



College of Nursing and Health Professions

Health Services and Health Administration
Student Handbook

2023

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WELCOME

Welcome to the Health Services program. We look forward to working with you as you experience innovative, and workforce aligned healthcare education. Our commitment to providing a quality educational experience is very important to us.

FACULTY AND STAFF

Administrative

Dr. Julie McCullough, Associate Professor of Nutrition and Dean of the College of Nursing and Health Professions

Dr. Kimberly Hille, Associate Professor of Dental Hygiene and Dental Assisting and Assistant Dean of Health Professions

Dr. Erin Reynolds, Associate Professor of Health Services and Chair of the Health Services Program
Joy Fein, Health Services Program Senior Administrative Assistant

Faculty – Full-time

Dr. Katherine Ehlman, Professor of Gerontology and Director of the Bronstein Center of Healthy Aging and Wellness

Dr. Ethel Elkins, Associate Professor of Health Services and Internship Director

Dr. Steve Gruenewald, Assistant Professor of Health Services

Dr. Swateja Nimkar, Associate Professor of Health Services

Dr. Kevin Valadares, Professor of Health Services, Chair of Health Administration (graduate) and Health Informatics and Information Management

Dr. Zachary Ward, Assistant Professor of Health Administration

Dr. Phoneshia Wells, Contract Associate Professor of Health Services

Faculty – Adjunct

Thank you to the adjunct faculty who provide expertise and quality to the Health Services program.

MISSION AND VISION

The mission of the College of Nursing and Health Professions is:

“Advancing health and wellness through visionary leadership, dynamic learning, and strategic partnerships.”

Bachelor of Science in Health Services

Mission

“Promoting innovative and workforce aligned healthcare education through engaged interprofessional learning, research, and strategic partnerships”.

Vision

“Shape the future champions for healthy communities through innovative education, student engagement, and experiential learning.”

Bachelor of Science in Health Administration

Mission

“As a community engaged program, with a focus on the healthcare system, the Bachelor of Science in Health Administration (BSHA) program delivers innovative education that prepares fully qualified graduates for health administration positions in acute, post-acute and community care settings.”

Vision

“Be a recognized leader in preparing future healthcare administrators to positively transform the health of the community.”

PROGRAM OVERVIEW

The Health Services Program has two bachelor’s degrees and four minors.

Bachelor of Science in Health Services

Bachelor of Science in Health Services (HSBS) graduates are prepared for entry into or advancement in the healthcare field. This degree program is designed to provide educational opportunities for students interested in gaining a knowledge base for positions in healthcare not requiring specialized clinical preparation. Likewise, this degree program is designed for individuals who have completed a health professions clinical program and wish to increase their knowledge and skills to effectively respond to the rapidly changing needs of the American healthcare delivery system. Specialty tracks and minors are available to gain a depth of knowledge and skills focused on specific healthcare delivery system areas. For more information about courses, visit <https://www.usi.edu/health/health-services/degrees-and-programs/>.

Generalist Track

The generalist option may lead to entry-level employment in the health care area where no licensing or specialty training is required.

Specialty Tracks

Students who complete one of several specialty areas will be fully prepared for an entry-level position, promotion or advancement, or to continue coursework at the graduate level in the respective health care field. Upon completion of a specialty track option, students will meet the following competencies:

Gerontology

- Attain an interdisciplinary approach to the study of aging allowing students to make informed decisions about aging issues in health care and human services fields.
- Attain an interdisciplinary approach to the study of aging allowing students to transmit and apply gerontological knowledge in healthcare.

Health Promotion and Worksite Wellness

- Obtain health-related data about social and cultural environments, growth and development factors, needs and interests.
- Distinguish between behaviors that foster and those that hinder well-being.
- Infer needs for health education on the basis of obtained data.
- Recruit community organizations, resource people and potential participants for support and assistance in program planning.
- Develop a logical scope and sequence plan for a health education program.
- Design educational programs consistent with specified program objectives.

Public Health

- Demonstrate knowledge and use of biostatistics in the discipline of public health.
- Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents.
- Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.
- Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the U.S..
- Identify the basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
- Differentiate among availability, acceptability, and accessibility of health care across diverse population.

