Students Handbook 2015-2016

Rutgers
School of Health Related Professions
Welcome to the RUTGERS-School of Health Related Professions. Our School of Health Related Professions is a School within the Rutgers Biomedical and Health Sciences unit (RBHS) of Rutgers University. You are enrolling in one of the oldest higher education institutions in the country, turning 250 years old in 2016. We are truly excited about this new era for the School of Health Related Professions and are pleased you are with us as we continue well into the 21st century.

The faculty, staff and administration hope that your experience with us will prove to be educationally enriching and professionally rewarding. This Handbook is designed to assist you in understanding the common practice of higher education and expectations of health professions students. It is your guide, as well as ours, in the conduct of our mutual enterprise. It is important that you read and be familiar with the SHRP Academic Policy 6.5 "Faculty and Student Honor Code". This policy delineates the honor code for the School as well as provides examples of violations of the Honor Code. This code is strictly enforced within each program. Students are responsible for compliance with the policies, rules and regulations of Rutgers University, Rutgers Behavioral and Health Sciences, and Rutgers' School of Health Related Professions.

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 suggest when you take our academic integrity modules to learn more about our expectations. Students are responsible for compliance with the rules and regulations of the School as stated in School publications and on the School's web site. Also check our School web site and the Academic Calendar for students which list important dates and events as a convenient source of information about the School of Health Related Professions.

When you have suggestions, ideas or concerns, please share them with your faculty, Program Director or Chairperson or share through our suggestion box.

On behalf of the faculty and staff of the School of Health Related Professions (SHRP), I welcome you or welcome you back to SHRP and wish you the best with your educational endeavors.

Sincerely,

Gwendolyn Mahon, Ph.D., Dean
School of Health Related Professions
Handbook Navigation: To return to the Handbook after clicking on a link, just use the back button. This will take you back to the page.

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IMPORTANT MESSAGE

This handbook is informational only and does not constitute a contract between SHRP and any student. It may be changed by SHRP without prior notice to students. Any rules, regulations, policies, procedures or other representations made herein may be interpreted and applied by SHRP 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 SHRP. 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 SHRP. In addition, SHRP 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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ADMINISTRATION AND HISTORY

Founded in 1976, the School of Health Related Professions has a rich history of growth and a reputation of providing quality education for entry level allied health professionals, and advanced education for health providers enabling them to move into specialty and advanced practice roles. Our presence on the Newark, Scotch Plains, Piscataway, and Stratford campuses depicts the character of the School of Health Related Professions as a statewide resource for education, health care, research and community service. Our commitment to deliver quality allied health education through web-based technologies has expanded our scope nationally. Today more than 1/3 of our students are allied health professionals taking courses and earning a degree online. We invite you to learn more about the School by visiting our website.

SCHOOL CAMPUS LOCATIONS/DIRECTIONS AND PROGRAMS

The School of Health Related Professions is comprised of nine (9) departments offering over 35 programs including post high school certificate, associate, baccalaureate, master's, clinical doctorate, and the Ph.D. Programs. The programs are offered on one or more of the following campuses: Newark, Scotch Plains, Piscataway, Stratford, and online. The School's website provides a comprehensive list of our programs and the campus upon which they are offered.

ADMINISTRATIVE OFFICES

Below is a list of administrative offices of the School and University. Should you have specific questions, do not hesitate to contact the related office.

<table>
<thead>
<tr>
<th>Administrative Offices for SHRP:</th>
<th>Campus:</th>
<th>Contact:</th>
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<tbody>
<tr>
<td>Dean’s Office</td>
<td>Newark</td>
<td>973-972-4276</td>
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<tr>
<td>Office of Administration</td>
<td>Newark</td>
<td>973-972-4892</td>
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<tr>
<td>Office of Education</td>
<td>Newark</td>
<td>973 972-2375</td>
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<tr>
<td>Office of Inter-professional</td>
<td>Newark</td>
<td>973-972-7820</td>
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<tr>
<td>Education and Practice</td>
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<tr>
<td>Office of Faculty Development</td>
<td>Scotch Plains</td>
<td>908-889-2438</td>
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<tr>
<td>Office of Finance</td>
<td>Newark</td>
<td>973-972-3919</td>
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<tr>
<td>Office of Research</td>
<td>Newark</td>
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<tr>
<td>Office of Student Affairs</td>
<td>Newark</td>
<td>973-972-7939</td>
</tr>
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</table>
# ACADEMIC PROGRAM DIRECTORY

Below is a list of the programs offered by the School, the program's director, and the contact information for the program director.

For information on a program, please click on the name of the program. To contact the program director, use the email or telephone number provided.

