

**Arkansas State University
College of Nursing & Health Professions
Health Studies
Student Handbook**

Fall 2023-2024

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INTRODUCTION

Arkansas State University (ASU) offers a Bachelor of Science degree in Health Studies. Upon completion of the prescribed curriculum for this program, the graduate will be prepared for several roles in community health, support services, health care navigation, claims services, medical sales and patient services. Although students do not obtain a professional credential or state licensure, online certification is available in some of the aforementioned areas such as compliance officer, health advocate and coding specialist.

MISSION STATEMENT

The purpose of the Health Studies Program is to provide varied and rich educational experiences that foster the theoretical knowledge necessary for graduates to provide quality services in the healthcare field.

In accordance with the mission of the university, educational experiences include opportunities for critical thinking, effective and logical communication, and use of current resources to allow students to expand and apply their knowledge in the area of health studies.

PHILOSOPHY

Health studies personnel must have certain characteristics in order to be functional health professionals, aids to society, and personally fulfilled. Health Studies professionals must have the theoretical knowledge and interpersonal skills necessary to provide quality care consistent with nationally accepted standards. Embodied in this expertise is the ability to adjust to changes required by medical advances, newly developed technologies, and changing needs of society. Additionally, Health Studies professionals must be capable of communicating with colleagues, other health care professionals, patients and their families, and society in general.

Health Studies professionals should be cognizant that good health care is the right of every individual. Pursuant to this, health studies professionals must strive for integrity in all endeavors. As an integral part of society, they should also be willing to lend their expertise to professional and public groups, striving to improve the quality of health services for all.

In addition to professional activities, each individual studies professional should be encouraged to maximize personal potential and social awareness. Complete and balanced personalities are grounded in knowledge and participation in activities consistent with one's individual interests and talents. Likewise, as citizens, all persons should be concerned with the needs and potential of the communities in which they live and of the world in general.

Finally, individuality and knowledge combine to enhance one's sense of self-worth and self-confidence, which are desirable traits both personally and professionally. Individuality is also a desirable adjunct to professional competence by enabling the health studies professional to approach problems creatively. The knowledge base developed by this program embodies this

philosophy and should help the students to develop professionally while avoiding restriction of their obligation for personal development and social awareness.

In order to develop Health Studies professionals possessing these qualities and competence, the faculty is committed to an educational process which is conducive to learning yet challenging to the individual in accordance with his or her own abilities.

This process is characterized by faculty who clearly define their expectations of students; who provide appropriate guidance, direction and resources to enable students to meet and even go beyond these expectations; and who fairly measure and evaluate students' progress. Additionally, the faculty recognize and accept responsibility to serve as effective role models so that the foundations of the profession will have meaning and relevance for students.

Students, as adults and partners in the educational process, must accept responsibility for their own learning, recognizing that their teachers may only facilitate this process and serve as a resource. Students must also recognize that every course of action, professional or personal, have a consequence for which responsibility must be accepted.

GOALS OF THE HS DEPARTMENT

1. The overarching goal of the Health Studies Department at ASU is to provide educational experiences that produce professionals with the theoretical knowledge and skills necessary to perform and produce high quality patient outcomes.

The specific student learning outcome goals of this department are:

- Describe key elements of the current and evolving U.S. healthcare system.
- Distinguish critical issues in acute, ambulatory, and long-term care from the perspectives of patient and the practitioner.
- Identify the core functions of public health, health promotion, disease prevention and chronic care.
- Demonstrate clear written and oral communication skills.

2. Instill principles of professionalism, ethics, team-building, and interdisciplinary communication in all Health Studies students.

GENERAL POLICIES AND REGULATIONS (in alphabetical order)

NOTE: Policies with a star (*) to the left have an associated form to sign at the end of the handbook. Completed, signed forms need to be submitted to the CLS/HS departmental office before classes begin. Policies and regulations are subject to change.

Academic advising

Once admitted to the BS in Health Studies program, each student is assigned a HS faculty advisor who will work with the student to plan their orderly progression through the curriculum. Advisees must meet with their advisors prior to registration for classes every semester.

Students are ultimately responsible for their own education. Each student is provided with a curriculum plan which clearly outlines the requirements of the program. It is the responsibility of the student to know and follow the requirements, policies, and procedures contained in this handbook.

Students should contact their advisor before making changes in their class schedule.

Academic integrity policy

ASU enthusiastically promotes academic integrity and professional ethics among all members of the academic community. Violations of this policy are considered serious misconduct and may result in disciplinary action and severe penalties.