Bachelor of Science in Health Administration

The Bachelor of Science in Health Administration (BSHA) provides students with a curriculum focused on the foundational knowledge and skills in healthcare administration in both acute and post-acute care. The goal is to prepare highly qualified entry-level graduates for career opportunities in healthcare administration. For more information about courses, visit <https://www.usi.edu/health/health-administration/health-administration>.

Health Administration

- The ability to communicate clearly and concisely with internal and external stakeholders.
- The willingness and ability to support and lead individuals through change toward organizational and personal excellence.
- A personal and professional ethical approach to serving the patient, the organization, and the community with a focus on continuous improvement of service.
- A holistic understanding of the health care system and the environment in which it operates.
- An understanding of the basic tenets of business inclusive of human and financial resources, planning, the management of information, and quality improvement.
- Attain an interdisciplinary approach to the study of aging allowing students to make informed decisions about aging issues in health care and human services fields.
- Attain an interdisciplinary approach to the study of aging which will allow students to transmit and apply gerontological knowledge in health care.
- The ability to communicate clearly and concisely with internal and external stakeholders.
- The willingness and ability to support and lead individuals through change towards organizational and personal excellence.
- A personal and professional ethical approach to serving the patient, the organization, and the community with a focus on continuous improvement of service.
- A holistic understanding of the health care system and the environment in which it operates.
- An understanding of the basic tenets of business inclusive of human and financial resources, planning, the management of information, and quality improvement.

STUDENT RIGHTS AND RESPONSIBILITIES

The Health Services Program adheres to the [USI Student Handbook and University Bulletin's Student Rights and Responsibilities documents](#). These documents are considered part of the Health Services Program Student Handbook.

NON-DISCRIMINATION POLICY STATEMENT

USI embraces and celebrates the many differences that exist among the members of a dynamic, intellectual and inclusive community, and strives to maintain an environment that respects differences and provides a sense of belonging and inclusion for everyone. Please click [here](#) for the full Equal Opportunity and Non-Discrimination Policy.

ADMISSION AND PROGRESSION REQUIREMENTS

HSBS

New and Transfer Students Entering into the University:

All students must complete the following requirements:

- New freshman, transfer students, and international students must complete a USI [admission application](#) available at the USI Admissions Office and complete all additional admission requirements for [freshman](#), [transfer students](#), or [international students](#). Admission applications submitted for Health Services Specialty Tracks will not be reviewed until the student has applied to and been accepted into the University.

Note: The University transfers in courses with grades of C or higher. Transcripts may need to be further evaluated for health services course equivalency by the Program Director. This process may require review of previous textbooks and syllabi.

Transfers Within the University:

Applicants with a minimum of a 2.0 grade point average may initiate a change of academic program throughout the school year to the HSBS by completing a Change of Academic Program Form available from the Health Services Program or the Registrar's Office. The number of students admitted to the Health Services Program is not limited. However, progression requirements have been created to assist students in success toward application to the Specialty tracks within the HSBS.

Degree Completion Option:

Students who have a healthcare clinical license (where college credit was not available) may qualify for the degree completion option. Applicants must meet admission requirements for the University and have a minimum of a 2.0 GPA to make application to the Health Service Program Degree Completion option.

Generalist vs. Specialty Track

Students entering the HSBS are admitted into the Generalist Track and can remain in this track or choose to complete an admission application into a specialty track.

[Admission Requirements for Specialty Track Option](#)

Three specialty track options are available for HSBS students: Gerontology, Health Promotion and Worksite Wellness, and Public Health.

Maximum specialty capacity is forty (40) students per cohort. If an excess number of applications are received for a specialty, the student's overall GPA in the Health Services Core (HP 211, PH 284, GERO 215, HP 302, and IPH 356) and specialty track prerequisites will be the deciding factor for admission.

Requirements for admission to one of three specialty tracks are described below:

- Completion of specific [prerequisite courses](#) required for the respective specialty track.
- Have a minimum cumulative grade point average of 2.75 (4.0 scale) at completion of the fall semester prior to application.
- [Submit an application](#) to USI Health Services Program. Applications are reviewed on a rolling basis.

After review of the application by the Health Services Program, students will receive a letter indicating their status of admission into the program.

