

# STUDENT HANDBOOK

*Effective: 2024-2025 Academic Year*



## ACADEMIC

## **College of Graduate Studies Mission, Purpose, and Goals**

### **Mission**

The College of Graduate Studies mission is to provide students with an individualized, interdisciplinary, and collaborative learning experience to foster curiosity and innovation that prepares students for an expanding range of career opportunities. The college seeks to provide a dynamic intellectual climate through the creation and implementation of exceptional graduate programs.

To achieve this mission, faculty and staff provide individualized attention from a variety of disciplines to encourage the intellectual growth of students. The graduate programs were thoughtfully designed to allow students to collaborate with faculty and industry professionals through a variety of educational opportunities and mentored research experiences.

### **Vision/Purpose**

The College of Graduate Studies vision is to produce graduates prepared to solve complex, real-world problems and to succeed as leaders in their discipline. The purpose of the College of Graduate Studies is to provide a quality education to enhance student concepts to create skilled graduates for the biotech, nutraceutical, and pharmaceutical industries.

The College of Graduate Studies encourages curiosity and innovation to cultivate a life of learning and discovery, which leads students to become knowledgeable professionals within their fields for the betterment of our communities.

### **Goals**

1. Provide an industry-relevant curriculum to prepare graduates with the skills and knowledge needed for employment in the biotech, nutraceutical, and pharmaceutical industries or further educational pursuits.
2. Promote an educational environment focused on collaboration, research, and learning.
- 3.
4. Encourage mentoring and connections between industry professionals and students for employment opportunities and enhanced learning experience.
5. Support faculty in providing exceptional education and creating well-rounded graduates.



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### **Student Handbook Notice**

The policies contained in this handbook apply to all students &/or cohorts who matriculate into the College of Graduate Studies between July 31, 2024 and May 10, 2025. Faculty, Staff, and Student Handbooks supplement the information in the Roseman University of Health Sciences Student Catalog: [2023-2024 Student Catalog](#).

Student Handbooks are reviewed at orientation. A copy of the Student Handbook for the College of Graduate Studies is available for review in the College of Graduate Studies office and is available for download on the Roseman University website: [College of Graduate Studies Student Handbook 2024-2025](#)

### **Academic Policies and Procedures**

#### **Roles and Responsibilities of Academic Officers**

The Dean reserves the right to designate the roles and responsibilities of the College Administrators.

#### **University Student Catalog**

Please refer to the [University Student Catalog](#) for university-wide policies. This student handbook supplements the information in the University Student Catalog.

#### **Notice of Requirement to Check Student Email on a Daily Basis**

Students must check their Roseman email daily. Roseman University and the College of Graduate Studies use the student's Roseman email as the primary method of communication. Refer to the Computer and Network Acceptable Use Policy on the Roseman website: [Computer and Network Acceptable Use Policy](#).

#### **Academic and Career Advising**

The College is aware of the wide diversity of the academic and professional goals held by its students. The College recognizes that students are interested in working with faculty members who understand and appreciate their individual interests and pursuits. In addition, every Graduate Faculty member is responsible for being available and accessible to mentor students. Students are encouraged to contact any faculty members they wish to obtain academic or career advice. Students can visit the Roseman University website at [www.roseman.edu](http://www.roseman.edu) to review a brief description of the backgrounds and interests of the faculty and administration of the College. Additionally, students may contact the Dean of the College of Graduate Studies for academic and career advising, including referral to other appropriate resources.

#### **Graduate Advising**

Graduate advising is best described as a relationship between a graduate student and faculty advisor in which both parties follow best practices in fulfilling his or her responsibilities as graduate student or

advisor. This relationship can greatly encourage the academic pursuit of the graduate student and can be

### **Communication and Graduate Advising**

Regular and clear communication is essential to good graduate advising. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to resolve issues in an expedient manner.

### **Graduate Student Responsibilities**

1. Conduct academic pursuits in an ethical manner to pursue professional development.
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14. Encourage students to take part in activities that will facilitate their academic development, e.g., by participating in professional conferences and other networking activities.
15. -academic commitments and responsibilities.
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Requests for an excused absence shall be made to the Program Director. The decision to grant an excused absence is at the sole discretion of the Program Director. Should a student not provide requested documentation, or should a student fail to inform the Program Director within the timeframes specified below, an excused absence may be denied,

Professional Conduct and will result in disciplinary action up to and including termination. Requests for excused absences may only be granted for the five (5) following reasons.

***Student Illness***

Should a student be unable to take a scheduled assessment or reassessment due to illness, the student must notify their Program Director no later than the scheduled assessment start time on the day of the assessment or reassessment. Notification can be made by telephone, e-mail, or fax. In order for an excused absence to be considered, a letter from an appropriate licensed practitioner within their scope of practice who evaluated the student must be received no later than one business day following the missed assessment/reassessment. The provider cannot be an immediate family member of the student in question and must have been involved in the provision of care for the illness. Faxed and electronic copies of the letter may be accepted, provided that the original copy is received within one week. The Program Director reserves the right to require the student to provide additional information and/or documentation beyond that listed above if deemed pertinent in determining whether an absence should be approved.