Plagiarism is the act of taking and/or using the ideas, work, and/or writings of another person's as one's own. To avoid plagiarism, give written credit and acknowledgement to the source of thoughts, ideas, and/or words, whether you have used direct quotation, paraphrasing, or reference a general idea. Research, as well as a complete written paper, must be the work of the person seeking academic credit for the course. Faculty may respond to cases of plagiarism in any of the following ways: 1) return the paper/assignment for re-writing, and the grade may be lowered, 2) give a failing grade for the paper/assignment, or 3) give the student who plagiarized a failing grade in the course.

Cheating is an act of dishonesty with the intention of obtaining and/or using information in a fraudulent manner. Examples of cheating include, but are not limited to, **1)** observing and/or copying from another student's test paper, report, computer files, or other class assignments, **2)** giving or receiving assistance during an exam, **3)** using class notes, outlines, or other unauthorized information during an exam, **4)** using, buying, selling, stealing, transporting, or soliciting, in part or in whole, the contents of an exam or other assignment not authorized by the instructor, **5)** using for credit in one class a paper, assignment, or project written for credit in another class without the knowledge or permission of the instructor, and **6)** exchanging the place of another person for the purpose of taking an exam or completing an assignment.

Please refer to the CNHP College Code of Honor, and the ASU Office of Student Conduct for a complete review of the standards of student conduct and disciplinary actions imposed for violations.

Academic retention policy

HS students must demonstrate competency and in-depth knowledge and understanding of the key concepts specific to the program. Therefore, strict policies are placed upon student academic performance in all HS courses and practicums. HS student records are reviewed by the HS Program Retention Committee at the end of each semester. A minimum grade of "C" is required in each HS course and practicum. A cumulative GPA of 2.0 is required for graduation. Students who earn less than a "C" in a HS or major requirement course are unable to matriculate in the HS Program. Steps for continued matriculation are:

- (1) The student must repeat the course the next time the course is offered, and earn a "C" or better upon repeating the course. If a grade of "C" or better is not earned upon repeating the course, the student is dismissed from the **HS** Program and is unable to reapply.
- (2) If the student successfully repeats the course, he/she must re-apply to the **HS** Program. Readmission is based upon space available, using the standard admissions scoring process.
- (3) The student is unable to enroll in other HS courses until officially readmitted to the HS Program.

Admission procedure

Admission to ASU is not sufficient to be admitted to any of the professional programs in the College of Nursing and Health Professions, and HS is no different. Applications for admission to the HS program are accepted each year until Oct. 15 for the spring semester and until March 15th for the fall semester. Students are notified of their status (admitted, denied, waiting list) by Nov. 1st for spring semester and April 1st for fall semester. Upon admission, students may begin taking **HS** courses the subsequent spring/fall semester.

Detailed admission requirements and application materials can be found on the departmental website.

***Attendance policy**

Health Studies (HS) is a program designed to provide students with the knowledge, skills and attitudes to perform in various health related areas. As such, it is essential that students attend and participate in all courses.

1. Students are required to attend all HS courses, lectures, and seminars. Please arrange your schedule so that you are present, punctual and attentive.

2. Absences will be excused only for illness or personal emergencies. Students are to notify the instructor(s) of the course(s) prior to class time.

- If 2 or more days are missed due to illness, a doctor's note is required.
3. Students are held responsible for information covered while absent.
4. All absences are documented. Unexcused absences and tardiness are unacceptable. The professionalism/attendance/participation component of the course grade will be affected, based on the number of violations.
5. Over the course of the semester, students may miss no more than twice the number of lectures normally scheduled during a week. Students who miss more than the maximum number of class meetings will be required to withdraw from the course or assigned a grade of "FN", which is a failure due to non-attendance.
6. Students needing special accommodations due to class conflicts with religious observances or athletic team events must notify course instructors within the first two weeks of class.

Cell phones and electronic devices

Cell phones, beepers, and other electronic devices (such as MP3 players) may not be visible or audible in the classroom. If your phone rings during class, you will be asked to leave and not return. Family emergency calls can be routed through the departmental office (870-680-8596). Using devices to cheat on tests and papers is a violation of the Honor Code.

Laptop computers and tablets are permitted in classes, only if they are being used to take class notes. Surfing the web and checking email or Facebook during class is distracting to other students and rude to the instructor, and will not be permitted.