Expectations After Acceptance into Specialty Track

Upon acceptance into the specialty track, students will need to complete the following:

- Complete all required background and health requirements. These requirements must be completed before applying for an [HP480 Internship or AIT Residency](#):
 - Please see the [Internship or AIT handbooks](#) for more information on the background check and health requirement process.

It is important that a student be knowledgeable about academic information affecting continued enrollment status. Such information includes knowledge of the need to maintain a minimum GPA and letter grade in specific courses.

Progression in Generalist Track:

Students in the Generalist Track are required to maintain a cumulative grade point average of 2.00 or higher, and a grade of “C” must be maintained in all Health Services Core classes (HP 211, GERO 215, PH 284, HP 302, IPH 356, and HP 498) to graduate.

Progression in Specialty Track:

Students in a Specialty Track are required to maintain a cumulative grade point average of 2.75 or higher and a grade of “C” must be maintained in all Health Services Core classes (HP 211, GERO 215, PH 284, HP 302, IPH 356, and HP 498) **AND** Specialty Track classes to graduate.

Academic Probation in Generalist Track:

Students in the Generalist track follow the University guidelines for academic probation which entail a minimum:

GPA of 1.8 for 1-59 quality hours attempted

GPA of 2.0+ for 60+ quality hours attempted

Students who fail to meet these minimum standards will be placed on academic probation for one semester. Academic probation is a WARNING that grades are dangerously low, and the student is at risk of being academically dismissed from the academic program.

During this semester, students on academic probation should make use of available university resources to improve academic skills, performance, and cumulative GPA including meeting with their advisor. Failure by students to meet the preceding GPA levels at the end of the probationary semester **may result in academic dismissal from the program.**

Dismissal in Generalist Track:

Generalist track students who are on academic probation and have not achieved the preceding GPA levels at the end of the probationary semester **may result in academic dismissal from the program.**

Academic Probation in Specialty Track:

A health service student whose cumulative GPA falls below 2.75 for the specialty track will be placed on academic probation for the program. Students on specialty track probation must achieve success in future courses and obtain a 2.75 or higher cumulative GPA after completion of one semester (spring or fall) to remain in the program. The student will then need to reapply to the program once the cumulative GPA is at or above 2.75. Once the student meets the 2.75 GPA, the student will be moved off probation.

Dismissal in Specialty Track:

A cumulative GPA of below a 2.75 for two consecutive semesters (fall and spring) will result in dismissal from the Specialty Track of the Health Services Program, and a cumulative GPA of 2.00 or below could result in dismissal from the Health Services Program. Students who fall below the cumulative GPA of 2.75 will need to meet with their advisor to initiate a change of major to the Health Services Generalist track or another major.

Appeal Process for Specialty Track Dismissal:

A student may appeal their academic standing. The student must submit a written defense to the Chair of the Health Services Admissions and Progressions Committee within 30 days after receiving a letter of dismissal from the Specialty Track. The defense will be considered by a committee within 15 days of receipt and a decision given in writing to the student.

Provisional Readmission for Generalist and Degree Completion:

An academically dismissed student may apply for provisional readmission for one semester according to the terms of a provisional readmission contract agreed upon by the student and the readmitting college. At the discretion of the Health Services Program, students provisionally readmitted may be subject to some or all of the following requirements:

- Limitation to 12 or fewer credit hours
- Repetition of courses with grades of D or F
- Attendance at mentoring appointments
- Approval by academic advisor of all changes to the schedule of classes
- Use of campus resources for academic support
- Other, as deemed appropriate

Graduation Requirements:

Requirements for progression and graduation for the HSBS have been approved by the University Curriculum Committee and Faculty Senate. The student must:

1. Complete the University Core Curriculum requirements as outlined in the Schedule of Classes; a minimum of 39 hours;
2. Complete Health Services core courses (15 hours) with a C or better;
3. Complete course requirements outlined in either the Generalist or a Specialty track;
4. Complete a minimum of 120 credit hours;
5. Complete a minimum of 30 hours taken from USI;
6. Complete a minimum of 39 semester hours at the 300- and 400-level;
7. Obtain a 2.0 grade point average or better on all University courses counting for graduation requirements in Generalist track;

8. Obtain a 2.75 grade point average or better on all University courses counting for graduation requirements in the Specialty track.

