



ROSALIND FRANKLIN  
UNIVERSITY  
*of* MEDICINE AND SCIENCE

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# ACADEMIC CATALOG

*Addendum I*  
2018-2019

LIFE *in* DISCOVERY

# Addendum I

Effective Date August 17, 2018

## Page 1

Updated policy information.

### **Title IX Policy Statement**

The University does not engage in or tolerate discrimination on the basis of sex (which includes sexual harassment and sexual violence) in its education programs and activities and the University is committed to respond to any instance of such sex discrimination by taking prompt and effective steps to end the discrimination and address its effects. Consistent with this commitment, the University complies with Title IX, Title VII of the Civil Rights Act of 1964 ("Title VII"), which prohibits sex discrimination in employment, and the relevant laws of the State of Illinois, which prohibit sex discrimination in education and employment. The University also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), as amended by relevant provisions of the Violence Against Women Reauthorization Act of 2013 ("VAWA"). The University has directed its Clery Coordinator to coordinate its compliance with the Clery reporting related VAWA requirements.

The full Sexual Misconduct Policy can be found in the Student Handbook.

The institutional official responsible for coordinating and overseeing university efforts to comply with the requirements of Title IX and this policy is called the Title IX Coordinator. That person is:

Rebecca Durkin  
Rosalind Franklin University of Medicine and Science  
Vice President for Student Success and Inclusion  
3333 Green Bay Road  
North Chicago, IL 60064  
847-578-8351

## Page 4

Updated contact information.

### **Non-University Options for Dispute and/or Complaint Resolution Complaints**

If a student has exhausted all possible attempts with the institution and thinks the institution was unable to satisfactorily resolve the complaint, the student may contact the Illinois Board of Higher Education (IBHE) and file a complaint at <http://complaints.ibhe.org>.

If a student wishes to file a complaint about the institution having a substantive problem in its ability to meet the Criteria for Accreditation by the Higher Learning Commission (HLC), the regional accrediting body for RFU, the student can file a complaint with the HLC. The student can go to the HLC's webpage <https://www.hlcommission.org/Student-Resources/complaints.html> to see the type of complaints that the commission will review and the process involved for filing an appropriate complaint.

## Page 14

Updated contact information for program accreditation.

Pathologists' Assistant Program Accreditation  
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)  
5600 N. River Road, Suite 720  
Rosemont, IL 60018  
773-714-8880

## Page 23

### **Articulation and Pathway Agreements**

The academic programs of Rosalind Franklin University work with area colleges and universities to create articulation and pathway agreements to serve undergraduate students who are interested in careers in the health professions that require a graduate degree. For additional information about each articulation and pathway agreement, please contact the specific RFU academic program listed below.

#### **Allopathic Medicine (MD)–Chicago Medical School**

DePaul University

#### **Pathologists' Assistant (MS)–College of Health Professions**

DePaul University

#### **Pharmacy (PharmD)–College of Pharmacy**

College of Lake County  
Carroll University  
Carthage College  
DePaul University  
Lake Forest College  
University of Wisconsin-Parkside



## **Physical Therapy (DPT)–College of Health Professions**

DePaul University  
Lake Forest College  
Wisconsin Lutheran College

## **Physician Assistant Practice (MS)–College of Health Professions**

DePaul University

## **Podiatric Medicine (DPM)–Dr. William M. Scholl College of Podiatric Medicine**

Carroll University  
Carthage College  
DePaul University  
Lewis University  
North Central College  
University of Wisconsin-Milwaukee  
Wisconsin Lutheran College

## **Page 24**

Policy addition

## **Practices for Verification of Student Identity**

### **Enrollment Level Identity Verification for All Students**

Each student is required to engage in a pre-matriculation background check (provided by University approved vendors) per the University Background Check Policy. During this background check the initial process for identity verification is conducted using multiple forms of identification and a social security number verification which helps to verify the applicant's identity by confirming whether the applicant's Social Security Number matches his/her name, address and Social Security Number data obtained through one of the three major credit bureaus.

### **Secure Network Account Initiation**

Student identity is vetted upon admission and student must provide answers to security questions about information shared during their application process in order to claim a unique and secure user account on the RFUMS network (also called HelixNet). This network user account allows the student to authenticate to all appropriate University systems that they have been granted access to, including the learning management system. All individual systems are secured in accordance with industry best practices that include utilizing role based access to implement a policy of least privilege.