<table>
<thead>
<tr>
<th>SHRP PROGRAM</th>
<th>PROGRAM DIRECTOR</th>
<th>CONTACT</th>
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</thead>
<tbody>
<tr>
<td>Biomedical Informatics PhD</td>
<td>Syed Haque, Ph.D.</td>
<td><a href="mailto:haque@shrp.rutgers.edu">haque@shrp.rutgers.edu</a></td>
</tr>
<tr>
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<td>(973) 972-6871</td>
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<tr>
<td>SHRP PROGRAM</td>
<td>PROGRAM DIRECTOR</td>
<td>CONTACT</td>
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<tr>
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<tr>
<td>Healthcare Informatics Certificate and MS in Biomedical Informatics</td>
<td>Shankar Srinivasan, PhD</td>
<td><a href="mailto:srinivsh@shrp.rutgers.edu">srinivsh@shrp.rutgers.edu</a></td>
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<tr>
<td></td>
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<td>(973) 972-4279</td>
</tr>
<tr>
<td>Cardiac Sonography</td>
<td>Stanley Ort, BS</td>
<td><a href="mailto:ortst@shrp.rutgers.edu">ortst@shrp.rutgers.edu</a></td>
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<tr>
<td></td>
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<td>(908) 889-2526</td>
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<tr>
<td>Clinical Lab Science – Doctorate (DCLS) and Master’s (MSCLS)</td>
<td>Nadine Fydryszewski, PhD</td>
<td><a href="mailto:fydrysna@shrp.rutgers.edu">fydrysna@shrp.rutgers.edu</a></td>
</tr>
<tr>
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<td>(973) 972-5089</td>
</tr>
<tr>
<td>Clinical Nutrition - DCN</td>
<td>Jane Ziegler, Ph.D.</td>
<td>ziegleja @ shrp.rutgers.edu</td>
</tr>
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<td></td>
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<td>(973) 972-9487</td>
</tr>
<tr>
<td>Clinical Nutrition - MS</td>
<td>Laura Byham-Gray, Ph.D.</td>
<td><a href="mailto:byhamgld@shrp.rutgers.edu">byhamgld@shrp.rutgers.edu</a></td>
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<td></td>
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<td>(856) 566-6451</td>
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<tr>
<td>Clinical Trial Sciences, MS</td>
<td>Barbara Gladson, Ph.D.</td>
<td><a href="mailto:gladsonbh@shrp.rutgers.edu">gladsonbh@shrp.rutgers.edu</a></td>
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<td>(973) 972-2375</td>
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<tr>
<td>Coordinated Dietetics and Coordinated Dietetics-2nd BS</td>
<td>Riva Touger-Decker, Ph.D.</td>
<td><a href="mailto:decker@shrp.rutgers.edu">decker@shrp.rutgers.edu</a></td>
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<td>973-972-2299</td>
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<tr>
<td>Cytotechnology</td>
<td>Cecilia Vallejo, M.D.</td>
<td><a href="mailto:vallejcb@shrp.rutgers.edu">vallejcb@shrp.rutgers.edu</a></td>
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<tr>
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<td>(908) 889-2425</td>
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<tr>
<td>Dental Assisting &amp; Dental Hygiene</td>
<td>Carolyn Breen, Ed.D.</td>
<td><a href="mailto:breen@shrp.rutgers.edu">breen@shrp.rutgers.edu</a></td>
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<td>(908) 889-2419</td>
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<tr>
<td>Diagnostic Medical Sonography</td>
<td>Cynthia Silkowski, M.A.</td>
<td><a href="mailto:silkowcy@shrp.rutgers.edu">silkowcy@shrp.rutgers.edu</a></td>
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<td>(908) 889-2521</td>
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<tr>
<td>Dietary Managers Certificate</td>
<td>Pamela Rothplez-Puglia, Ph.D</td>
<td><a href="mailto:rothplpm@shrp.rutgers.edu">rothplpm@shrp.rutgers.edu</a></td>
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<td>973-972-8393</td>
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<tr>
<td>Dietetic Internship Certificate</td>
<td>M. Geraldine McKay, M.Ed.</td>
<td><a href="mailto:mckayge@shrp.rutgers.edu">mckayge@shrp.rutgers.edu</a></td>
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<td>(908) 889-2488</td>
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<tr>
<td>Health Information Management &amp; Medical Coding Certificate</td>
<td>Barbara Manger, M.P.A.</td>
<td><a href="mailto:mangerbj@shrp.rutgers.edu">mangerbj@shrp.rutgers.edu</a></td>
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<td>(973) 972-4356</td>
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<td>SHRP PROGRAM</td>
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<tr>
<td><strong>Health Sciences Programs, BSHS</strong></td>
<td>Cheryl Bellamy, M.S.</td>
<td><a href="mailto:bellamcg@shrp.rutgers.edu">bellamcg@shrp.rutgers.edu</a></td>
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<td>(973) 972-8512</td>
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<tr>
<td><strong>Health Sciences, MS</strong></td>
<td>Ann Tucker, D.Ed.</td>
<td><a href="mailto:tuckeraw@shrp.rutgers.edu">tuckeraw@shrp.rutgers.edu</a></td>
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<td>(856) 566-6434</td>
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<tr>
<td><strong>Health Care Management, MS</strong></td>
<td>Albert Heuer, Ph.D</td>
<td><a href="mailto:heueraj@shrp.rutgers.edu">heueraj@shrp.rutgers.edu</a></td>
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<td>(973) 972-2418</td>
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<tr>
<td><strong>Health Sciences Ph.D.</strong></td>
<td>Robert Denmark, Ph.D</td>
<td><a href="mailto:denmarrm@shrp.rutgers.edu">denmarrm@shrp.rutgers.edu</a></td>
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<td>(973) 972-5410</td>
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<tr>
<td><strong>Medical Laboratory Science</strong></td>
<td>Deborah Josko, Ph.D</td>
<td><a href="mailto:joskotda@shrp.rutgers.edu">joskotda@shrp.rutgers.edu</a></td>
</tr>
<tr>
<td></td>
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<td>(908)-889-2422</td>
</tr>
<tr>
<td><strong>Nutrition and Dietetics, BS</strong></td>
<td>Pamela Rothplez-Puglia, Ph.D</td>
<td><a href="mailto:rothplpm@shrp.rutgers.edu">rothplpm@shrp.rutgers.edu</a></td>
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<td>973-972-8393</td>
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<tr>
<td><strong>Nuclear Medicine Technology</strong></td>
<td>Michael Teters, M.S</td>
<td><a href="mailto:teterms@shrp.rutgers.edu">teterms@shrp.rutgers.edu</a></td>
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<td>(908) 889-2449</td>
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<tr>
<td><strong>Occupational Therapy Assistant Program</strong></td>
<td>Catherine Colucci, M.A</td>
<td><a href="mailto:colucccn@shrp.rutgers.edu">colucccn@shrp.rutgers.edu</a></td>
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<td>(908) 889-2474</td>
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<tr>
<td><strong>Physical Therapy-Newark-DPT</strong></td>
<td>Nancy Kirsch, Ph.D.</td>
<td><a href="mailto:kirschna@shrp.rutgers.edu">kirschna@shrp.rutgers.edu</a></td>
</tr>
<tr>
<td></td>
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<td>(973) 972-2371</td>
</tr>
<tr>
<td><strong>Physical Therapy-Stratford,-DPT</strong></td>
<td>Marie Koval Nardone, Ed.D.</td>
<td><a href="mailto:mnardone@shrp.rutgers.edu">mnardone@shrp.rutgers.edu</a></td>
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<td>(856) 566-6452</td>
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<tr>
<td><strong>Physician Assistant, MS</strong></td>
<td>Jill Reichman, DMH, PA</td>
<td><a href="mailto:reichmji@shrp.rutgers.edu">reichmji@shrp.rutgers.edu</a></td>
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<td>Matt McQuillian, MS, PA</td>
<td><a href="mailto:matt.macquillian@shrp.rutgers.edu">matt.macquillian@shrp.rutgers.edu</a></td>
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<td>(732) 235-4445</td>
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<tr>
<td><strong>Psychosocial Rehab. and Treatment—AS</strong></td>
<td>Peter Basto, MS CPRP</td>
<td><a href="mailto:bastopm@shrp.rutgers.edu">bastopm@shrp.rutgers.edu</a></td>
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<td>908-889-2550</td>
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### FACULTY INFORMATION

For the entire SHRP faculty list please click [here](#).

For detailed information and faculty profiles please click [here](#).