BSHA

New and Transfer Students Entering into the University:

All students must complete the following requirements:

- New freshman, transfer students, and international students must complete a USI [admission application](#) available at the USI Admissions Office and complete all additional admission requirements for [freshman](#), [transfer students](#), or [international students](#). Admission applications submitted for Health Services Specialty Tracks will not be reviewed until the student has applied to and been accepted into the University.

Note: The University transfers in courses with grades of C or higher. Transcripts may need to be further evaluated for health services course equivalency by the Program Director. This process may require review of previous textbooks and syllabi.

Transfers Within the University:

Applicants with a minimum of a 2.0 grade point average may initiate a change of academic program throughout the school year to the BSHA by completing a Change of Academic Program Form available from the Health Services Program or the Registrar's office.

Expectations

Upon acceptance into the BSHA, students will need to complete the following:

- Complete all required background and health requirements. These requirements must be completed before applying for an [HA481/HA482 Internships or AIT Residency](#):
 - Please see the [Internship or AIT handbooks](#) for more information on the background check and health requirement process.

It is important that a student be knowledgeable about academic information affecting continued enrollment status. Such information includes knowledge of the need to maintain a minimum GPA and letter grade in specific courses.

Progression in the BSHA:

Once in the BSHA program, students will be required complete the prerequisite courses and achieve a 2.75 GPA prior to the start of an internship or Administrator-In-Training (AIT) opportunity.

Academic Probation in the BSHA:

Students in the BSHA follow the University guidelines for academic probation which entail a minimum:

GPA of 1.8 for 1-59 quality hours attempted

GPA of 2.0+ for 60+ quality hours attempted

Students who fail to meet these minimum standards will be placed on academic probation for one semester. Academic probation is a WARNING that grades are dangerously low, and the student is at risk of being academically dismissed from the academic program.

During this semester, students on academic probation should make use of available university resources to improve academic skills, performance, and cumulative GPA including meeting with their advisor. Failure by students to meet the preceding GPA levels at the end of the probationary semester **may result in academic dismissal from the program.**

Dismissal in the BSHA:

Students who are on academic probation and have not achieved the preceding GPA levels at the end of the probationary semester **may result in academic dismissal from the program.**

Appeal Process for BSHA Dismissal:

A student may appeal their academic standing. The student must submit a written defense to the Chair of the Health Services Admissions and Progressions Committee within 30 days after receiving a letter of dismissal from the Specialty Track. The defense will be considered by a committee within 15 days of receipt and a decision given in writing to the student.

Provisional Readmission for BSHA:

An academically dismissed student may apply for provisional readmission for one semester according to the terms of a provisional readmission contract agreed upon by the student and the readmitting college. At the discretion of the Health Services Program, students provisionally readmitted may be subject to some or all of the following requirements:

- Limitation to 12 or fewer credit hours
- Repetition of courses with grades of D or F
- Attendance at mentoring appointments
- Approval by academic advisor of all changes to the schedule of classes
- Use of campus resources for academic support
- Other, as deemed appropriate

Graduation Requirements:

Requirements for progression and graduation in the BSHA have been approved by the University Curriculum Committee and Faculty Senate. The student must:

1. Complete the University Core Curriculum requirements as outlined in the Schedule of Classes; a minimum of 39 hours;
2. Complete Health Administration core courses (15 hours) with a C or better;
3. Complete course requirements outlined BSHA;
4. Complete a minimum of 120 credit hours;
5. Complete a minimum of 30 hours taken from USI;
6. Complete a minimum of 39 semester hours at the 300- and 400-level;
7. Obtain a 2.0 grade point average or better on all University courses counting for graduation requirements;

8. Obtain a 2.75 grade point average or better on all University courses counting for graduation requirements in the BSHA.

ACADEMIC POLICIES

Academic Integrity

USI is an engaged learning community advancing education and knowledge, enhancing civic and cultural awareness, and fostering partnerships through comprehensive outreach programs. The campus is dedicated to a culture of civility among students, faculty, and staff. [Academic integrity](#) is vital to the campus mission and culture. The academic integrity statement serves as an educational tool, defining academic integrity, violations of academic integrity, outlining sanctions for violations and administration of academic integrity policy.

The Health Services Program adheres to the University expectations about academic integrity.