Important and necessary usage standards are agreed to by the student upon activating their account (*RFU End User Account Policy*), such as 1) not sharing login credentials, 2) taking personal responsibility for account/computer security, and 3) not abusing the privilege of having an account through actions like copyright violation or inappropriately accessing sensitive information.

Other security features of the HelixNet account include 1) locking an account after multiple failed login attempts, 2) requiring the use of complex passwords, and 3) forcing periodic password changes. The University will also be implementing two factor authentication during the summer of 2018. A second factor of authentication further ensures that a student is continuing to validate their identity when accessing University systems.

This secure log in system is provided following the admissions verification which uses standard practice guidelines to ensure authentication.

### **Online Proctoring**

The technology to verify a student's identity when taking an online test or quiz, Respondus Monitoring, is available to any faculty member in the University

## **Student Identity Verification Measures in Online Courses**

Online courses at RFUMS should contain instructional activities and assessments designed in such a way as to help verify that the student enrolled in the course is the same student who participates in and completes the course. This design may include technological, engagement, or communications attributes which help accomplish this.

Some examples of instructional design elements which may be used are:

- The use of technology to verify a student's identity when taking an online test or quiz (e.g.- Respondus Monitoring or Proctoru).
- The use of an anti-plagiarism tool, such as "Turnitin", to verify student work is their own.
- The use of "authentic assessment" types of activities and assignments that require active student engagement, such as journal, group projects, portfolios, debates, and discussions.
- The use of multimedia communication that show the person behind the name with a student's voice or image.
- Requiring several drafts of a paper instead of a writing assignment making it more expensive for a student to use online paper mills.
- The use of a portfolio strategy that allows the instructor to compare various pieces of student work for consistency.
- Participation in program-related practicum activities.

## Page 43

### Online Student Orientation

Rosalind Franklin University of Medicine and Science (RFUMS) supports a university model for quality teaching by identifying best practices in teaching for graduate healthcare education for both face-to-face and online learners. In order for online learners to be provided with the same knowledge that is provided to new students enrolled in on-campus programs, an online orientation is to be provided for online learners.

All newly enrolled students in online programs must complete an online orientation course within the first two weeks of enrollment in a RFUMS course. This online orientation is to be provided through the learning management system with active administration to ensure completion by students.

## Page 46

Policy addition for protecting student information and updated title of responsible officials.

### Rosalind Franklin University Family Educational Rights and Privacy Act (FERPA) Policy

**Introduction and Purpose:** To inform students of their rights and responsibilities pertaining to their university records, in compliance with federal notification requirements. To protect the privacy of student records. To articulate definitions relating to student records, how they may be accessed and disclosed, the complaint procedure and other information relevant to the student record.

**Scope and Applicability:** University employees (faculty, staff and student employees) and other covered individuals (e.g., affiliates, vendors, independent contractors, etc.) in their accessing and handling of student records, data or information in any form (paper, digital text, image, audio, video, microfilm, etc.) during the course of conducting university business (administrative, financial, teaching, research or service). This policy shall apply to all offices and divisions of Rosalind Franklin University of Medicine and Science and to all current or former students of RFU.

**Policy Statement:** The following constitutes RFU policy concerning student rights of access to personal educational records in compliance with the FERPA. Certain definitions and principles contained in the law and guidelines are as follows:

- A student is defined as one who has attended, or is attending, RFU and whose records are in the files of the university. Attendance is defined as the date of first enrollment at the university or participation in a university-sponsored program or activity, whichever occurs earlier.

- Educational records do not include files retained by individuals that are not accessible to any other person except a designee or replacement.
- Directory (public) information is limited to name, local and home address and telephone, email address, school or college, class, major field of study, dates of attendance, enrollment status, anticipated graduation date, degrees and awards received, the most recent educational institution attended and a photograph of a student taken for university purposes. Directory (public) information also includes class rosters listing students in an RFU academic course (Brightspace); such rosters may only be used for the purpose of conducting that course.
- Record means any information or data recorded in any medium, including but not limited to handwriting, print, tapes, computer files, microfilm or microfiche.

