

Updated February 18, 2010

Saint Francis University
Loretto, Pennsylvania

Bachelor of Science in Health Science
Online Degree Completion Program
www.francis.edu/bshs.htm

Saint Francis University

Student Manual
Year 2010-2011

A Bachelor of Science in Health Science Program Policy Manual has been made available to me. I have read it and understand the policies described therein. My signature on this document signifies my willingness to abide by the Program Policies.

Signature: _____ Date: _____

Print Name: _____

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Saint Francis University
Bachelor of Science in Health Science
Online Degree Completion Program

The Bachelor of Science in Health Science (BSHS) is a degree completion program designed to provide an accelerated degree pathway for service members desiring to pursue an undergraduate degree in health. Through this program, healthcare experienced students will have the opportunity to maximize their prior college-level course work and military experiences in the pursuit of a bachelor's degree. This program incorporates a solid health science core with a general education curriculum reflecting the goals of Franciscan higher education. Completion of this program will aid in preparing the student to pursue a graduate professional healthcare degree.

Course work is offered through distance learning techniques and is geared toward the students' individual educational needs. The curriculum for the degree programs will use a variety of distance learning technologies and delivery methods to guarantee that the course requirements are met and the content is delivered effectively. Distance learning technologies and delivery methods that may be used include:

- Virtual Classroom Software (VCS)
- Archived lectures: making use of the extensive Saint Francis University (SFU) video streaming technology capabilities
- Pod casting and streaming media: enables the delivery of asynchronous course materials
- Discussion boards and chat rooms: enables synchronous and asynchronous course discussions
- Content materials, including pdf files as well as electronic and print textbooks, will be made accessible for downloading

A 24 hour/7 day-a-week technical support center supports the needs of the students and faculty members. This support center features a toll free phone number and remote desktop assistance. Remote desktop assistance will allow the student and technician to troubleshoot an issue simultaneously. Additional course and program support materials will be available to the student through various venues.

Contact Information

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E-mail: idsupport@cermusa.francis.eduhttp://www.francis.edu/NavyIdcTechRequirements.htm?ekmense=c582fa7b_424_436_21518_3**Program Policies**

This manual provides guidelines for students enrolled in the Saint Francis University Bachelor of Science in Health Science degree completion program. It is intended to supplement the rules and regulations that apply to all students at Saint Francis University. The Saint Francis University Student Policy Manual is located on the student website <http://localweb.francis.edu> and should be reviewed in addition to this manual.

Program Admission Policy for Degree Seeking Students**Admission Requirements for the Bachelor of Science in Health Science degree Completion Program**

1. Applicants must be a member of the armed forces.
2. Applicants must be at least 24 years of age.
3. Applicants must have completed a minimum of 64 transferable academic credits at accredited academic institutions. These credits include documentation of ACE recommendations from military training and schooling.
4. Applicants must submit a letter of recommendation from Navy registrar and/or Commanding Officer.
5. Applicants must submit official transcripts from the Navy Medicine registrar (A and C schooling) and any other academic institutions they attended.
6. Applicants must have a cumulative QPA/GPA from all course work equivalent to 2.0 or 72.5%.
7. Applicants must complete the online application.
8. Applicants must submit the non-refundable application fee of \$30.00

Note:

Admission to the program is done a rolling cycle. Students will be eligible to register for courses once all admission requirements have been met.

Application to the program will be made through the BSHS website. Based on admission criteria listed above, the admissions office will collect and review all application materials and render the decision for acceptance into the program. Application material will be forwarded to the advising and retention office for transcript evaluation and preparation of the individualized academic plan.

Financial Aid

There are many sources of financial aid to make your degree as affordable as possible. Eligibility for any grants, loans and military benefits begins with completion of the Free Application for Federal Student Aid (FAFSA) form. Veteran benefits, and military reimbursement programs are subject to their own regulations. The SFU financial aid and veterans affairs offices are available to work with each student individually to determine and process the best aid package. To qualify for federal aid, federal Pell grant, state grants, and federal loans, you must be enrolled at least half-time (6 credits).