### SHRP NEWS

A goal of the School of Health Related Professions is to provide current information and news to its members.
October 2015

community. We encourage you to visit our website often to stay in touch with

- SHRP News and Events
- SHRP Research
- SHRP Facebook Page
You have been admitted to a program in the School of Health Related Professions. Upon admissions and before enrollment, you are required to complete all of the items delineated in the Admissions Checklist. Below is information regarding items related to:

- Criminal Background Check [CBC and Immunizations are program dependent, not universal]
- Immunizations, History and Physical Exam
- Health Insurance

Note however, these are only three of the multiple items you must complete before you are permitted to enroll in your program.

CRIMINAL BACKGROUND CHECK

The full “Criminal Background Checks for Accepted Applicants and Currently Enrolled Students in RBHS” can be found in the Rutgers Biomedical and Health Sciences Policies.

“Students to whom this policy applies will be required to have a criminal background check performed with results deemed favorable by the University as a condition of their admission or initial enrollment and/or continued enrollment. An offer of admission will not be final and enrollment not permitted until the completion of the background check with results deemed favorable by the University. Admission may be denied or rescinded, or enrollment terminated, or a visiting student refused based upon the results of the criminal background check.

Students to whom this policy applies must sign a form authorizing the University to have a criminal background check performed on them by a consumer reporting agency engaged by the University to conduct such checks (EXHIBIT A in policy), and complete an Accepted Applicant/Enrolled Student Disclosure Form requiring information about previous convictions and/or guilty or no contest pleas to crimes, misdemeanors or other offenses (EXHIBIT B in policy).

The background check shall include a Social Security Number trace to confirm past residences, a search of the U.S. Department of Health and Human Services Office of Inspector General List of Excluded Individuals/Entities (LEIE), and a criminal background search. The criminal background search shall involve all levels of criminal offense, all types of adjudications, all legal processes not yet resolved, and all types of offenses, extending as far back as possible.

Omission of required information, or false or misleading information provided by the individual on the Accepted Applicant/Enrolled Student Disclosure Form (EXHIBIT B in policy) or in any other communication with the University or its Schools may result in denial or rescission of admission, disciplinary action or dismissal.”

Students whether on active or inactive status are required to notify the School of any future convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense; and of any future arrests, detentions, charges or investigations by any law enforcement authorities.
October 2015

Students must also agree to notify the School of any convictions, guilty plea or no contest pleas to any crime, misdemeanor or other offense and of any arrests, detentions, charges or investigations by any law enforcement authorities, which occur subsequent to the applicant’s student’s submission of the Accepted Applicant/Enrolled Student Disclosure Form.

**Criminal Background Check Forms**

**Process For New Students:**

To accept the offer of admission, all new students required to complete a criminal background check must follow the directions below for the CBC process. Please refer to the list of programs at the bottom of the page to check if your program requires a CBC. There are no refunds on criminal background checks. Self apply/self pay directions are located here:

[Information Regarding Criminal Background Checks](#)

**Process For Continuing Students:**

If you have not completed a CBC and need to do so, please follow along with the **NEW** student process (above).

If you have completed/paid the CBC at the time of entry and need an updated CBC, please submit the below two forms.

[Student Authorization for Criminal Background Check](#)
[Applicant/Enrolled Student Authorization for Criminal Background](#)

**IMMUNIZATIONS, HISTORY AND PHYSICAL EXAM**

As a Rutgers Health Sciences student, there are health and immunization requirements you must complete.

All students physically on campus must undergo a complete history and physical examination within six months prior to first matriculation or enrollment and at annual or other appropriate intervals thereafter if indicated by the initial findings. Fully distance students are encouraged to have a complete history and physical examination and immunizations. If distance students have any clinical rotations they are required to have all immunizations and physicals. The results of the history and physical examination must be reported to the appropriate student health service or school administrator's office.

Please click on this [link](#) to determine the immunization requirements for your program. The webpage to which you will be directed contains:

1. A chart to determine your category. Within each category folder you will find:

2. a **cover letter**

3. a **checklist** for your health care provider
October 2015

4. the **history and physical form** your health care provider must complete and sign

5. an **immunization form** your health care provider must complete and sign

All students are required to complete the Health Immunization record and submit the form to the Office of Student Health.

Other than the exceptions/exemptions provided in the policy, this policy shall apply to every student matriculated or enrolled full-time or part-time in a RBHS school or program, including joint and collaborative programs with other institutions, and to all visiting, exchange and special-program students from other institutions. However, under no circumstances shall matriculated students be permitted to have contact with patients or with blood or other potentially infectious body fluids or laboratory material if they have not received at least the first of three hepatitis B immunizations or cannot provide serologic evidence of current immunity to hepatitis B. In addition, under no circumstances shall students be permitted to have contact with patients unless they have received TB testing and any required follow up (see Section V.A.3).

Note: if the Director of Student Health finds the results of the student’s medical evaluation to be unacceptable, the School reserves the right to revoke the acceptance. In that case, tuition deposit will be refunded. Keep copies of your completed medical forms. You will be required to present verifications of some vaccinations/tests at affiliated clinical sites prior to each of your clinical rotations.

Students who fail to comply with the immunization requirements may be prohibited from registering for future courses and participating in clinical requirements.

Questions? Please call the Student Health Center at 973-972-8219.

The full “Student Immunization and Health Requirements Policy” can be found in the Rutgers Biomedical Health Sciences Policies.

HEALTH INSURANCE

All full-time Rutgers SHRP students are required to have health insurance coverage. Also, all part-time students who participate in a clinical experience are required to have insurance coverage. If you are in these categories, you will be automatically billed by Rutgers for UnitedHealth Insurance coverage.

You can reverse the billing only by submitting a waiver form demonstrating that you have comparable coverage. Your assertion of comparable coverage must be reviewed and approved by University Health Plans [UHP] prior to enrollment in classes or by the deadline dates below (whichever comes first).

The Waiver Form will be accessible only during defined submission periods. Link to the waiver form during these defined periods at UHP Waiver Form. Note: The Waiver Form will be unavailable during periods of transition between submission deadlines. See table below for waiver form circulation start/end dates by semester.

*The waiver form must be submitted by the designated deadline. If the waiver deadline is missed, the student will be responsible for paying in-full the University insurance. There are no exceptions to this*
October 2015

policy.

Students who have elected to participate in the University plan shall file claims directly with the insurance carrier.

Other insurance available to students include dental and vision. You may find information related to these plans by clicking here.

The full “Student Accident and Health Insurance Policy” can be found in the Rutgers Biomedical Health Sciences Policies.