***College code of honor policy**

Each student admitted to a program in the College of Nursing and Health Professions is charged with the responsibility of honorable conduct. A student is assumed honorable **until** his/her actions prove otherwise. An honor offense is defined as an intentional act of lying, cheating, or stealing. Formal procedures exist for violations of the Honor Code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty - no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

College code of honor procedures

The College Student Code of Honor exists in addition to the University Code of Conduct and the Academic Integrity Policy found in the ASU Student Handbook. An honor offense by the college code is defined as an act of lying, cheating or stealing. These terms are defined as follows:

Lying - a false statement (written or oral) made with the deliberate intent to deceive; something intended to or serving to convey a false impression.

Cheating - to practice fraud or deceit; academic fraud is a form of cheating and includes such things as plagiarism (including Internet resources), false citation, false data and submission of the same work to fulfill academic requirements in multiple classes.

Stealing - to take the property of others without permission or right; to take ideas, credits, and words without right or acknowledgement; to accept credit for another's work.

These honor code violations apply whether they are performed individually or in groups. They apply to didactic, laboratory and clinical experiences of the program.

Procedures:

If a student is aware of an honor offense, he/she should report that offense to either the faculty member of the class in question or the HS program director. An investigation will result.

If there is evidence to bring forward, the student will be notified, in writing, of the specific charges, who the hearing body will be and the time and place of the hearing. Such notification will be delivered at least two working days in advance of the hearing. The date of the hearing, if possible, must be set within 10 working days from the date of notification to the student.

The College Code of Ethics Committee will hear the case. The Ethics Committee is comprised of five CNHP student representatives and two CNHP faculty appointed by the dean. Actions by the Ethics Committee may include: 1) dismissal of the case, 2) sanction the student, 3) refer the case to the Dean of Students in Student Affairs. Disciplinary sanctions by the committee may include educative, reprimand, restrictions and restitution. The committee does not have the authority to suspend or expel the student.

Student rights in this committee process are outlined in the ASU Student Handbook under the caption "Disciplinary Hearings". The student is entitled to one appeal rendered by the Associate Dean for Judicial Affairs. The process for appeal is found in the section on "Appeal Process".

Disability services

If a student has a documented disability and requires special accommodations, please contact the Office of Disability Services at (870) 972-3964. They are located in room 2181 of the Student Union. Instructors will honor students' special accommodations only via direct communication from the Office of Disability Services.

Essential requirements and functions in Health Studies

Admission and retention decisions for HS are based not only on prior satisfactory academic achievement, but also on non-academic factors which serve to insure that the candidate can meet the essential requirements of the academic program. Essential requirements, as distinguished from academic standards, refer to those cognitive, physical, and behavioral abilities that are necessary for satisfactory completion of all aspects of the curriculum, including the professional attributes required by the faculty of all students for graduation. The following essential requirements have been developed in compliance with the Americans with Disabilities Act (PLIOI-336).

The ASU HS curriculum requires essential abilities in information acquisition. The student must have the ability to master information disseminated in a variety of forms-- lectures, on-line, written and self-instructional materials, projected images, etc. - at a level deemed appropriate by the faculty.

The student must be able to communicate effectively in both verbal and written English in order to transmit information clearly and accurately.

The student must possess attributes which include dependability, integrity, responsibility and tolerance. The student must show respect for self and others, work independently as well as with others, and project an image of professionalism.

The student is advised that certain disabilities may limit employment opportunities. Further, immunocompromised individuals may put themselves at personal risk due to the presence of infectious agents in all areas of clinical rotation sites.

These technical standards identify the essential requirements of the HS Program for admission, retention and graduation. It is, therefore, the responsibility of the student with disabilities to request those accommodations that he/she feels are reasonable and are needed to execute the essential requirements described. The HS Program faculty will decide which accommodations can be provided without causing an undue burden.

Grading system

All Health Studies courses follow the same grading scale:

<i>Letter grade</i>	<i>Percent</i>
A	90-100
B	80-89
C	70-79
D	60-69
F	59-0

Each course in HS has a descriptive course syllabus with course objectives and how the final course grade is determined. It is the student's responsibility to be familiar with and meet the requirements of each course.

Graduation

Students must complete an electronic "Intent to Graduate" form (available on the Registrar's website) at the beginning of their last semester of the HS program. Their HS advisor will file a graduation check sheet with the Registrar, noting courses still "in progress" during the final semester.

Grievance

Students should carefully read the ASU Student Handbook sections on "Student Rights" and "Grievance Procedure". These sections will inform you of the student's role and options.

Health Insurance

The CNHP strongly recommends that students obtain their own health insurance.