Academic honesty is an expected behavior of all students. Academic dishonesty may include, but is not limited to, cheating, plagiarism, fabrication, and knowingly assisting others in an act of academic dishonesty. Students who engage in academic dishonesty in any form, even as a first offense, place themselves in jeopardy of receiving a failing grade for the assignment or course, as well as dismissal from the Program and University. By University policy, no penalty shall be imposed until the student has been informed of the charge, has been informed of the evidence on which it is based, and has been given an opportunity to respond. Policies and procedures governing academic integrity can be found in the [USI Student Handbook](#).

Plagiarism

Plagiarism is using the work and/or ideas of another person as if it is your own. Examples of plagiarism include, but are not limited to:

- Quoting another person's actual work without appropriate citation
- Using another person's ideas, opinion, or theory without appropriate acknowledgement
- Using facts, statistics, or other illustrative material without appropriate citation

Failure to properly give credit to others' work is a form of academic dishonesty.

Attendance

Students are expected to attend all class days. The faculty recognize that situations arise that may cause a student to be absent or tardy. Therefore, the following guidelines will serve as the basis for faculty actions:

1. Attendance on all class days and internship days is expected.
2. It is expected that students will utilize semester breaks for personal needs. Semester schedules are listed on the USI website and allow sufficient time for planning purposes. Students are encouraged to use semester breaks as a time of rest and recuperation.
3. It is understood that unscheduled absences during the program may occur. Unscheduled absences will include illness and other unforeseen problems that prevent a student from

attending class or internship sites. The following steps must be taken in order to notify the department of an unscheduled absence:

- Students who are ill on a class day must notify the assigned instructor, prior to the start of the class. Students are responsible for any material covered. Accepting late assignments and offering an exam or quiz retake date is at the discretion of the faculty member.
- Students who are ill during an internship must notify the department before their scheduled start time. Attempts to speak with the internship coordinator and/or leave a message with program administrative personnel is required.

Patterns of unexcused absences (e.g., calling in prior to exams or immediately before or after vacations) are not permitted and may result in disciplinary action. Absence due to illness immediately prior to an exam or on the day of an exam may require a note from a physician or appropriate healthcare professional.

4. Students who are ill for an extended period of time may request and be considered for a medical withdrawal as outlined at the USI registrar's website:
<https://www.usi.edu/registrar/schedule-changes/medical-withdrawal/>
5. Students should contact your instructor if you experience a loss. In times of bereavement faculty will work with students individually to support their needs.

Grading Scale and Criteria Information

Although there is a standard letter grade established by the University, course grading can be determined at the program level. The Health Services grading scale is listed below:

A = 90 – 100	C = 75 – 79
B+ = 87 – 89	D = 69 – 74
B = 83 – 86	F = 68 or less
C+ = 80 – 82	

At the beginning of each term the instructor is to inform students (in writing where feasible and appropriate) of the criteria used in arriving at grades for the class, including the relative importance of prepared papers, quizzes and examinations, class participation, and attendance. Where student performance in other practical and structured activities is relevant in evaluating professional competency, criteria used in such evaluations should be stated. Student feedback from faculty and an explanation of grading criteria, are to be made available to students by appropriate means. Students should be encouraged to discuss with the instructor any class related problems.

Instructors are expected to evaluate student work according to sound academic standards. Equal demands should be required of all students in a class and grades should be assigned without departing substantially from announced procedures. It is the instructor's prerogative to assign grades by his/her academic/professional judgment, and the student assumes the burden of proof in the appeal process.

Grade Appeals

Questions regarding grades, whether a grade on an individual course component or a final grade, should be directed to the instructor for resolution. If an appeal is not resolved at the instructor's

level, further appeals may be addressed to the program chair. If the appeal is not resolved at the program chair level, then the complaint may move to the formal level. However, the matter shall not be forwarded to the Dean if settled by the program chair. If the resolution is still not obtained at the instructor/chair level, then the student will follow the formal resolution process for [Student Academic Grievance Procedures](#) to adjudicate all grievances.

This policy does not apply to allegations of academic dishonesty, which is addressed separately.

If the matter is forwarded to the Dean's office and the position of the student is upheld, a recommendation to the instructor that a "Change of Grade" be affected may be made. If the instructor refuses and there is, in the opinion of the Dean, evidence that the instructor has been arbitrary and/or capricious in the grade decision, appropriate administrative procedures may be initiated, and an administrative "Change of Grade" may be effected.