Also, visit the SHRP Admissions website on Insurance.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Text below is quoted 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):”
- The full FERPA Act is available here.
- The Rutgers FERPA Compliance information can be found here.
AFTER ALL POST ADMISSIONS FORMS ARE COMPLETED AND REVIEWED
YOU ARE NOW A STUDENT OF THE SCHOOL OF HEALTH RELATED PROFESSIONS

As noted earlier in the Student Handbook, it is your responsibility to be familiar with the information provided in this Handbook as well as information provided in other official documents of the University and School. Take the time now to review the Student Handbook. It will serve as your guide as you progress through your program. Your program may also provide a student manual. You are responsible also for knowing the information provided in your program manual.

STUDENTS RIGHTS, RESPONSIBILITIES AND DISCIPLINARY PROCEDURES

The School of Health Related Professions publishes its Academic Policies. Section 6 of the Academic Policies provides policies regarding students’ rights and responsibilities as well as disciplinary procedures related to student violations. SHRP 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.

Furthermore, 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 promptly the School of changes or difficulties may not request review of academic decisions on the basis of such circumstances.

For information as to the appropriate office to notify, consult the Program Director, Office of Student Affairs, the Ombudsperson or the appropriate School policy. Contact information for the administrative offices of the School and program directors is provided in the Student Handbook.

As a student in the School of Health Related Professions, you have several responsibilities, including, but not limited to the responsibilities delineated below:

**Student Honor Code and Academic Integrity Training 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 on-line Academic Integrity Training Modules before the beginning of their first semester in their program. For more information regarding the Academic Integrity Training module, please click here.

**New Student Online Orientation Responsibility**

Students are responsible for completing the SHRP online orientation and specific Program orientation. For orientation information contact the Office of Student Affairs or log on to the New Student Orientation.

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

The following are excerpts from the Rutgers Biomedical and Health Sciences policy on “Student Use of Personally Owned Mobile Communication Devices/Recording Devices”.

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"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, the SHRP Office of Admissions sends an email to the student's personal email address with attached instructions on how to set up their computer accounts.

**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 is 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/](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. 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 is 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. Students may be required to complete HIPAA training as part of their academic/clinical education. The RBHS Office on Ethics, Compliance & Corporate Integrity provides the policies and offers training for HIPAA compliance.

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.
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;
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- 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”.

In the following table are the names and contacts of the Student Assistance Facilitators.

<table>
<thead>
<tr>
<th>Campus</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newark Campus</td>
<td>Barbara Caldwell, PhD, APRN (SN)</td>
<td>973-972-7450</td>
<td><a href="mailto:caldweba@shrp.rutgers.edu">caldweba@shrp.rutgers.edu</a></td>
</tr>
<tr>
<td></td>
<td>Janice Aloi, MSN, RN, CNE</td>
<td>973-972-5490</td>
<td><a href="mailto:aloija@shrp.rutgers.edu">aloija@shrp.rutgers.edu</a></td>
</tr>
<tr>
<td>Scotch Plains Campus</td>
<td>Melissa Roberts, PhD (SHRP)</td>
<td>908 889-2470</td>
<td><a href="mailto:robertsmm@shrp.rutgers.edu">robertsmm@shrp.rutgers.edu</a></td>
</tr>
<tr>
<td>Piscataway</td>
<td>Heather Sophia Lee, MD</td>
<td>732-743-3257</td>
<td><a href="mailto:heather.sophia.lee@rwjms.rutgers.edu">heather.sophia.lee@rwjms.rutgers.edu</a></td>
</tr>
<tr>
<td>Stratford</td>
<td>Ni Gao, PhD (SHRP)</td>
<td>856-566-2770</td>
<td><a href="mailto:gaoni@shrp.rutgers.edu">gaoni@shrp.rutgers.edu</a></td>
</tr>
</tbody>
</table>

ESSENTIAL FUNCTIONS FOR PARTICIPATION IN COURSES

Each program establishes "essential 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 Related Professions is provided on the Admissions website. The essential functions are described to assist each candidate in evaluating his/her prospect for academic success. It is important to read each standard carefully. The full policy, “Student Essential Functions”, can be found in the Rutgers Biomedical Health Sciences Policies.

STUDENTS WITH DISABILITIES

No program or activity administered by the School shall exclude from admissions, participation, treatment or employment, or deny benefits to, or subject to discrimination any qualified individuals solely by reason of his or her disability.

Qualified individuals are those persons who, with or without reasonable accommodations, are capable of performing the essential functions of the program in question in accordance with RBHS policy, applicable laws and regulations.

For more information, please visit the SHRP Office of Student Affairs - Services for Students with Disabilities website. The full policy can be found in the Rutgers Biomedical Health Sciences Policies under the policy name “Disabilities and RBHS Students/Applicants".
Students in active duty, National Guard or a VA program are responsible for contacting Enrollment Services, the Program Director, and the course instructor, and following up with the guidelines and contact information listed on the Military/Veteran Student Programs link. When called for active duty, it is the student’s responsibility to make sure the appropriate individuals are notified, School forms completed, and prior arrangements made with course instructors. Please view the Military/Veterans area of the SHRP website for information regarding benefits, certification at SHRP, news and events as well as additional resources.

The full 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 more information about the services and resources that are available to you as a Rutgers University student by going to their website at http://veterans.rutgers.edu.

OMBUDSPERSON

Under RBHS policy, each Dean has appointed an ombudsperson as a designated, confidential resource for students and housestaff (“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. Thus, the ombudsperson is also not a student/house officer advocate and does not represent the student’s interests. The ombudsperson is also not an agent of the institutions, is not responsible for academic or disciplinary decisions concerning students or housestaff, and is independent of all administrators who have notice, compliance, regulatory, enforcement, adjudicatory and disciplinary functions such as deans or program directors. Instead, the ombudsperson aims for fairness and impartially considers the interests of all parties. The ombudsperson does not make decisions, render judgments or administers sanctions. Instead, she or he identifies options, provides information, refers visitors to other resources if appropriate, facilitates communication between people, may mediate disputes or negotiate resolutions between parties, and recommends 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. Bringing complaints or problems to the ombudsperson does not constitute placing the University of formal notice. Visitors can always involve the formal procedures. Sometimes the ombudsperson herself or himself may recommend this course of action and refer the visitor to the appropriate office. In any case, the ombudsperson will not participate in a formal process.

Therefore, the ombudsperson serves as a resource for students and to guide and assist students and the School in the evaluation of options for resolving problems. Additionally, the ombudsperson shall maintain confidentiality to the extent permitted by law. The SHRP Ombudsperson is Dr. Jane Ziegler. Dr. Ziegler may be reached by telephone at 973-972-9487 or by email at ziegleja@shrp.rutgers.edu.
STUDENT GRIEVANCES

Students are encouraged to seek a resolution of 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

Complaints related to harassment or discrimination may, if the student wishes, be brought directly to the Office of Employment Equity. The Director of the Office of Employment Equity supervises the operation of the Policy and the Discrimination and Harassment Complaint Process. The Director is also a resource for all members of the university community, and is responsible for arranging education and training for the community regarding the Policy and the Complaint Process.