Technology Requirements

Systems Requirements

Must have high-speed bandwidth; examples – DSL, Cable modem, T1, Satellite, and Fractional T1.

| Windows | Macintosh (MAC) |
|--|---|
| Windows OS 2000, XP, Vista | Mac OS 10.3 or higher |
| Minimum 128 MB RAM or higher (256 kbps recommended for the live streaming) | Minimum 128 MB RAM or higher (256 kbps recommended for the live streaming) |
| Microsoft IE 6.0 SP1 or higher FireFox 2.0 or later | Apple Safari 2.0.4 or higher (Java enabled) FireFox 2.0 or later Silverlight 1.0 (viewers will be promoted to install this when viewing a presentation) |
| Windows compatible sound card | Sound card |
| Display resolution 800x600 pixels or greater | Display resolution 800x600 pixels or greater |
| Java Script and cookies must be enabled | Java Script and cookies must be enabled |

- Additional software required for Blackboard:
 - Microsoft Word 97 -2007
 - Microsoft Excel 97 - 2007
 - Microsoft PowerPoint 97 -2007
 - Apple Quick Time 6 (plug in)
 - Shockwave, Flash & Authorware
 - Adobe Acrobat Reader

- Real Networks RealPlayer
- Microsoft Media Player 9.0 or later

Each course may require additional technologies and will be listed within the course syllabi. In particular, courses may utilize Wimba for interactive components. Students must have a headset with a boom microphone for this application. Web cameras may be utilized with Wimba and the following web cameras are supported:

| Brand | Model |
|----------------------------|---|
| Apple | iSight |
| ecamm | iMage webcam |
| Creative | Live! Cam Video IM Pro Live! Cam Voice WebCam Live! Motion WebCam Live! Ultra |
| Logitech | Orbit MP Pro 3000 Pro 4000 Pro 5000 QuickCam Express QuickCam Fusion QuickCam Messenger QuickCam Notebook Deluxe |
| Microsoft | LifeCam NX-6000 LifeCam VX-1000 LifeCam VX-6000 |
| Unsupported Cameras | |
| Brand | Model |
| Creative | iMage webcam |

Curriculum

The BSHS curriculum was developed to offer the student a liberal arts foundation paired with a solid health science curriculum. Completion of the BSHS curriculum will prepare the student for graduate professional education in health sciences. In order to facilitate appropriate course registration, and to meet specific pre-requisite requirements for graduate professional programs, the student should discuss their plans for graduate professional education with their academic advisor.

Health Science core courses include a total of 53 credits. Required courses include:

| | |
|--|-------|
| BIOL 111 Biology I (lab) | 3 (1) |
| BIOL 205 Human Anatomy and Physiology I (lab) | 3 (1) |
| BIOL 206 Human Anatomy and Physiology II (lab) | 3 (1) |
| BIOL 214 Clinical Microbiology (lab) | 3 (1) |
| CHEM 103 Human Chemistry I (lab) | 3 (1) |
| CHEM 104 Human Chemistry II (lab) | 3 (1) |
| CPSC 101 Introduction to Computer Systems | 3 |
| PSYC 209 Developmental Psychology | 3 |
| NYRS 311 Human Nutrition | 3 |
| PHYA 110 Medical Terminology | 1 |
| PHYA 111 Introduction to Medicine I | 2 |
| PHYA 112 Introduction to Medicine II | 2 |
| PHYA 210 Introduction to Medicine III | 3 |
| PHYA 211 Introduction to Medicine IV | 3 |
| PHYA 503 Research Methodology | 3 |
| PHIL 312 Health Care Ethics | 3 |
| PHED 303 Wellness and Fitness | 3 |

In addition to the listed health science core courses additional General Education course requirements include 42 credits. These courses include:

| | |
|-------------------------------------|---|
| PSYC 101 Introduction to Psychology | 3 |
| ENGL 103 Writing for a Discipline | 3 |

| | |
|---|---|
| ENGL 104 Introduction to Literature | 3 |
| FNAR course | 3 |
| HIST 101 Europe and the World or HIST 103 The United States | 3 |
| HIST 102 Europe and the World or HIST 104 The United States | 3 |
| LANG 102 or higher | 3 |
| STAT 101 Statistics | 3 |
| RLST 205 Faith and Franciscanism | 3 |
| RLST Elective | 3 |
| PHIL 205 Reasoning and Responsibility | 3 |
| SPCH 103 Speech Fundamentals and Public Speaking | 3 |
| (2) Social Science Courses | |
| PLSC 102 or 103 | |
| SOC 101, 102 or 202 | 6 |
| ECON 101 | |

The remaining credits for the degree will include a minimum of 33 free electives. These can be used to help the student meet pre-requisite requirements for graduate education. This should be discussed with your academic advisor.

Additional degree requirements include:

Documented community service.

EXAM 301: Writing Competency Exam. Students will be registered for this 0 credit degree requirement once the following courses have been completed; (ENGL 103, ENGL 104, RLST 205, PHIL 205)

EXAM 401 or 402 Comprehensive Exam. This examination is a requirement for

graduation and is incorporated within the student's curriculum.