**Release of Directory Information:** Directory information may be released unless the student files the appropriate form in the Registrar's Office requesting that directory information not be released. Directory information that cannot be restricted includes whether the individual was ever enrolled and degrees awarded.

**Release of Grades:** Reports of a student's grades are not routinely mailed. Students may access their grades electronically on Web Advisor. The posting of a student's grades must be done in a manner designed to maintain confidentiality. Grades or evaluations linked to personal identifiers (names, RFU ID numbers, or social security numbers) may not be publicly disclosed without specific permission from the student. Without student permission, grades or evaluations may be posted whether on office doors or on websites, only by using randomly generated codes or numbers.

**Record Storage:** Students have records in one or more of the following offices:

- Registrar's Office
- Financial Aid
- Student Accounts
- Division of Student Affairs and Inclusion
- Division of Strategic Enrollment Management
- Human Resources (Federal Work Study)
- Some departments maintain additional student records separate from the university-wide departments. A list of the academic departments that may have records and their locations can be obtained from the dean's office of the school or college in which the department is located, or from the Registrar's Office.

**Record Access and Exceptions:** A student's record is open to the student, except as listed below. Any reference to student records or to access to student records in this document is subject to these exceptions:

- Confidential letters of recommendation placed in files before January 1, 1975.
- Financial records of the student's parents or any information contained therein.
- Employment records, except for those cases in which the employment is required as part of the student's program.
- Medical and psychological records.
- Letters of recommendation or other documents that carry a waiver of the student's right to access.
- Records compiled by campus security solely for the purposes of law enforcement.

- Student education records are open to university officials who have a legitimate educational interest in the information contained in the records.
- A university official is an employee or other agent of the university. A university official may also be a person or company with whom the university has contracted to carry out a function on the university's behalf.
- The determination of a legitimate educational interest will be made by the person responsible for the maintenance of the record. This determination will be made scrupulously and with respect for the individual whose records are involved. A legitimate educational interest requires that the individual seeking access must have the requested information to perform a job function.

**Conditions of Access Waivers for Student References:** To ensure the confidentiality of references, certain documents may carry waivers signed by the student relinquishing the right of access to the document. Waivers are subject to the following conditions:

- Waivers can be signed only for the specific purposes of application for admission, candidacy for honor or honorary recognition and candidacy for employment.
- Waivers cannot be required.
- The student shall be told, upon request, the names of those supplying references.
- All items in the academic record not covered by waivers are open to the student. Material not covered by waivers may not be protected by keeping it out of the student's file.

**Third-Party Access:** Normally, records can be released, or access given, to third parties (i.e., anyone not a member of the faculty or staff), only with the written consent of the student. Without the consent of the student, releases to third parties may be given only as follows:

- To federal officers as prescribed by law
- As required by state law
- To research projects on behalf of educational agencies, providing that the agencies guarantee no personal identification of students
- To accrediting agencies carrying out their functions
- In response to a judicial order or lawfully issued subpoena
- By Campus Security to other law enforcement agencies in the investigation of a specific criminal case
- To parents of students who are dependents as defined and verified by IRS standards
- A student's parent(s) or legal guardian(s) regarding the student's use or possession of alcohol or a controlled substance if there has been a determination by the university that the student's use or possession of alcohol or a controlled substance constitutes a violation of a university rule or regulation; and the student is under the age of 21 at the time of disclosure to the parent(s) or legal guardian(s)
- A student's parent(s) or legal guardian(s) in connection with an emergency
- To appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons

**Continued Record Maintenance:** Nothing in this university FERPA policy requires the continued maintenance of any student record. However, if under the terms of this policy a student has requested access to the record, no destruction of the record shall be made before access has been granted to the student.



**Records of Deceased Students:** FERPA rights cease upon death. However, it is the policy of RFU that no records of deceased students be released after the date of death, unless specifically authorized by the executor of the deceased's estate, by the next of kin or as stipulated in the Record Access and Exceptions section of this policy.

