770-5750 (Office)  
(800)327-3678 (Emergencies or After Hours)

## **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 & Scotch Plains:**

Student Health Services: (973) 972-8219 (8 a.m. -5 p.m. M-F)  
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

**Blackwood:**

Crisis line: (800)327-3678

**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 EOHSI Employee Health Service- NB (170 Frelinghuysen Road, Piscataway), (848) 445-0123, or RU Blackwood Student Health Services (Cooper University Healthcare is located on campus).
- 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-staff-information/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 Office of Violence Prevention and Victim Assistance, which can be accessed at <http://vpva.rutgers.edu/need-help> or 848-932-1181, offers counseling and advocacy; as does the Student Health Service,

The Student Wellness Program (counseling and crisis intervention services available 24/7), is open Monday-Friday 9 a.m. to 5 p.m. After 5 p.m. and on weekends by calling 1-800-327-8248. 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 to refuse 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 essential functions of the course of study.

## *Student Life*

### **Student Identification Card**

The School uses ID Cards and badges for University and affiliated personnel and patients to identify students.

Students will receive their Identification cards during orientation. The I.D. card is NON-TRANSFERABLE and should be displayed while on campus and in clinical facilities. The card entitles the student to use the library and other services of the University and is required to receive and cash student financial aid checks. In case it is lost, a student should obtain a new card from the Department of Public Safety campus office.

Upon separation or graduation from SHP, students are required to return their student identification cards to Enrollment Services. A fee maybe charged for lost cards.

### **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 [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 Jan. 1 – Jun

## Smoking & Food Consumption

Smoking is prohibited throughout RBHS. Beverages and foods 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 RBHS are exempt from the usual sales tax provided they can clearly identify themselves as a student before the cashier registers the sale.

### Scotch Plains Campus

Vending machines are available on campus and are refilled regularly. Restaurants and other fast food chains are a short drive away.

### New Brunswick/Piscataway Campus

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

### Blackwood Campus

The main cafeteria is located in the Community Center.



### **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.

[http://shp.rutgers.edu/current\\_students/Student\\_Government.html](http://shp.rutgers.edu/current_students/Student_Government.html)

### **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 [shp.rutgers.edu/current\\_students/stud\\_senate.html](http://shp.rutgers.edu/current_students/stud_senate.html)

### **Student Organizations**

Get Involved! SHP provides our students the opportunity to broaden their knowledge and enhance their student experience by joining or creating an official SHP Student Organization.

[http://shp.rutgers.edu/current\\_students/Student\\_Organizations.html](http://shp.rutgers.edu/current_students/Student_Organizations.html).



## *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.

### **Suggestion Box**

Students are encouraged to submit their comments and concerns to the [SHP Online Suggestion Box](#). We are committed to open, constructive communication and will respond to your comments and concerns.

### **Computer Laboratories**

#### **Newark Campus**

The School of Health Professions has two Computer Centers in Newark with forty-two workstations in SSB 324 and twenty workstations in SSB 322. 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 and allow 24/7 card swipe access to all SHP students using a valid University ID card. Rutgers NetID and password are required login information. Lab assistants and technical staff are available from 8:00am to 6:30pm Mondays to Thursdays and 8:00am to 5:00pm on Fridays.

#### **Scotch Plains Campus**

The Scotch Plains Computer Center has thirty-six workstations located in Room 319. The computers have the same configurations as in the Newark Center. High speed laser printers are also available. Lab Assistants and Technical Staff are accessible from 8:00am to 5:00pm on Mondays to Fridays either in-house or via a direct phone call to the Newark Computer Center.

#### **New Brunswick/Piscataway Campus**

The computer lab is located at RWJMS L202 with the hours 8:30 AM to 4:30 PM Phone: (732) 235-4436.

#### **Blackwood Campus**

Two computer carrels and a high-speed laser printer are available at the Truman Hall 316. CCC also has an Open Access Lab at Taft Hall 115 that students can use for their computing and printing needs.

## 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, Distance and Scotch Plains campus students should consider Newark their “Home” campus.

Students should use: [http://www.libraries.rutgers.edu/health\\_sciences](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 will be made on through various forms of communication, including the website and our Facebook, Twitter and Instagram social media accounts.

## *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". Link <http://riskmanagement.rutgers.edu/faculty-staff-information/reporting-injury-or-illness>. Students should also contact their Advisor/Program Director as soon as possible.

### **Escort 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 can't be reserved in advance.



# Web Resources

## Information Technology Services

A variety of information technology services are available for students. Visit the [Integration web portal website](#) for the full range of information technology services available to you. Important information provided on this website includes:

- Help Desk
- RBHS Service Center Caller Menu
- NetID Conversion
- NetID Activation
- Password Resets
- Integration Web Portal
- Email Conversions
- Email Forwarding
- Email on Smart Phones and Tablet
- 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](#) is available at the SHP website. For IT support please contact: 973-972-9171 or [SHPhelp@shp.rutgers.edu](mailto:SHPhelp@shp.rutgers.edu).

## Web Portal

The URL for access to the web portal is <http://my.rutgers.edu>.

The [my.rutgers.edu](http://my.rutgers.edu) ([MyRutgers Portal](#)) is the University's portal or gateway to the RBHS and other University systems and administrative information you'll need during your studies at the School of Health Professions.

The [MyRutgers](#) Portal contains Apps that provide access to the following services:

- Computing Services:
  - Rutgers Connect – an Office 365 email system only for RBHS students.
  - Access to MS Office application software such as MS Word, Excel, PowerPoint and others
  - Access to OneDrive Storage
  - Access to Calendar
  - NetID Management
    - NetID Activation
    - Password Reset
    - Access provisioning to other University Applications
    - Setting preferred email account
  - Academic Resources
    - E-Learning (Moodle)

- Academic Calendars (SHP and University)
- Access to University Libraries
- Campus Services
  - Public Safety
  - RU Connection Card
  - Bookstore
  - Online Directories
- News and Recreation
  - Rutgers Facebook
  - Rutgers Twitter
  - Events Calendar
  - Rutgers YouTube

## Web-Based Courses

The online course management system used by The School of Health Professions is **Moodle**. Once you log into **Moodle**, you will have access to your Moodle courses as well as resources on how to use and navigate the learning management system.

The URL for Moodle is <https://moodle.rutgers.edu/login/index.php>.

For questions and help, please contact the helpdesk at 973-972-8676 or at

[moodlehelp@ca.rutgers.edu](mailto:moodlehelp@ca.rutgers.edu) 9am until 7pm during weekdays.

## The Office of Enrollment Management Educational Opportunity Fund Program (EOF)

The Educational Opportunity Fund (EOF) at Rutgers School of Health Professions is a state and university sponsored program providing access to higher education for economically and educationally disadvantaged individuals. EOF provides educational opportunities for low-income New Jersey residents who demonstrate potential to succeed in college but who may have been denied admission due to the lack of access to a quality educational experience.

The Rutgers SHP-EOF program administers a summer program and an academic year program designed to support the academic needs of the students.

EOF Provides the following support services:

- Orientation sessions
- Academic, personal and career counseling
- Tutoring
- Academic skills workshops
- Student leadership development
- Financial aid assistance

Learn more about the **EOF** program



# Awards & 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 two members of the faculty for excellence in teaching. Recipients receive a cash award and a framed scroll commemorating the award. Nominations are due mid-February 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 & Scholarship Symposium*

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 University has three graduation dates: fall (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](#).





A photograph of a large, multi-story brick building with many windows, likely a school or university building. The building is the central focus of the image. In the foreground, there are green trees and a flagpole with an American flag. The sky is overcast.

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