CORE 403: Senior Capstone. This is a 0 credit requirement for all students. Students will be registered for this once they have completed 96+ credits of coursework.

Laboratory Experiences

Students will be required to register for laboratory experiences for BIOL 111, BIOL 205, BIOL 206, BIOL 214, CHEM 103, and CHEM 104. These laboratory experiences will require the use of home lab kits (LabPaqs). When a student registers for the any of these labs a lab fee will be assessed. This lab fee will cover the materials and shipping of the necessary laboratory supplies. Some laboratory courses will require the student to have access to a variety of supplies in addition to those provided within the LabPaqs. Prior to registering for a particular lab experience, the student must ensure that they will be in a location in which they can receive a home lab kit, complete lab experiments and access additional supplies. This information can be reviewed at the programs website.

Please review the companies information regarding returning of LabPaqs.

<http://www.athomescience.com/legal-refund-process.htm>. If students return material, all fees associated with restocking, shipping and other fees will be billed to the student.

Course Enrollment

Students enrolled in the BSHS program will receive direction from an academic advisor to aid in progression through the prescribed curriculum. Courses will be offered based on adequate student enrollment with a minimum of five (5) registered students. If a course fails to meet this minimum number of registrants it may be cancelled. Students will be notified should this occur and may register for another open course.

An updated listing of course offerings by semester is posted on the continuing education website www.francis.edu/ocehome.htm. Students should discuss course sequencing with their academic advisor. Registration will occur through completion of an online registration form on the program website.

Tuition and Fee Schedule (2000-2010)

| | |
|--|-----------------|
| Tuition: | \$362.00/credit |
| BIOL 111 Biology I laboratory fee: | \$330 |
| BIOL 205 Human Anatomy and Physiology I laboratory fee: | \$387 |
| BIOL 206 Human Anatomy and Physiology II laboratory fee: | \$260 |
| BIOL 214 Clinical Microbiology laboratory fee: | TBD |
| CHEM 103 Human Chemistry I laboratory fee: | \$229 |
| CHEM 104 Human Chemistry II laboratory fee: | \$185 |
| | |
| Graduation fee: (one time) | |
| If not attending campus graduation: | \$50.00 |
| If attending on campus graduation: | \$150.00 |

Students will be required to complete an application for graduation during their last semester of coursework.

Tuition Refund Policy

Tuition refund for withdraws from a course and/or program follows the policy set forth in the Saint Francis University Catalog and the Office of Continuing Education. Contact your academic advisor for clarification.

Schedule Changes

A student wishing to add, delete, or change a course must write a letter or email a letter to their academic advisor asking for the schedule change. After the drop/add period, a percentage of tuition may be refunded depending upon the extenuating circumstances and the date of withdrawal.

Grading System

Each course instructor will detail his/ her individual system for calculating grades in the course syllabus. The overall grade assignment and grade appeals process will be consistent with the grading system defined in the current Saint Francis University catalog. For a copy of the Saint Francis University catalog, contact the Office of Admissions at (814) 472-3100 or view the information on the web at <http://www.francis.edu/Catalog.htm>

CN Contracts:

The “CN” continuing grade is used when unusual circumstances make it difficult for a student to complete course work by the end of the semester. A CN contract is a contract between the instructor of the course for which a CN contract is being requested, the student, and the Vice-President for Academic Affairs. The CN contract allows the student to continue course work after the scheduled deadline for completion. Failing grades are received when material is not completed by the date set in the CN contract. These failing grades will stand, and the student is then required to take the course over until a grade of C or better is received. Students may request only one CN contract per course.

Incomplete “I” Grades:

The grade of “I” is intended for use in cases when a small amount of course work remains to be completed. An Incomplete grade form must be completed by the course instructor, stipulating what work is to be finished. All work must be submitted no later than 14 days after the beginning of the subsequent semester. Any “I” grade that is not replaced by a letter grade by that time will automatically be changed to a grade of “F”.

Appealing a Grade:

If a student wishes to appeal a grade, the student will, prior to the sixth week of the subsequent Fall or Spring semester:

1. Contact the course instructor for review of how the grade was determined.
2. If the student is not satisfied with the instructor’s explanation, the student must then contact the department director or chair.
3. If a student is not satisfied with the results, the student must submit a letter of appeal to the Vice President of Academic Affairs. The Vice President, after review and discussion, will render the final decision.