**Record Correction Requests:** Students have the right to ask to have records corrected that they believe are inaccurate, misleading or in violation of their privacy rights. The procedures are as follows:

- The student must ask the custodian of the record to amend the record. The student should identify the part of the record that the student wants changed and the reasons.
- Rosalind Franklin University of Medicine and Science may comply or may decide not to comply with the request. If not, the university will inform the student of the decision and advise the student of the right to a hearing. Requests for a hearing are to be sent to the Vice President for Student Success and Inclusion. Upon request, the university will arrange for a hearing and so notify the student.
- The hearing will be conducted by a hearing officer who is a disinterested party. However, the officer may be an official of the institution. The student may be assisted by one or more individuals.
- The university will prepare a written decision based solely upon the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
- If the university decides that the challenged information is not inaccurate, misleading or in violation of the student's right to privacy, it will notify the student that they have a right to place in the record a statement commenting on the challenged information or set forth reasons for disagreeing with the decision.
- The statement will be maintained as part of the student's record as long as the contested portion is maintained. If the university discloses the contested portion of the record, it must also disclose the statement.
- If the university decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student in writing that the record has been amended.

**Creation, Permanence and Disposal of Student Records:** The following is a general guideline regarding the disposal of student records:

- Only such records as are demonstrably and substantially relevant to the educational purposes of the university shall be generated or maintained;
- Permanent retention of student records is limited to those records which are of long-range value to the individual or the university;
- All duplicate copies of permanent records, other than those maintained by the custodian of the permanent records shall be maintained only for the minimum period of time required to serve the basic official function of the individual or department generating or maintaining them. Such records shall be destroyed as soon as they are no longer needed (i.e., within one year following graduation or two years after the last date of attendance). A student will be granted access to their records prior to their destruction when the student has an unsatisfied request outstanding.

**Directory Information:** In compliance with the federally-enacted regulations and university policies, directory information regarding students attending Rosalind Franklin University of Medicine and Science shall be the:

- Student's name
- Local address
- Permanent address
- Email Address
- Telephone listings
- Year at the university
- Dates of attendance
- Academic college and major field of study
- Enrollment status
- Participation in officially recognized activities and sports
- Degrees, honors and awards received
- Most recent educational agency or institution attended
- Photographic or electronic pictures or images

Public information pertaining to any individual student may be released by the Registrar upon inquiry unless the student has not agreed to release directory information. Partial or whole lists of students by name and address will not be released for commercial purposes.

Each major administrative unit shall define the kinds of reports and information that may be released to the public.

Information contained in personal files of the student is considered confidential information. With the exception of the information noted above, all student records are considered to be confidential and are open only to university personnel (individuals under contract) who need the information to carry out their official responsibilities (assigned duties and functions).

Although university personnel are authorized access to this information on a "need-to-know" basis (to perform specific duties and functions), they are not permitted to release information to persons outside the university unless authorized in writing by the student, by a court order or according to the exceptions listed in the Record Access and Exceptions section.

Only the official or designated person responsible for the records has the authority to release them. Records may be disclosed to a third party only on condition that the recipient will not permit others to have access to the information without the written consent of the student.

**Rights of Access and Review of Records:** Students have the right to inspect, review or receive an interpretation of copies of their educational records, except as excluded below. This right may be exercised by completing a written request to access the records. Such requests should be honored as quickly as possible and reasonable, normally within 48 hours; if detailed documentation and/or interpretation are required, the request should be honored within ten days. In all cases, requests for such information must be honored within 45 days.

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made, provided the fee does not effectively prevent students from exercising their right to inspect and review (under supervision of a university employee) their records. No fee will be charged to the student to search for or to retrieve records. Each

custodian of records is responsible for requiring proper identification of the individual making the request about their records.

**Custodians of Student Records:** The Division of Strategic Enrollment Management shall be responsible for the proposal, interpretation, enforcement and publication of general policies and procedures consistent with state and federal laws and guidelines as they relate to the creation, maintenance, use, dissemination and destruction of records of students who are attending or have attended RFU and shall coordinate the development of general policies and procedures with the appropriate university officials listed below.