Leave of Absence

If a student must take a leave a absence from the Health Services program or desire to return to the program, the student should contact the Health Services Program Chair.

Online Exams

Dates and times for online exams have been clearly identified in the course syllabus and calendar. **Students must take the exam at the designated time.** Refer to course syllabus for on-line testing format (i.e., closed-book, open-booked, use of proctoring, etc). On-line testing formats vary by faculty member and by class. Downloading, copying, printing, taking a screen shot, or electronically transmitting any exam or quiz or part of an exam or quiz is considered academic dishonesty and will result in disciplinary action. Details of your correct or incorrect responses may be shared with you for review depending on faculty preference. A test review may be offered for frequently missed concepts. Faculty may require proctoring for exams. Unless otherwise stated online exams must be taken independently.

Retention and Remediation Policy

Health Services Faculty and Administration promote student success. As such, faculty offer support to students who are struggling or on probation. Students should seek assistance early. If you are struggling in a specific course, see your instructor first for assistance. If additional assistance is needed, contact your advisor.

USI has [numerous services](#) to help students. The following are offices which might provide services you need:

- [Academic Skills](#) (ED 1111) enhances student success and the educational process at the University of Southern Indiana. We provide academic support services through classes and other learning assistance programs. They offer free subject-based tutoring, Success Series Workshops and a Writing Lab. Students taking classes designated as SI will be able to attend voluntary study sessions each week led by an experienced student who has previously done well in the course. They also offer a graded one-credit course, GENS105: College Study Strategies.

- [University Division Advising](#) (ED 1142) meet with an advisor to assess what went wrong in your previous semester and develop a plan for success for your current term.
- [Disability Resources](#) (Science Center 2206) coordinates services and academic accommodations for USI students with disabilities.
- USI Counseling Services (Orr Center 1051) offers individual and group counseling services.
- [Student Financial Aid Assistance](#) (Orr Center 1st floor) is dedicated to helping University of Southern Indiana students and their families navigate the financial aid process and educating them in making the best use of all resources available to help finance the cost of their education.
- [The Writers Room](#) (ED 1102) serves as a resource for undergraduate writers by providing assistance from peer writing consultants, a comfortable writing environment, and reference materials.
- [Ask A Librarian](#) (David L. Rice Library)
- [Dean of Students](#) (UC East 1229)

Student Assignments

Student papers/assignments may be displayed as student examples for course files and accreditation purposes. Student work used for any other purpose will require written permission from the student(s) before faculty use. Student examples will not include any name identifiers. Faculty who request to use student work as examples will provide a consent form to the student.

Writing Proficiency

The Health Services Programs will abide by the newest Edition of the APA Manual for written assignments. Faculty will provide guidelines regarding minimal expectations for adherence to APA style. Additional guidance for writing in APA style may be found at the USI [David L. Rice Library website](#).

If students need help they should contact [The Writers' Room](#), which has peer writing consultants available to help all USI students with any writing project for any class. In the one-to-one sessions, peer-writing consultants help students become aware of effective writing processes and strategies while providing feedback at any stage of the writing process.

GRADUATION APPLICATION PROCESS

Near the completion of the final (senior) year in the Health Services Program, students will be ready to be awarded the B.S. degree. To graduate, you must apply to graduate.

Deadlines

If degree requirements will be completed in a spring or summer term, submit forms by **October 1** of the preceding fall term.

If degree requirements will be completed in the fall term, submit forms by **March 1** of the preceding spring term.

Instructions

1. Log into [myUSI](#)
2. Click Student > Student Records > Apply to Graduate
3. Follow the instructions on the screen to select your curriculum, name to appear on the diploma, mailing address etc.

ACADEMIC RIGHTS AND RESPONSIBILITIES

This Handbook is updated annually. It is the student's responsibility to read and understand the content. Also, students are explicitly requested to read the following at minimum:

- [Student Rights and Responsibilities](#)
- [University Handbook Student Academic Grievance Procedure](#)
- [USI College of Nursing and Health Professions handbook](#)

Educational Rights and Privacy Act

The USI College of Nursing and Health Professions adheres to standards set forth in the Family Educational Rights and Privacy Act of 1974. A copy of the Act is available from the College Office. Any personal data/information about students or graduates of the USI College of Nursing and Health Professions will be protected under the tenets of this Act. Students may request a review of their academic file. Students usually provide permission for the College to provide information to employers and other educational institutions when they are admitted to a College Program by signing the Consent Form.