Contact information for the Director is 848-932-3973 or oee@hr.rutgers.edu.

The full policy regarding discrimination can be found in the Rutgers Policy Library under the policy name “Policy Prohibiting Discrimination and Harassment”.

ACADEMIC POLICIES OF THE SCHOOL OF HEALTH RELATED PROFESSIONS

Students, faculty, academic programs, and administration of the School of Health Related Professions are guided by academic policies. Policies govern areas of admissions, registration, grading system, research, students’ rights and responsibilities, and doctoral education. In the table below is a listing of each policy. To read the each policy, click on the name of the policy. Alternatively, you may go to the School’s Academic Policy website to view all policies. Students are responsible for being familiar with the academic policies.

ADMISSIONS

1.1 GENERAL (PDF)
1.2 APPLICANT ADMISSIONS FILE (PDF)
1.2.1 LATE ADMISSIONS (PDF)
1.2.2 SPECIAL ADMISSIONS (PDF)
1.2.3 ADMISSIONS DEFERMENT (PDF)
1.1.5 CHANGE PROGRAM OR DEGREE CONCENTRATION (PDF)
1.2 TRANSSCRIPTS (PDF)
1.3 REAPPLICATION (PDF)
1.4 GPA FOR CHANGE OF PROGRAM (PDF)
1.4.1 READMISSION (PDF)
1.4.2 CRIMINAL BACKGROUND CHECKS (PDF)
1.5 INTERNATIONAL STUDENT SERVICES (PDF)
1.5.1 APPLICANT FLUENCY IN ENGLISH (PDF)
STUDENT AFFAIRS

These services are available for all students, please contact the Office of Student Affairs

The Office of Student Affairs is devoted to providing support services that will assist students in their pursuit of ensuring personal and academic success. A variety of services are offered and extended to all SHRP students. The following services are offered by the Office of Student Affairs. Click on the link for each service to learn how to obtain the service.

**Academic and Support Services:**
- Workshops
- Tutorial Services
- College Survival Tips
- Writing Resources
- Counseling Services

**Career Resource Center**
- Disability Services
- Educational Opportunity Fund
- News and Highlights
- Student Health Services
- Additional Resources

Information regarding the full array of services provided by the SHRP Office of Student Affairs can be found on its website.

If You Are A Victim Of Sexual Violence

The information listed on the link above is a tool and a resource for students who may suffer an assault. It also provides detailed information on who to contact in case of an emergency. Click here for more information. Scroll down the page to read “If you are a victim of sexual violence”.

**STUDENT DRUG TESTING PROCEDURES**

Students who need drug testing as requirement at a clinical site, and the testing is not available at the site will be able to go through SHRP for this service. For information, ask your clinical coordinator or program director (Program approval required). Please note that all Drug Testing going through SHRP, must be pre-approved by your clinical coordinator or program director. Upon written approval, the drug testing form may be obtained through the Office of Admissions. Drug testing directions are found on the forms site - http://shrp.rutgers.edu/current_students/Forms/form.html

**STUDENT HEALTH SERVICES**

Through Student Health Centers, the University provides health services to students on its various campuses. All students who pay tuition directly to RBHS in full-time, day programs located on the Newark, Piscataway and Stratford Campuses ARE required to pay the Student Health Service Fee. Part-time and evening students, as well as the Scotch Plains campus are NOT required to pay the Student Health Services fee because of lack of access to the Service.

Below is a table of Student Health Services and the website for each Student Health Service

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STUDENT MENTAL HEALTH SERVICES

The School of Health Related Professions (SHRP) provides mental health care for students at each of its locations.

Students enrolled in programs based on the Newark and Scotch Plains campuses, and all part-time, evening and distance education students are referred to the Student Wellness program of the University Behavioral Health Care (UBHC-Newark) for mental health care.

Students enrolled in programs on the Piscataway Campus are referred to the University Behavioral Health Care (UBHC- Piscataway Campus).

Students enrolled in programs based on the Stratford Campus are referred to the University Behavioral Health Care (UBHC-near the Stratford Campus) and some students may also receive mental health care and medical care at the Rutgers University Health Center located in Camden.

UBHC STUDENT WELLNESS PROGRAM 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 9am-5pm.

Piscataway Campus

501 Hoes Lane Room 202
Piscataway, NJ 08854
Or
671 Hoes Lane West
Piscataway, NJ 08855
MANAGEMENT OF POTENTIAL OCCUPATIONAL/EDUCATIONAL EXPOSURES TO HIV, HBV, AND HCV

Incidents involving needle sticks and potential exposure to bloodborne pathogens require immediate action to protect a student’s health and safety.

What To Do After Potential Exposure To Blood-Borne Pathogens

Time is Crucial. Act Quickly As Follows:

- Wash exposure 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 (8-5 M-F)
  After hours: ED at UMDNJ-University Hospital (973) 972-5123
- Piscataway/New Brunswick:
  EOHSI Employee Health Service: (848) 445-0123 (8-4 M-F)
  After hours: Go to RWJUH (732) 937-8944
- Stratford:
  Internal Medicine (856) 566-6845

Off campus, go immediately to:

- Nearest Emergency Department or call 866-HIV-CHEC (866-448-2432) for advice and to locate the nearest ED
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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 Rowan SOM Internal Medicine-Stratford (UPD 3100), (856) 566-6845
- 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 incident report.
- Send bills to your insurance company. Send any unreimbursed expenses to your Student Affairs Dean.

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 Related 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 for refusing competent and complete health care to any patient whose condition warrants their care. The prohibition extends to all patients including those who are at risk of contracting an infectious disease or who have contracted such as disease, including AIDS, Hepatitis B, or other similar diseases.

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.

TUITION AND FEES

Tuition and fees are approved annually and are subject to change at any time based on the discretion of the University. Tuition and fees at the School of Health Related Professions are posted on the Billing and Collections Rutgers Biomedical and Health Sciences (RBHS) website. Program tuition and fees vary depending upon the program a student is enrolled.

“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
TUITION DEPOSIT

Once a student is accepted into any SHRP Academic Program, he/she must submit a tuition deposit. The deposit holds a place in the program for the student and is credited towards the first semester’s tuition bill. The Criminal Background Check fee is submitted directly to the company performing the background check. The student must immediately complete the form and remit payment for the background check to the company upon receipt of admission to the program. Failure to do so will result in revocation of admission.

TUITION PAYMENT

Normally, “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".