***Personal or Family Emergency***

### ***Attendance at Professional Meetings***

The College encourages students to attend professional meetings. In order to receive an excused absence for an assessment/reassessment scheduled during a professional meeting, each student attending the meeting must individually submit a request, in writing to the Program Director at least two weeks prior to registration for the meeting.

### **Unexcused Absences**

If an absence from a scheduled assessment is unexcused, the student will be required to attend the scheduled reassessment and pass that reassessment or attend a scheduled course remediation. If an absence

For instances of written reassessment and remediation, qualifying students may perform an additional opportunity to demonstrate mastery thereby adding up to 5% points to their individual reassessment and remediation scores. Students who achieve 85% or greater on their written reassessment or remediation are eligible to receive up to 5% points added to their individual score upon completion of a written report detailing all missed questions on the assessment by following the process below:

- 1) Students scoring at least 85% on the reassessment or remediation will have a maximum of one (1) business day to submit a written report as outlined.
- 2) For each question answered incorrectly, the student will:
  - a. Describe the question
  - b. Explain the reason why the keyed answer was correct
  - c. Explain why each distractor was incorrect
- 3) The written report is submitted by email to [graduatestudies@roseman.edu](mailto:graduatestudies@roseman.edu).
- 4) In order to receive credit, each response must demonstrate concept mastery and accurately describe information relevant to the concept. Each correct response will be awarded 1% point, with a maximum of 5% points total added.

Note: All policies set forth for the assessment apply to the reassessment and course remediation as well. Any deviation from the Student Assessment Policy and/or the reassessment or course remediation process must be approved, in writing, by the Program Director and clearly articulated to students prior to the assessment.

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course work as a degree-seeking student at Roseman University. Transferred credits do not reduce the minimum registration requirement but may reduce the amount of work to be done in formal courses.

## **Core Curriculum and Course Requirements**

### **Master's Degree**





Studies Committee, the Dean of the College of Graduate Studies will determine whether the leave is to be granted and the conditions under which the student may return to school.

Leaves of absence requested for a full academic year will be for one year, with expected reinstatement at registration for the following year, and the reinstatement may only be requested within one month of registration for that academic year. Leaves of absence requested more than one month after registration for any given academic year will be granted for a period not to exceed the number of months remaining until the registration date for the next academic year.

Leaves of absence will not be granted for a term of less than one month. No more than two leaves of absence will be granted during one academic year. If additional recovery time is necessary, the term of the second leave of absence will automatically be extended to the registration date for the next academic year.

A student who is granted a leave of absence for an entire academic year must submit a letter of intent to return to classes to Dean of the College of Graduate Studies at least one month prior to the requested date of any change of address while on a leave of absence.

If the student has not paid 100% of the tuition during the year in which the leave is granted, the balance of the tuition plus any increase in tuition or fees will be payable in the next year of attendance.

Leaves of absence may be extended to a maximum of two (2) years. The terms and conditions of the leave will be determined by the Dean of the College of Graduate Studies.

### **Termination**

The College reserves the right to terminate a student at any time to maintain its standards of scholarship, professional and personal conduct, and/or orderly operation. Actions which threaten or endanger, in any



A student is expected to maintain the personal electronic device(s) issued by Roseman University. To participate in electronic assessment, a student is required to bring an approved device for use to the assessment. Only approved electronic devices are permitted to be used with the electronic assessment system. The device used to take the assessment is required to remain open on the desk for the entirety of the assessment. A student will not be permitted to participate in the electronic assessment without an approved device available for use at that time. A student without an approved device will not be permitted loaner devices and will receive a score of zero (0) on the applicable assessment, reassessment or remediation.

by charging cord) for the entire duration of the electronic assessment. It is encouraged that a student bring a charging cord to the electronic asses device runs out of charge during the electronic assessment, the student will not be allowed to continue with the assessment, reassessment, or course remediation. Consequently, the individual score will be determined by the last saved record in the electronic assessment system. If there is no record, the student will receive a score of zero (0) on the assessment, reassessment or course remediation.

Malfunctions of approved devices having appropriate available power must be addressed during the assessment to a proctor and will be resolved on a case-by-case basis. Resolution may include: loaner devices, extended or alternate timing of the electronic assessment, change to paper assessment or any other modification deemed appropriate by proctor.

The only accessories approved for use during the assessment are a charging cord, a semi-permanent clear plastic screen protector or a stylus. No other electronic device accessories, including, but not limited to cases or watches of any kind, or recording devices are permitted within the testing area. Any student found in possession of an unapproved electronic device accessory during the assessment will receive a zero (0) on the assessment and may also receive allegations of professional misconduct.