FINANCIAL AID

The [Office of Student Financial Assistance](#) is located in the Orr Center. Student Financial Assistance is dedicated to helping University of Southern Indiana students and their families navigate the financial aid process and educating them in making the best use of all resources available to help finance the cost of their education.

SCHOLARSHIPS

There are numerous scholarships available through the [University](#).

ACADEMIC ADVISING

Each student who is admitted to the Health Services Program will be assigned an academic advisor in the CNHP advising center. Students who have completed 30 hours in the Generalist track or BSHA, or those admitted to the Specialty track will be assigned a Health Services

Faculty advisor by the Program Chair. You will be notified as to who your advisor will be and can check in your DegreeWorks myUSI account.

Students are encouraged to set up advising appointments with their advisor prior to open registration period each semester. Additionally, students are welcome to set up times outside of open registration to review academic progression and to discuss questions or concerns pertaining to student success. Refer to faculty office hours to set up an appointment.

PROFESSIONAL STANDARDS AND POLICIES

Appearance

When at health facilities, teaching, and/or research sites, unless otherwise notified, students will wear professional attire appropriate for the site. Unless otherwise notified, each student must follow all identification requirements and work schedules of the host institution. Appropriate professional appearance is also required for all work experiences as specified by the sponsor or employer. At minimum, a clean and neat appearance is expected at all times in the professional environment.

Student Collegiality

Students at USI are expected to conduct themselves in a respectful and professional manner. Personal conduct and communication, either directly or indirectly (social media, etc.) with other students, as well as faculty and staff, should conform to the University's community values and standards. As members of the at-large community, students are encouraged to resolve disagreements through informal, frank, and open discussion. Often conflicts can be lessened, if not resolved, by clearing up misperceptions and misunderstandings. Students are strongly encouraged to try to take care of any related concerns in this manner. However, the University also recognizes that occasionally more formal processes are needed. All such activities, whether informal or formal, must be carried out by all participants within a framework of good faith collegiality and general respect for one another. Students are encouraged to contact the Dean of Students Office, Housing and Residence Life, or other appropriate department(s), for assistance or guidance in resolving any concerns or conflicts.

To facilitate a professional, learning-centered atmosphere:

- Be on time
- Be mindful of the professional atmosphere in the classroom and refrain from disrupting activities
- Be civil and respectful to those around you
- Be an active member of your class

Interference is behavior that detracts from a safe, quality learning environment of others educational goals and is a violation of academic integrity.

Examples of interference include, but are not limited to:

- Disruptive classroom behavior

- Disrespectful classroom behavior
- Failure to comply with instructor instructions

Disability Statements

See the [University Disability Resources](#) for information for current students.

Social Media

The use of social media has grown exponentially in the last decade and continues to reshape how society communicates and shares information. Please refer to the Social Media Policy outlined in the [College of Nursing and Health Professions handbook](#).

Title IX – Sexual Misconduct

USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at <https://handbook.usi.edu/sexual-harassment-policy>.

INTERNSHIP AND AIT RESIDENCY

The internship or AIT Residency offers students in BSHA, Public Health, Worksite Wellness and Gerontology the opportunity to apply the theories and skill sets learned in the classroom to the real world of health care. The internship or AIT Residency is completed under the supervision of a qualified and experienced health care professional in the community setting. The chance to observe and share in the knowledge base of those already working in the field offers students a bridge between the academic setting and the work world.

For complete information about an Internship in Health Services, please read the Handbook found on the [Health Services](#) or [Health Administration](#) Internship/AIT page.

FOREIGN TRAVEL OPPORTUNITIES

USI offers study abroad opportunities in more than 60 countries around the globe. With planning, it is possible for students in virtually any major to participate in an overseas program. Programs offer a variety of experiences, from specialized courses taught entirely in English to direct enrollment in the foreign university. Students receive USI credit for the coursework completed during the summer, semester or academic year at an approved USI study abroad location.