Academic Center for Enrichment

The Academic Center for Enrichment (ACE) provides comprehensive academic support services for the Saint Francis University community. ACE seeks to empower students of all backgrounds to reach their educational goals by assisting them in developing academic skills, encouraging intellectual growth, and promoting learning as an explorative process. To view the list of services that are available and to get more information, please visit <http://www.francis.edu/ace.htm> or contact the ACE office at (814) 472-3176.

Academic Honesty

Academic honesty is an essential part of the SFU experience. Dishonesty in any aspect is viewed as being incompatible with the University's moral tradition. The Saint Francis University Student Handbook outlines academic dishonesty as follows:

Academic Dishonesty. All Saint Francis University students will be expected to understand the examples of academic dishonesty and the associated implications. It will be the responsibility of the Vice President for Academic Affairs to ensure that all Saint Francis University students become familiar with the potential violations of academic integrity.

There are various practices that are seen as violations of academic honesty. Some examples of these are listed below:

1. Submitting another student's paper or project as one's own.
2. Submitting the same assignment to fulfill requirements in two courses without the expressed permission of both instructors.
3. Cheating during an examination, either by copying from another student or by letting another student copy from one's own work, or by using any other illegitimate source of information.
4. Coaching another student in the preparation of an assignment, including editing papers, projects, computer programs, etc., where expressly prohibited by the instructor.
5. Impairing library resources so as to deprive others of their use, such as removing them from the library without checking them out, tearing out pages, hiding books, etc., with the intent of thereby gaining an academic advantage.
6. Inserting into a paper, phrasings or paragraphs from journals or books without structuring them to demonstrate one's own synthesis of ideas, and without fully crediting the original source.

7. Obtaining general background for an assignment from a book, article or other source that is not acknowledged.
8. Using a specific idea, detail or illustration drawn from a particular source without attribution.
9. Paraphrasing without attribution.
10. Taking an exam in one section of a course and then discussing the nature and content of that exam with students who have yet to take an exam with another section of the course.
11. Submitting contrived or altered data, quotations or documents with an intent to mislead or deliberately misattributing material to a source other than that from which the student obtained it.
12. Falsifying, tampering with, or misrepresenting one's own transcript or other academic record, or that of another student, or any materials relevant to a student's academic performance.
13. Knowingly making false statements or presenting false evidence at any time throughout the academic honesty process. In cases where the student has been accused of other unacceptable practices, knowingly making false statements or presenting false evidence will be treated as an additional offense for purposes of determining the proper penalty category.

Honesty Status. When a student is accused of dishonesty, it will be the responsibility of the Vice President for Academic Affairs to determine whether the student is a multiple offender. If this is the case, the student will move through a different appeal process than will first-time offenders. (See "Appeals: Multiple Offenses" below.)

The Role of the Faculty. The faculty of Saint Francis University are obliged to play a major role in the implementation of an effective academic honesty policy. Accordingly, when a member of the faculty becomes aware of an incident of academic dishonesty, that faculty member must confront the alleged offender and impose a penalty if the situation warrants.

Members of the faculty have several initial penalty options for academic misconduct. These include:

- Assignment of a failure for the course
- Suspension from the class for one class period
- Lowering of a letter grade by one or more letters
- A failure on the specific assignment.

Personal Policies

Leave of Absence

The Program recognizes that extraordinary circumstances may compel the student to request a leave of absence. These requests are considered on an individual basis. Any request for a leave of absence must be communicated, in writing, to the program director. The student should outline the circumstances for and the expected duration of the leave. At the end of the leave, it will be the student's responsibility to contact the program with a letter requesting to be reactivated.

General Requirements for Graduation

1. Completion of at least 128 credits with a cumulative QPA/GPA of 2.0 or better in all courses taken at SFU and a cumulative QPA/GPA of 2.0 or better in major and collateral requirements.
2. Repeated for an acceptable grade any course in the major field in which the grade of "F" has been received.
3. Completion of the last 30 credits at SFU.
4. Completion of application for degree card.

There may be specific QPA/GPA requirements for graduate professional programs. These requirements may differ from the general graduation standards for the BSHS degree. Students are advised to discuss with their academic advisor their plans for graduate program application. Students should be aware of individual professional graduate program requirements while completing the BSHS program. Students should contact the graduate program of interest to determine specific pre-requisite course work and minimum grade point averages for enrollment within those programs.

Program Evaluation

Students may be asked to submit end-of-course evaluations of instructors and courses on forms provided by Saint Francis University. Students are welcomed to submit individual comments in addition to the standardized answers.

Revised: February 2010, MMK