As noted above in the section, Tuition and Fees, by the start of the semester, students are required to pay or establish an installment payment plan or have verified financial aid or third party confirmation of payment. All funds from financial aid are initially applied to 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".

De-Registration Policy

Students who do not make payment arrangements with the RBHS cashier’s office by the last day to add a course will receive a hold placed on their account. Students who neglect to pay their bill or make an approved arrangement to pay by financial aid, installment plan, third party payment, remission, or other method will be dropped from their course(s) by the 2nd week of the term.

Students who are dropped must immediately stop attending courses and or clinical rotations as students are not permitted to attend classes or clinical rotations if they are not officially registered for the term.
Students can make payment arrangements by logging into the myportal.rutgers or contacting the RBHS cashiers office at 973-972-6307.

All students who are de-registered due to non-payment (or who have not made approved payment arrangements) will be administratively withdrawn due to inactivity for payment or payment arrangement. Students who are administratively withdrawn will be required to re-apply for admissions and must follow the SHRP re-admit policy located at: http://apps.shrp.rutgers.edu/projects/shrpweb-cf/policies/PDFs/1.4.1%20READMISSION.pdf should they wish to continue their education at SHRP.

REFUNDS

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

INSTALLMENT PLAN

Students may participate in an installment plan for payment of tuition. The installment plan is administered by ScholarChip TPP. Next are the instructions for participating in the installment plan.

ScholarChip TPP – Student Instructions

1. Students may sign up online for Tuition Payment Plan.
3. There is a $50 payment plan fee.
4. Student must know their “A” number, and have a US checking or savings account.
5. Any questions? The student may call Mr. Harold Alexander at 732-235-9174 or 9168.

STUDENT RESIDENCY FOR TUITION PURPOSES

In-state students pay in-state tuition and out-of-state students pay out-of-state tuition. Tuition rates 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 SHRP Office of Admissions up to the final day of classes for that initial 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 initially applies for admission into any graduate or undergraduate college of the University, the respective Admissions Office will determine an admitted applicant’s resident status for tuition assessment. The determination made at this time shall prevail for each succeeding semester unless a change is authorized as provided hereinafter.

It is the student’s responsibility to comply with the procedures outlined in the Residency Analysis Form.

Students’ Responsibilities: The student is responsible for providing relevant information upon which a
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residency determination can be made. The burden of proving his/her residency status lies solely upon the student. Moreover, 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 @ (973)-972-5454

FINANCIAL AID

Students seeking financial aid must apply for financial aid through the Financial Aid office. Students must initial meet and continue to meet financial aid and academic guidelines to be awarded financial aid. For information on applying for financial aid and guidelines regarding receipt of financial aid, visit the Financial Aid website.

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

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
Rutgers, Biomedical and Health Sciences
Business Office
335 George St., 4th Floor
New Brunswick, NJ 08901
(732) 235-9168

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.

WEB RESOURCES

INFORMATION TECHNOLOGY SERVICES

A variety of information technology services are available for students. Visit the Rutgers – UMDNJ Integration Technology website for the full range of information technology services available to you. Important information provided on this website includes:
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- Help Desk
- RBHS Service Center Caller Menu
- NetID Conversion
- NetID Activation
- Password Resets
- Legacy UMDNJ 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

SHRP also offers Technology Services for Students. Click here for the full array of services available to SHRP students.

For IT support please contact: 973-972-9171 or SHRPhelp@shrp.rutgers.edu

WEB PORTAL

The url for access to the web portal is http://myportal.rutgers.edu.

The myportal.rutgers.edu is the University's portal, or gateway, to most, if not all, of the RBHS systems and administrative information you'll need during your studies at the School of Health Related Professions.

Log into myportal.rutgers.edu to access Banner self-service where you can:

- Reset password for email, CORE, wireless and myportal.rutgers.edu accounts
- Register for courses;
- View your class schedule
- Access email, web courses (ANGEL Learning) and other university systems;
- Obtain grades;
- Review financial aid status; and
- Review student accounts.

You may also find other useful information in myportal.rutgers.edu, since nearly every significant university service maintains a presence (or "channel") on the portal. There are also number of external information sources (news feeds) that you can subscribe to, as well.

Newly accepted students who submit all documents and deposits required for enrollment into SHRP programs, will be sent information detailing how to access myportal.rutgers.edu.
WEB-BASED COURSES

The online course management system used by the School of Health Related Professions is Moodle. Many programs utilize Moodle to deliver their fully online courses. Other programs may use Moodle to host resources for courses such as syllabus and readings, other programs may also provide a Moodle Room for students. Once you log into Moodle, you will have access to your Moodle courses as well as resources on how to use and navigate Moodle.

The URL for Moodle is http://shrp.rutgers.edu/tech4sure/moodle/index.html.

For questions and help, please contact the support helpdesk at 973-972-8676 or at moodlehelp@rbhs.rutgers.edu 9am until 7pm during weekdays.

COURSE SCHEDULE

The course schedule is posted on the SHRP website by semester. Here you will find courses that are offered by semester, day, time, campus, the enrollment, and whether a course is offered online.

PROGRAM REQUIREMENTS AND COURSE DESCRIPTIONS

All programs’ requirements and descriptions of each program's courses are available through a searchable data base. Click on programs' requirements and you will be taken to a web page where you may search by course or by program. In the program search, you can access course descriptions by clicking on the link “Details”.

The information posted is for approved academic programs and courses. Updates are ongoing and are subject to change.

REGISTRATION

Registration is based upon the courses listed on the “Requirements for Graduation” form for each program, unless a change in a course of study is received in the Office of Enrollment Services. You may search for courses and look up requirements for graduation in the Program Search page.

Please refer to the online Academic Calendar for registration dates or check the Registrar’s website under Registration.

BLOCK-REGISTERED STUDENTS

Some programs at SHRP 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 registering students (not enrolled in Block Registered programs), including part-time students, are required to consult with an advisor each semester prior to registration.

Traditional Registering Students are required to register on-line through myportal.rutgers.edu. Students submitting paper registrations via fax, mail or hand delivered will be charged a $50 registration fee.

As noted, traditional matriculated students register through myportal.rutgers.edu and receive their web registration PIN from Enrollment Services either by their NetID (Rutgers e-mail) or from their Program Director. Students receive their PIN approximately 2 weeks before registration begins. Please contact Enrollment Services at 973 972-5454 with any questions.

The on-line student information system at myportal.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 at the partner School.