The Health Services Program is typically involved in study abroad opportunities over the course of an academic year and encourage students to consider participation. If you are interested, contact the Program Chair. Find more information regarding foreign travel [here](#).

CONFIDENTIALITY

At times, students may have access to confidential medical/personal client and family information, and to sensitive agency information as part of the learning experience. It is of utmost importance that client/agency confidentiality is observed according to the Health Insurance Portability Act (HIPPA) regulations. Information concerning a client/family or agency is not to be discussed after leaving the clinical unit, agency, or classroom. Violation of this policy may result in dismissal from any of the Health Services options. University and College policies for social media apply to the options as well. See the College of Nursing and Health Professions [HIPPA policy](#) for more information.

GENERAL INFORMATION

College Offices

The offices of the Dean of the College of Nursing and Health Professions and the Assistant Dean of Health Professions are located on the second floor of the Health Professions Center. The offices Health Services and Health Administration the Program Chair and Faculty are located on the third floor of the Health Professions Center. If you need help locating a specific office, inquire at the Senior Administrative Assistant's desk in the Health Services Office.

Email

The USI Computer Center assigns an email account to every newly enrolled student which is maintained throughout your time as a student. You can get your USI email address through myUSI. If you have any questions about your USI email account, contact the Computer Center Help Desk at 812-465-1080.

Other email accounts can be obtained either through your own personal on-line service or from free Internet e-mail services (e.g., hotmail.com, yahoo.com, gmail.com, excite.com). If you choose to use another e-mail account for your course work, you will need to set-up your myUSI e-mail so that all USI e-mail will be forwarded to your preferred account. **There are times when only your university email address can be used to gain access to some University services such as myUSI, Blackboard, and library databases from off campus locations.** You must have an established an e-mail account before your first class meeting.

Emergency Action Plan

In the case of an on-campus emergency, the [Emergency Action Plan](#) should be followed.

Library Services

Extensive library services are available to students at the [David L. Rice Library](#). Services include interlibrary loans, distance education services, on-line computer searches, personal computers,

CD-ROMS, and photocopiers. Students should contact the library (812-465-7127 or through the Library's homepage) for a current listing of library hours.

Motor Vehicle Policies

Please refer to the USI Public Safety website ([Parking Enforcement](#)) for vehicle regulations. Information concerning off-site parking and registration of your car will be provided by course instructors.

Professional Organizations/ Student Organizations

Depending upon your area of interest, there are some organizations that might pertain to your career. Many of them have free or low cost student memberships available. The Health Services program supports [two student organizations](#).

1. Sigma Phi Omega – the national academic honor and professional society in gerontology recognizing excellence of those who study gerontology and aging.
2. STELLAR "Students and Elderly Linking Around Relationships" strives to develop positive relationships among students and elders within the community.

Program, Department and College Committees

Students are invited to attend and participate in Program, Department and College committee activities unless need for confidentiality is indicated. Information about meetings will be communicated to students when available.

Smoking Policy

Smoking and electronic cigarettes are prohibited on USI campus grounds and in buildings, and at all health care facilities in Evansville.

Status Changes

Changes in local and/or permanent addresses, telephone number, and name are to be reported immediately to both the University Registrar's Office and the Health Services Program. A [Change of Name form](#) must also be submitted to the Registrar's Office.

Technology Proficiency

Competency in the use of the computer to access information, communicate by E-mail, use Excel, Microsoft Word, and PowerPoint is a requirement. It is to your advantage to have your computer, modem, and access to the Internet. All Program courses have distance education components which require reliable Internet communication. Specific information regarding operating systems and software can be accessed here: [Distance Learning System Requirements](#).

University Policies

All university policies, as published in the USI Bulletin, extend to all sites where the student is engaged in the role of a Health Services student.

Weather-Related Class Cancellation

Faculty will follow the University policy for cancellation of classes due to inclement weather. Students will be notified of university class cancellations through the [RAVE system](#). Check your course website for announcements regarding what this will mean for your internet courses. Students may check the USI website for cancellation information (the front page banner will display cancellation notices).

If the University cancels 6:00 PM classes but conducts day classes, Health Services classes that begin at 4:00 PM or later may be canceled. When classes are not canceled, students must use their judgment about whether they may safely travel to class. Please notify your instructor if you will not be attending class.