***Record release**

While a student is still enrolled at ASU, he/she may begin to apply for post-graduation jobs or graduate school. As such, students may request HS faculty serve as an academic reference on their behalf. For HS faculty to share students' relevant academic information (such as overall GPA) with potential employers or universities, they need the student's permission. Students must have a completed and signed "Educational Records Release Form" in their file in the HS departmental office before requesting HS faculty serve as academic references.

***Substance abuse testing**

When engaged in educational activities on campus or at clinical sites, students are expected to be free from the abusive influence of chemical substances/drugs. When students are under the influence of drugs or alcohol, they present a threat to patients, fellow students, faculty, and employees and visitors at a clinical site. As a condition of admission and retention in a CNHP program, all students must agree to adhere to the Substance Abuse Policy and Procedures when conducting any activity associated with their academic program. Please refer to the policy in the CNHP student handbook for details.

In the event that an affiliated institution requests drug testing prior to clinical placement, students will be responsible for the cost. If a faculty member or supervisor observes a student demonstrating behavioral changes giving probable cause to believe the student is under the influence of drugs or alcohol, the student will immediately be asked to submit to drug testing, and again, the costs will be borne by the student. Refusal to submit for testing warrants immediate program dismissal.

Tobacco policy

Effective August 1, 2010, Arkansas State University became a Smoke Free campus in response to Arkansas State Law, the Arkansas Clean Air on Campus Act of 2009.

While in the clinical setting, students will comply with the organization's specific policy. Effective October 1, 2005, Arkansas state law prohibited smoking on any grounds owned by a hospital including, but not limited to, buildings in and on where medical facilities operate together with all property owned by a medical facility that is contiguous to the buildings where medical services are provided.

Any student that smokes or uses smokeless tobacco products at clinical sites will be subject to that facility's policy or procedure actions, which may include removal from premises or a fine.

Withdraw/repeat policy

HS students are allowed to withdraw from a HS course prior to the university's withdraw deadline. Upon re-taking the HS course the next time it is offered, the HS student must remain in the course and receive a final grade. If the final grade is less than a C, the Academic Retention Policy is initiated (see page 6 of this Handbook). If the HS student chooses to withdraw from the HS course a second time, the HS student cannot matriculate in the HS program. Steps for continued matriculation are:

(1) The student must take the course the next time the course is offered, and earn a "C" or better. If a grade of "C" or better is not earned, the student is dismissed from the HS Program and is unable to reapply.

(2) If the student successfully completes the course with a grade of "C" or better, he/she must re-apply to the HS Program. Readmission is based upon space available, using the standard admissions scoring process.

(3) The student is unable to enroll in other HS courses until officially readmitted to the HS Program.

Vaccinations

Verification of a Tetanus Booster within the last ten years and proof of measles/rubella immunity as mandated by Arkansas law, are required prior to participating in a clinical rotation. Also required is a Hepatitis B virus (HBV) immunization record, which must include either a documented history of HBV infection, antibody status positive titer showing previous antigen response to **HBV**, or documentation of the first (in a series of three) **HBV** immunization. When participating in a clinical rotation during the months of October through April, a flu shot must also be received. The cost of these vaccinations is the responsibility of the student.

Required signature forms

The following attestation forms must be signed, verifying that you read and understand the stated policies or procedures. After signing each form, submit to the Health Studies/CLS departmental office in room 101 E. Smith Hall, or to HS faculty/staff at orientation. Each form will be placed in your permanent student file.

- Student handbook verification
- Student Confidentiality Contract
- Disabilities statement
- Substance abuse compliance contract
- Student confidentiality contract
- College code of honor
- Attendance policy
- Educational records release form

Arkansas State University
College of Nursing & Health Professions
Health Studies Department

STUDENT HANDBOOK VERIFICATION

This is to verify that I read the Arkansas State University Health Studies Department's Student Handbook. I understand that I am responsible for the information contained in the Handbook and agree to abide by the policies contained therein. It is my responsibility to periodically review the Handbook for updates.

Student Signature

Print Name

Date

College of Nursing & Health Professions
Health Studies Department

STUDENT CONFIDENTIALITY CONTRACT

The confidentiality of patients admitted to contracted clinical agencies of the College of Nursing & Health Professions at Arkansas State University is protected by state and federal laws as well as treatment center policy and ethical consideration. Any student who breeches this confidentiality is subject to immediate termination from the clinical site rotation. Such disclosure is also subject to applicable laws and regulations. All information in regard to patients is considered confidential. This includes the following:

- A. The fact that the individual is a patient at a contracted clinical agency.
- B. The patient's name, address, employer, etc.
- C. The nature of the patient's illness or reason for admission to the treatment center.