**Each type of student record is the responsibility of a designated university official and only that professional staff member or designate has authority to release records.** Please note that some student records listed below are outside the scope of the Division of Strategic Enrollment Management. The responsible officials are:

- **Academic and Admissions Records (after matriculation)**
  - Official: University Registrar
  - Location: Division of Strategic Enrollment Management
- **Admissions Records (prior to matriculation)**
  - Official: Director of Admissions and Enrollment
  - Location: Division of Strategic Enrollment Management
- **Alumni Records**
  - Official: Director of Alumni Affairs
  - Location: Office of Alumni Affairs
- **Disciplinary Records**
  - Official: Executive Director of Campus Life
  - Location: Division of Student Affairs and Inclusion
- **Employment (Work-Study and Student Employment)**
  - Official: Executive Director of Human Resources
  - Location: Human Resources
- **Student Financial Services (Financial Aid and Student Accounts)**
  - Official: Associate Vice President of Student Financial Services
  - Location: Office of Student Financial Services
- **International Students**
  - Official: Director of Diversity and Inclusion Programs
  - Location: Division of Student Affairs and Inclusion
- **Security Records**
  - Official: Director of Campus Safety
  - Location: Department of Campus Safety
- **Veterans Records**
  - Official: Coordinator of Veterans Affairs
  - Location: Registrar's Office
- **Student Activities**
  - Official: Coordinator of Student Life
  - Location: Office of Student Life
- **Criminal Background Checks**
  - Official: Vice President for Student Success and Inclusion

- Location: Division of Strategic Enrollment Management

### **Special Considerations for Faculty for Protecting Student Information in the Online Course Environment**

A FERPA policy for online and blended courses typically includes areas of focus and details regarding the protection of student information and also the information that is shared between an instructor and student as part of the online course.

- Faculty teaching online courses for the university will use the institutional LMS (Learning Management System, in our case D2L/Brightspace) for delivery of the course to ensure the security of student work and grades.
- Faculty teaching online courses for the university will use the university's secure online system for electronically submitting grades to the Registrar.
- All emails between the instructor and students in an online course need to occur through the LMS or via the university email system so that communications between the instructor and student, e.g., grades, feedback on student work, etc., remain confidential and protected by the university.
- LMS account information must be kept secure by faculty and students enrolled in online courses. Students in a course cannot access other students' work or grades. Faculty and students cannot share their personal LMS login information with anyone or give access to the course in the LMS to others who are not officially enrolled in the course. Exceptions are allowed for other university faculty and administration to access a course when the appropriate justification is provided and approved.
- Faculty teaching in the online environment will follow all university FERPA guidelines for sharing educational record information with other university faculty and staff and others outside the university.
- During the online course and once it is archived, all student information is protected including course data and participation.

**Complaint Procedure:** If a student believes that the university is not in compliance with the RFU Student Record Policy and/or the Family Educational Rights and Privacy Act (FERPA), they should check first with the office involved and/or the Vice President of Student Success and Inclusion.

If a student wishes to file a complaint with the federal government concerning the university's failure to comply with FERPA, they must submit the complaint, in writing, to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920 ([www.ed.gov/policy/gen/guid/fpco/ferpa/students.html](http://www.ed.gov/policy/gen/guid/fpco/ferpa/students.html)). The Family Policy Compliance Office will notify the student and the university when the complaint has been received. They will investigate the complaint and may require further information. Following its investigation, they will provide written notification of its findings and basis for such findings. In the event the university is found not to be in compliance, it will be afforded the necessary time to comply. If it does not then comply, additional action may be taken by the Family Policy Compliance Office. For guidelines concerning this complaint procedure, see 34 CFR Paragraph 99.64 and the subsequent regulations of the Family Educational Rights and Privacy Act.

**Exclusions or Special Circumstances:** Faculty, staff and/or student employees who violate this university policy may be subject to disciplinary action for misconduct and/or performance based on the administrative process appropriate to their employment.

Students who violate this university policy may be subject to proceedings for non-academic misconduct based upon their student status.

Faculty, staff, student employees and/or students may also be subject to the discontinuance of specified information technology services based on the policy violation.

Contact:

Office of the Registrar

Rosalind Franklin University of Medicine and Science

3333 Green Bay Road

North Chicago, IL 60064

847-578-8481

registrar@rosalindfranklin.edu

## Page 74, 75

### **Clinical Nutrition (MS)**

- **Transfer Applicant Policy:** There is no separate transfer application for this program. All students submit an application through the normal process.

### **Clinical Nutrition (MS)**

#### **Transfer Credits and Advanced Standing**

After acceptance to the program, students may petition for a maximum of nine quarter hours of transfer credits to be applied to their degree from other regionally-accredited institutions for graduate-level coursework that appropriately addresses the core competencies for this program. To request transfer credit, a student petition form along with the course description and course syllabus for each course are submitted to the department for evaluation by a faculty committee. No credit will be given for prior learning experience or through proficiency examinations.