INTERNATIONAL STUDENTS

The Center for Global Services coordinates cultural programs and immigration-related services for approximately 3,500 international students, scholars, faculty, and their dependents, and serves the broader campus community in an administrative and advisory capacity. All international students must comply with the regulations regarding study in United States institutions. All international students are required to register for and complete a minimum of 9 credits each semester in campus based courses. Students MAY NOT use credits obtained through distance/online/internet courses as part of the 9 credit per semester campus based requirement.

CHANGE IN STUDENT DATA AND 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 an address. Click on the name of the form to access the form.

Official change of student data form Use this form when you change phone numbers, your address, email. You are required to keep this information up to date.

Change of name form Official documents will be required to show change of name. You are required to keep this information up to date.

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

ADMINISTRATIVE WITHDRAWAL

For the Fall and Spring terms, students who do not register for courses, file a Leave of Absence form, Maintain Matriculation form (working on an incomplete from a previous semester) or awaiting a new graduation date will be administratively withdrawn from SHRP. Students who are completing Incompletes or In-progress courses during the summer semester must also register for Maintaining
Matriculation or will be administratively withdrawn from the program and School.

Students may apply to be re-admitted to their program by submitting a new application for admission and payment of a $75.00 application fee. Note: Readmission is not automatic and readmitted students must also complete a minimum of 25% of the credits for their program even if fewer credits were remaining at the time of administrative withdrawal.

**LEAVE OF ABSENCE**

Any student who wishes to request a leave of absence must submit the **Leave of Absence/Maintaining Matriculation form** to Enrollment Services, indicating the reasons for the request. Please refer to the **Leave of Absence Policy** for procedures regarding obtaining approval for a Leave of Absence.

**MAINTAINING MATRICULATION**

Students on Maintaining Matriculation must submit the **Leave of Absence/Maintaining Matriculation form** to Enrollment Services, indicating the reasons for the request. Please refer to the **Maintaining Matriculation Policy** regarding maintaining matriculation.

**ALTERNATIVE METHODS FOR OBTAINING CREDIT**

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

*Transfer Credit* – transfer credit may be given to students who completed academic courses prior to enrolling in SHRP. Transfer credit will be granted only if the courses for which the students are seeking credit 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* – programs 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* – SHRP permits award of credit for knowledge and skills gained outside the usual college/university setting. Matriculated students may be granted credits for non-collegiate learning by providing proper documentation to enable validation of competencies with the course material on a course by course basis. The procedure for portfolio assessment is provided with the Application for **Portfolio Assessment Form**. Forms are available from the SHRP Enrollment Services.

**AWARDS, RESEARCH AND SCHOLARSHIPS**

**AWARDS FOR STUDENTS/ALUMNI**

The awards listed below are presented each year at the SHRP Convocation in May. For more information, please contact the Dean’s Office at 973-972-4496.
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*Academic & Clinical Excellence:* These awards are presented on the recommendation of program directors or faculty members to students who have excelled academically or clinically in their respective educational programs.

*Distinguished Alumni:* This award is presented to a graduate of SHRP 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:* This award is presented 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 was the recipient of either the Clinical or Academic Excellence award. Each program can nominate one student with the approval of the Program Director. For the Stanley S. Bergen Medal of Excellence Award please contact the chair of the Committee on Admissions and Academic Standing or your former Department Chair.

**SCHOLARSHIPS FOR STUDENTS**

Each year, scholarships are made available to qualified applicants who demonstrate academic and professional achievement in their programs and fields. Scholarships are available for both newly entering students 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. Some scholarships are based on financial need. To apply for these scholarships, you must submit the Free Application for Federal Student Aid (FAFSA). More information can be found at [http://shrp.rutgers.edu/prospective_students/admissions/admissions10_scholarships.html](http://shrp.rutgers.edu/prospective_students/admissions/admissions10_scholarships.html)

**RESEARCH FOR STUDENTS**

Each year a number of Summer Student Research Internships are funded. These internships 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 made available on the Research website in April and May. When a student finds a project of interest they discuss the project and responsibilities with the faculty member. Once both agree to the delineation of time and responsibilities, the application of commitment is sent to the Research Office and, if necessary, the project is forwarded to the Research Committee for selection. Interns must be SHRP 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 DAY**

SHRP recognizes and emphasizes the importance of research by hosting an annual “Research Day” to promote research. It is an opportunity to enhance networking among students and faculty members.
October 2015
from different departments within the School and to augment faculty-student interactions through research. Award recipients are presented at Convocation.

EXCELLENCE IN TEACHING AWARD – to nominate a faculty member

Each year, the School of Health Related 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.

Criteria:

- Planning and providing effective instruction
- Focuses on course content, faculty expertise, innovativeness, and creativity.
- Personal and professional role modeling
- Focuses on role modeling through scholarship and research, personal and professional growth/development, and extracurricular activities.
- Facilitating growth and development through means other than instruction
- Focuses on formal counseling and advisement and informal support and encouragement.

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 and complete the application by the deadline. Please go to the SHRP 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 to honor the graduating class. The event is to salute our students, applaud completion of their academic journey and to wish them much success in their future endeavors. At this event, the School gives each student his/her diploma and the awards for students’ academic and clinical excellence and exceptional service to the community, the School, the University, or Allied Health Professions. For more information, check for announcements 1-2 months before on the SHRP 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 SHRP educational experience. Please take a few minutes when instructions are received, to complete the online survey and let us know how we are doing. All responses are strictly confidential.
ALUMNI PARTICIPATION

The **SHRP Alumni home page** is designed to keep our graduates connected to classmates, favorite professors, as well as catch up on news of the School, your department and upcoming events. There is a lot going on within our walls and in the communities where SHRP students and faculty apply their knowledge and skills to a myriad of allied health projects. Visit the [Alumni page](#) often. We have links to: Alumni News and Events, Alumni Portal, Alumni Participation, Job Postings. We also are integrated with [Rutgers Alumni Association](#). Visit the Rutgers Alumni Association often to say in touch.

STUDENT LIFE

STUDENT IDENTIFICATION CARD

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

The Rutgers School of Health Related Professions Identification Card is processed for each student during orientation. The I.D. Card is NON-TRANSFERABLE and should be carried and displayed at all times on campus and in clinical facilities. The I.D. 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 of loss, a student should obtain a new card from the Department of Public Safety campus office.

Upon separation or graduation from SHRP 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.

ACADEMIC CALENDAR

The **Academic Calendar** is published annually and provides important dates for students. Examples of dates that are 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 so as to not miss any deadlines.

SMOKING AND FOOD CONSUMPTION

Smoking is prohibited throughout RBHS. Beverages and foods are prohibited in the lecture halls, laboratories, and classrooms. Stratford is now a smoke free campus.

The "Smoking Policy" is available in the [Rutgers Policy Library](#).
FOOD SERVICES

Newark Campus

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.