The use of electronic devices between the individual assessment and team assessment is prohibited. Any student using an electronic or communication device during these times will receive a zero (0) on the assessment and may also receive allegations of professional misconduct.

Only one device for each team may be powered on during the team assessment. This device will be the only one permitted to link with the electronic assessment system. If more than one device within possession of the team is powered on during the team assessment, all members of the team will lose eligibility for team points on that assessment. Likewise, if any team device is linked to any website or application other than the electronic assessment system, all members of the team will lose eligibility for team points. Lastly, if any member of the team is found in possession of an electronic device accessory other than those approved items listed above within the testing area during the team assessment, all members of the team will lose eligibility for team points.

### **Academic Standards of Progress**

#### **Unsatisfactory Progress Following Remediation and Reassessment**

Academic progression is constituted by the successful completion of 10 required graded events throughout the year. These events are comprised of seven assessments (1.1 – 1.7) covering required didactic courses

(MS600 Fundamentals of Research, MS610 Organizational Behavior and Leadership, MS620 Introduction to Regulatory Affairs, and MS630 Concepts of Biomedical Sciences) and three course assessments covering required research or presentation-based courses (MS700 Journal Club, MS710 - Seminar, and MSPS730 Thesis Research / MBS740 Capstone).

two (2) reassessment graded events during an academic year, the student will be placed on academic probation, to be notified by a letter from the Program Director. If a four (4) reassessment graded events during an academic year, the student involuntary

A student is only allowed to repeat a graded event once after receiving a remediation . A student who receives a reassessment they received a remediation

In order to advance to the second year of the MSPS program, students must complete all coursework for the first year

**Policies and Procedures Pertaining to Student Professionalism**

**Standards of Professional Conduct**

- to gain unfair advantage.
5. Providing false information to a faculty, staff, or preceptor.
  6. Lack of attendance at required didactic or experiential activities.
  7. Non-compliance with the email requirement (see Notice of Requirement to Check Student Email daily).
  8. Disruptive behavior in class, including unprofessional conduct during assessment reviews.
  9. Inappropriate or disrespectful behavior toward fellow students, faculty, staff, preceptors, or staff/employees on or off campus.
  10. Inappropriate or disrespectful interaction with faculty, staff, or mentors.
  11. Knowingly posting, publishing, or circulating derogatory information concerning any member of the student body, University faculty, staff, or mentor that materially or substantially disrupts classes or other University activities or is, in the discretion of the University, considered vulgar or indecent or otherwise not conducive to learning.
  12. M graduate student.
  13. Stealing, damaging, defacing, or unauthorized use of any University, student, staff, or
  14. Unprofessional dress, language, or conduct as defined by the College.
  15. Unauthorized use, copying, dissemination, or unauthorized removal from campus of any confidential or proprietary information of the University or any sensitive or confidential records.
  16. Such other and further conduct as the research community would standardly consider unprofessional.
  17. Violation of State or Federal law.

### **Violation of the Standards of Professional Conduct**

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of the academic community to use their professional judgment when addressing potential violations of the standards of professional conduct.

Additionally, the University and College recognize the responsibilities of student organizations to police the professional conduct of their own members. The College acknowledges that student organizations have the right to require their members to comply with additional codes of conduct beyond those enforced by the faculty and administration. Professional student organizations can act independently of the College to review and enforce their own professional codes of conduct. Therefore, members of a graduate student organization acting unprofessionally in any setting are subject to appropriate sanctions, within reasonable limits, that have been imposed by their respective student organization. If the appropriate administrator cannot resolve the violation directly with the student, the following process will apply.

Step 1: Depending on the situation, the individual witnessing the violation may either attempt to resolve it on their own or report the incident (as appropriate) to the classroom instructor, Program Director or College/University administrator if the remedy is unsuccessful or if the violation is deemed serious. If there appears to be adequate cause, the individual receiving the report of alleged violation will communicate it to the appropriate administrative officer for further investigation.

Step 2: The Program Director or designee shall make a preliminary evaluation into the allegation(s) in order to determine if a sufficient basis exists to move forward with the allegation(s) as presented.

Step 3: If further investigation is deemed warranted, the Program Director will inform the student of the





The following rules apply to the examination/thesis defense:

1. A student must be registered as a regular degree-seeking student during the year the examination is passed.
2. Notice of the examination must be filed by the unit program in the College of Graduate Studies at least three weeks prior to the examination event. The examination must be scheduled not later than the posted deadline for the year in which the degree is to be conferred.
3. The examination is given by the examining committee.
4. The examination, which may be oral, written, or both, must cover the thesis (if applicable), which should be essentially complete, other work completed in courses and seminars in the major field, and all work presented for the degree. The examination may