Students are not allowed to discuss patients with individuals in the community and are not allowed to discuss patients in patient/public areas within the treatment center. Prior to the start of the clinical rotation, each student will review this confidentiality policy.

I, _____, understand the information presented to me regarding patient confidentiality and acknowledge that I will assume legal responsibility for any breach I may make. I also understand that if I breach confidentiality in any way I will be immediately terminated from my clinical course at Arkansas State University.

Student Signature

Date

Arkansas State University
College of Nursing & Health Professions
Health Studies Department

DISABILITIES STATEMENT

In accordance with the Americans with Disabilities Act, I, _____
Print Student Name

(Check one item below)

Require no special accommodations to complete the program in which I am enrolled, or

Require the following special accommodations to complete the program in which I am enrolled:

Student Signature

Date

An email directly from the Disability Services Office to each of your instructors outlining your accommodations must be sent in order to make accommodations; this signed document is insufficient by itself.

Arkansas State University
College of Nursing & Health Professions
Health Studies Department

SUBSTANCE ABUSE COMPLIANCE CONTRACT

I, _____, have read the Board of Trustees approved "Substance Abuse Policy & Procedures" of the Arkansas State University College of Nursing & Health Professions, and agree, as a student in a professional health program, to comply with all aspects of the policy as written, including testing for substance abuse and appropriate release of that information. I understand that it is my responsibility to report any medications taken which could adversely affect my ability to perform safely in class. I also understand that any cost involved in drug testing will be my responsibility. Furthermore, I agree to abide by the provisions for determining dismissal and to follow the conditions of readmission as outlined.

Student Signature

Date

Arkansas State University
College of Nursing & Health Professions
Health Studies Department

COLLEGE CODE OF HONOR

Each student admitted to a professional program in the College of Nursing and Health Professions is charged with the responsibility of honorable conduct. A student is assumed honorable until his/her actions prove otherwise. An honor offense is defined as an intentional act of lying, cheating, or stealing. Formal procedures exist for violations of the Honor Code.

As a student in a health program, it is fundamental that you act in an honorable and virtuous way so that a community of trust is established among members of the college and your clients. Honor is a practiced ideal that will positively impact your relationship with fellow students, faculty, administrators, patients and other members of the community. As you live an honorable life, you will find that you cannot live without it.

All students in this college are bound by the Honor Code and all are needed to make it work. The atmosphere of trust and integrity that is created by an honor system enables the student to know his/her word will be taken as true, to compete fairly in the classroom and to keep what is rightfully his/hers. The system functions best when all members of the college not only take responsibility for their own actions, but hold their peers to the same standards.

As a student admitted to a health professions program, you must agree to live by and support the basic principles of honesty - no lying, cheating or stealing; be accountable for your actions; and share information about honor offenses. If you are not prepared to accept these responsibilities, you should select a program outside this college.

I have read the explanation of the College Code of Honor. I understand that, as an admitted student in one of the programs in the college, I have accepted the pledge of honesty and will be expected to meet the standards as set forward.

Student Signature

Print Name

Date

Arkansas State University
College of Nursing & Health Professions
Health Studies Department

ATTENDANCE POLICY

The Bachelor of Science in Health Studies is a professional program. As such, it is essential that students attend and participate in all courses, both lecture and laboratory.

1. Students are required to attend all HS courses, lectures, clinical rotations and seminars. Please arrange your schedule so that you are present, punctual and attentive.
2. Absences will be excused only for illness or personal emergencies. Students are to notify the instructor(s) of the course(s) prior to class time.
3. Students are held responsible for information covered while absent.
4. All absences are documented. Unexcused absences and tardiness are unacceptable. Students will receive lower course grades, based on the number of violations.
5. Students needing special accommodations due to class conflicts with religious observances must notify course instructors within the **first two weeks of class**.

I have read this policy and understand its contents.

Student Signature

Print Name

Date

Arkansas State University
College of Nursing & Health Professions
Health Studies Department

EDUCATIONAL RECORDS RELEASE FORM

Student's authorization to disclose information in education records pursuant to Family Educational Rights and Privacy Act (FERPA) of 1974, as amended

I, _____, hereby authorize Arkansas State University to disclose the following information, documents, etc., contained in my education record:

(specify)

to

(person or organization to whom authorization is given)

for the purpose of

(state purpose for which information may be disclosed)

Student Signature

Print Name

Date