The Garden Café in the DOC Building offers an assortment of sandwiches, salads and hot and cold entrees.

Food vending machines are located throughout the University.

Scotch Plains Campus

Vending machines are located on the ground floor as well as in the student lounge of the SHRP building.

The Union County Vocational Technical School Cafeteria is available Monday through Friday from 12:00 pm to 12:45 pm. Students are required to present proper Rutgers identification cards when entering the building.

New Brunswick/Piscataway Campus

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

A vending machine is located in the Robert Wood Johnson Medical School Student Lounge located on the ground floor of the Medical School Building

Stratford Campus

Full service cafeteria is located on the first floor of the Academic Center. Vending machines are located outside the cafeteria. Another full service cafeteria is located on the ground floor of the Kennedy Health Systems / Stratford Division Hospital.

STUDENT LOUNGES and STUDY AREAS

Newark Campus

The Student Lounge is located on the second floor and third floor of the Bergen Building. There is also a quiet study located on the second floor in room 248.

Scotch Plains Campus

The Student Lounge is located in room 432 and a study area in room 447 on the first floor. There is additional study space located in the atrium area on the second floor.

New Brunswick/Piscataway Campus

The Student Lounge is located on the ground floor of the Robert Wood Johnson Medical School Building.
There are multiple quiet study areas available in the Health Sciences Library located in the Academic Center. Rooms can be reserved for group use. All RBHS students are welcome to use the student lounge area on the second floor of the Academic Center. There are also multiple seating areas within the UEC atrium. Vending machines are available in all campus buildings.

STUDENT BULLETIN BOARDS

Newark Campus

The Student Bulletin Board is located on the second floor of the Bergen Building, outside the Student Lounge. Students who wish to post notices on the Bulletin Board should contact the Office of Enrollment Services, located in the Bergen Building on the Newark Campus. The Office reserves the right to refuse to post notices which it deems inappropriate.

Scotch Plains Campus

Student Bulletin Boards are located near the atrium areas on the first and second floors and inside the Student Lounge of the SHRP building.

New Brunswick/Piscataway Campus

The Student Bulletin Board is located in the Physician Assistant Building.

Stratford Campus

Student Bulletin Boards are located on the second floor of the University Education Center, outside the School offices, along the hallway of the classrooms.

STUDENT LEADERSHIP COUNCIL

Mission Statement:

The Student Leadership Council (SLC) serves as an avenue for students across the programs of the Rutgers School of Health Related Professions (SHRP) to become proactive members in the educational community. Student activities generally include fundraising and sharing information of interest to the student body. The group fosters inter-professional activities. For more information, please see the link above.

What the SLC does

The SLC meets periodically to offer insight regarding program policies, plan special events and projects, facilitate fundraising for student activities and charitable organizations, and support the ideas and concerns of the SHRP student body. The SLC serves as a University link for student feedback, collecting ideas and input from the SHRP student body and communicating this to higher levels of administration in hopes of enhancing and supporting our academic and professional experiences.
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).

CURRENT STUDENTS - RESOURCE AREA

The link to the “Current Student” page on the SHRP 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 SHRP Online Suggestion Box. We are committed to open, constructive communication channels and respond to your comments and concerns so that we are aware of your experiences while in School.

COMPUTER LABORATORIES

Newark Campus

The Rutgers-SHRP Computer Center has two computer laboratories in Newark with forty-two workstations in SSB 324 and twenty workstations in SSB 322. All computers are equipped with word processing, database, statistical analysis, graphics and presentations, web development and management, programming and communications software. Program specific software applications and simulation CD-ROMs are also available. These laboratory computers are networked to a file server, print to high speed laser printers and allow 24/7 card swipe access to all SHRP Students using a valid University ID card. Username and password are provided to all students upon enrollment. Document and photo scanners and ceiling mounted LCD projectors are also available. Lab Assistants and Technical Staff are available from 8:00am to 6:00pm Monday-Friday.

Scotch Plains Campus

The Scotch Plains Computer Center has thirty-six workstations located in Room 319. All computers are equipped with Windows operating system and application software such as Word Processing, Database, Statistical Analysis, Spreadsheet, and others. All computers are hard-wired to the University’s network resources that enable access to the George Smith Library in Newark. This allows students to search for information, articles, periodicals and text. It also provides access to the Internet, e-mail and other web services. The lab is equipped with a document and photo scanner, network high-speed printer, file and application servers and ceiling mounted LCD projector. It is open from 8:00am to 9:00pm Monday - Friday. Lab Assistants and Technical Staff are available in-house or via a direct phone call to the Newark Computer Center.

Piscataway Campus

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

Hardware:
Workstations (PC, Mac), Color Scanner, Color Printers (up to 36” wide) & B/W Printers (8.5”x11”)

Software:

Microsoft Office Suite (Access, Excel, PowerPoint, Word), Internet Explorer, Mozilla Firefox, SAS, SPSS, JMP SSH, SFTP and campus-specific software for classes and medical research.

LAN Login:

Domain: CORE

Stratford Campus

Computers are available to registered Library users during regular Library hours. Users have access to a wide range of applications including word processing, presentation graphics, computer-assisted instruction, bibliographic database searching and the World Wide Web. Course related programs are also available at the request of faculty.

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

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

http://www.libraries.rutgers.edu/health_sciences/health_indexes

There are links to the full RU online catalog, so if you choose you prefer searching full catalog, you have the option to do so.

Distance students and faculty, as well as the groups based in Stratford, have the same access going through the Distance Education page:


Librarians are happy to provide instruction to you giving pointers on how to go about searching, requesting delivery from other RU libraries, and searching some of the new resources available. At this time, all electronic resources licensed by Rutgers are available to legacy UMDNJ populations. Legacy UMDNJ resources will remain restricted until all content is licensed for the broader population.

A useful library FAQ has been produced – it’s available on the health sciences libraries website at: http://www.libraries.rutgers.edu/health_sciences/outdated_link and is also attached. Please share widely with your students and colleagues.
ADVERSE WEATHER INFORMATION

In response to events of escalating, severe weather or other disasters and catastrophic emergencies, the University may decide to implement the procedures described in this policy to maintain the 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.

To ensure the safe and orderly continuation of education and research programs, patient care services and administration of the University during periods when the safe continuation of services is threatened by inclement weather conditions, announcements regarding inclement weather emergencies will be made on through various forms of communication.

INCIDENT RESPONSE / EMERGENCY NUMBERS

The Rutgers Division of Administration and Public Safety (APS) is responsible for responding to all emergencies, suspicious activities, crimes and safety concerns, while providing parking and transportation services. To familiarize yourself with the services and what to do in an emergency, visit the Division of APS's website.

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