## Page 78, 79

### **Health Promotion and Wellness (MS)**

- **Transfer Applicant Policy:** There is no separate transfer application for this program. All students submit an application through the normal process.

### **Health Promotion and Wellness (MS)**

#### **Transfer Credits and Advanced Standing**

After acceptance to the program, students may petition for a maximum of nine quarter hours of transfer credits to be applied to their degree from other regionally-accredited institutions for graduate-level coursework that appropriately addresses the core competencies for this program. To request transfer credit, a student petition form along with the course description and course

syllabus for each course are submitted to the department for evaluation by a faculty committee. No credit will be given for prior learning experience or through proficiency examinations.

## Page 82, 83

### **Nutrition Education (MS)**

- **Transfer Applicant Policy:** There is no separate transfer application for this program. All students submit an application through the normal process.

### **Nutrition Education (MS)**

#### **Transfer Credits and Advanced Standing**

After acceptance to the program, students may petition for a maximum of nine quarter hours of transfer credits to be applied to their degree from other regionally-accredited institutions for graduate-level coursework that appropriately addresses the core competencies for this program. To request transfer credit, a student petition form along with the course description and course syllabus for each course are submitted to the department for evaluation by a faculty committee. No credit will be given for prior learning experience or through proficiency examinations.

## Page 76, 80, 83, 87, 126, 131, 150

Correction to course title.

HIPS 561 Statistics for Health Professions (4 QH)

## Page 95

### **Doctor of Nursing Practice (DNP)**

#### **Transfer Credits and Advanced Standing**

The faculty in the Doctor of Nursing Practice (DNP) program will review any requests for transfer of credit from other institutions on a case-by-case basis. No more than three (3) courses can be accepted for program requirements through the use of transfer credits. In order to be eligible for consideration, the following conditions must be met:

- Students wishing to obtain approval for transfer credits must first contact the course director for each course they want reviewed.
- Courses cannot be core DNP anesthesia courses and must be at the graduate level and completed at a fully accredited institution of higher education.
- Students must submit a full syllabus and official transcript for the course(s) they are requesting to transfer. In each course, students must have obtained a final course grade of “B” or higher as verified by the transcript.



- The course director will review all documents to determine if the course is comparable in content and rigor to the DNP offering at RFUMS.
- Transfer courses will not be accepted to satisfy core DNP anesthesia course requirements. If the course director approves the proposed course(s) for transfer, the forms are then submitted to the Chair of the Doctor of Nursing Practice program for final review and approval.

## Page 105

### **Doctor of Physical Therapy (DPT)**

#### **Transfer Credits and Advanced Standing**

A Physical Therapist (PT) must be licensed and practicing in the United States to apply for the tDPT Program. A PT with a Bachelor's physical therapy degree needs to complete 42 quarter hours (QH) to complete the tDPT degree. A PT with a Master's physical therapy degree will be awarded 15 QH of advanced standing for the required 42 QH to complete the tDPT based on a review of the additional educational curriculum required for the MSPT degree.

Additional advanced standing in the tDPT Program may be awarded based on criteria of accomplishment after entry-level graduation status for either BSPT or MSPT degree applicants.

The Director of the tDPT Program will assess the applicant's record for additional advanced standing utilizing standardized screening criteria identifying professional activities that are worthy of consideration. These activities include but are not limited to:

- Patient care activities
- Educational activities
- Management activities
- Research activities
- Professional activities in the Illinois Physical Therapy Association or American Physical Therapy Association
- Other professional activities may include clinical practice, teaching, publications, professional posters and presentations.
- Additional professional credentials may include but are not limited to: American Physical Therapy Board Specializations (i.e., OCS, CCS, PCS, etc.), Manual Therapy residencies and fellowships, other PT residencies and fellowships, and other advanced certifications.

A maximum of 20 QH may be awarded for additional advanced standing.

## Page 119

### **Psychology (PhD)**

#### **Transfer Credits and Advanced Standing**

##### **Transferring credit for required courses**

The limit for waiver of required courses is 10 credit hours (quarter hours). However, the faculty reserves the right to make exceptions for individual students, under exceptional circumstances, who petition the department for an additional exemption to this.

Students who wish to transfer credit for one or more Departmental courses should submit a formal petition to their advisor for each course they wish to waive. With the exception of the fall quarter of the first year, these petitions must be submitted at least 4 weeks prior to the quarter in which each course in question is offered. All petitions should be submitted within the first two years of the doctoral program. The petition will include transcripts and syllabi of courses they attended in their Master's program or other post-baccalaureate program. Students are not allowed to transfer credits from courses based on their pre-baccalaureate training. Students must have earned a "B" or better for faculty to consider waiving a department course requirement. With the advisor's approval, the petition will be forwarded to the course instructor. The advisor and department faculty member offering the course in question will evaluate a syllabus with a view toward whether the course taken by the student covered material that is consistent with a scientist-practitioner approach, covers the relevant material in the department course, and provides the knowledge-base needed for the student to pass departmental comprehensive exams. If the faculty judges the previously completed course meets all requirements, then the paperwork will be completed to document the transfer of credit. Transfer credit documentation will include the previously taken course syllabi, and a summary of evidence of mastery. The department chair will review the documentation and provide final approval.

#### **Transferring credit for elective courses**

Students who have formally registered for and successfully completed one or more graduate courses at accredited universities, prior to entry into our program, may transfer up to 10 quarter hour credits toward electives. The courses to be transferred must not be redundant with current core course offerings. The faculty will recommend such action to the Dean for approval.

Incoming students with a Master's Degree may also receive credits toward electives. This policy applies to elective courses that were taken for other reasons than earning a Master's Degree, but which were beyond the requirements for the Bachelor's degree. Students will write a formal petition that specifies for which elective courses they wish to get credit. The petition will include transcripts and syllabi of the courses they attended in their Master's program. The Chair, in consultation with relevant faculty and/or the Director of Clinical Training, will make decisions regarding the granting of elective credits. However, the faculty reserves the right to make exceptions for individual students, under exceptional circumstances, who petition the department for an additional exemption to this.

## Page 126

### **Biomedical Sciences (MS)**

Correction to course code for program course plan year 1 Population Health Strategies track.

#### **Population Health Strategies Track**

HIPS 561 Statistics for Healthcare Professionals (4 QH)  
HHCM 516 Risk and Quality Management in Health Care (3 QH)  
HPOP 541 Community Health Assessment (3 QH)  
HPOP 540 Essentials of Population Health (3 QH)

## Page 130

### **Health Administration (MS)**

#### **Transfer Credits and Advanced Standing**

The Health Administration Master of Science program will accept up to 9 quarter hours of credits earned from an external institution. An admitted student may request transfer credit by meeting the following conditions.

The student must:

- Demonstrate that the course(s) meets and/or contains equivalent core learning competencies for the requested transfer. This must be shown through a course syllabus and/or other official course material.
- Have earned the credit from a regionally accredited college or university at the graduate level.
- Have earned a final course grade of B or better for the course requesting to transfer. (RFU will accept a Pass grade if the course is graded only on a pass-fail basis.)
- Credits earned in an RFUMS graduate certificate program may also be considered for transfer as core or elective credits (for internal RFUMS transfer credits, the total number may exceed 9 credit hours) For accepting internal or external courses for transfer, the 9 QH credits of coursework have to be equivalent to the courses for which they are deemed as satisfying in the master's degree requirements.

## Page 133

### **Health Professions Education (MS)**

#### **Transfer Credits and Advanced Standing**

The faculty in the Master of Science Health Professions Education program will review requests for transfer credit from other institutions on a case-by-case basis. The program will accept up to 9 quarter hours of credits earned from a fully accredited external institution or another program within RFUMS.

An admitted student may request transfer credit by meeting the following conditions.

- For required core courses or elective courses, students must earn credit at the graduate level from a regionally accredited college or university. The student must submit to the HPE Program Director a full syllabus and official transcript for courses to demonstrate

the course(s) meets and/or contains equivalent core learning competencies for the requested transfer.

- Credits earned in an RFUMS graduate program may also be considered for transfer as elective credits. The student must submit to the HPE Program Director a full syllabus and official transcript for courses to demonstrate the course(s) meets and/or contains equivalent core learning competencies for the requested transfer.
- Student must provide evidence of an earned final course grade of “B” or better for the course the student is requesting to transfer. (RFU will accept a Pass grade if the course is graded only on a pass-fail basis.)

## Page 140

### **Pathologists’ Assistant (MS)**

Correction to course title for program course plan year 2.

#### **Year 2 (44 QH)**

HAPA 630 Anatomic Pathology Clerkship I (9 QH)

HAPA 631 Anatomic Pathology Clerkship II (13 QH)

HAPA 632 Anatomic Pathology Clerkship III (15 QH)

HAPA 633 Anatomic Pathology Clerkship IV (7 QH)

## Page 149

### **Population Health (MS)**

#### **Transfer Credits and Advanced Standing**

The Population Health Master of Science program will accept up to 9 quarter hours of credits earned from an external institution. An admitted student may request transfer credit by meeting the following conditions.

An admitted student may request transfer credit with the following conditions.

The student must:

- Demonstrate that the course(s) meets and/or contains equivalent core learning competencies for the requested transfer. This must be shown through a course syllabus and/or other official course material.
- Have earned the credit from a regionally accredited college or university at the graduate level.
- Have earned a final course grade of B or better for the course requesting to transfer. (RFU will accept a Pass grade if the course is graded only on a pass-fail basis.)
- Credits earned in an RFUMS graduate certificate program may also be considered for transfer as core or elective credits (for internal RFUMS transfer credits, the total number

may exceed 9 credit hours) For accepting internal or external courses for transfer, the 9 QH credits of coursework have to be equivalent to the courses for which they are deemed as satisfying in the master's degree requirements.

## Page 156

### **Psychology: Clinical Psychology (MS)**

#### **Transfer Credits and Advanced Standing**

##### **Transferring credit for required courses**

The limit for waiver of required courses is 10 credit hours (quarter hours). However, the faculty reserves the right to make exceptions for individual students, under exceptional circumstances, who petition the department for an additional exemption to this.

Students who wish to transfer credit for one or more Departmental courses should submit a formal petition to their advisor for each course they wish to waive. With the exception of the fall quarter of the first year, these petitions must be submitted at least 4 weeks prior to the quarter in which each course in question is offered. All petitions should be submitted within the first two years of the doctoral program. The petition will include transcripts and syllabi of courses they attended in their Master's program or other post-baccalaureate program. Students are not allowed to transfer credits from courses based on their pre-baccalaureate training. Students must have earned a "B" or better for faculty to consider waiving a department course requirement. With the advisor's approval, the petition will be forwarded to the course instructor. The advisor and department faculty member offering the course in question will evaluate a syllabus with a view toward whether the course taken by the student covered material that is consistent with a scientist-practitioner approach, covers the relevant material in the department course, and provides the knowledge-base needed for the student to pass departmental comprehensive exams. If the faculty judges the previously completed course meets all requirements, then the paperwork will be completed to document the transfer of credit. Transfer credit documentation will include the previously taken course syllabi, and a summary of evidence of mastery. The department chair will review the documentation and provide final approval.

##### **Transferring credit for elective courses**

Students who have formally registered for and successfully completed one or more graduate courses at accredited universities, prior to entry into our program, may transfer up to 10 quarter hour credits toward electives. The courses to be transferred must not be redundant with current core course offerings. The faculty will recommend such action to the Dean for approval.

Incoming students with a Master's Degree may also receive credits toward electives. This policy applies to elective courses that were taken for other reasons than earning a Master's Degree, but which were beyond the requirements for the Bachelor's degree. Students will write a formal petition that specifies for which elective courses they wish to get credit. The petition will include transcripts and syllabi of the courses they attended in their Master's program. The Chair, in consultation with relevant faculty and/or the Director of Clinical Training, will make decisions regarding the granting of elective credits. However, the faculty reserves the right to make exceptions for individual students, under exceptional circumstances, who petition the department for an additional exemption to this.

# Page 167

## Certificate in Population Health Analytics

Correction to credit hours for program course plan year 1.

### Program Course Plan

#### Year 1 (13 QH)

HHCM 507 Healthcare Informatics (3 QH)  
HHCM 630 Public Health Epidemiology (4 QH)  
HPOP 508 Health Program Planning and Evaluation (3 QH)  
HPOP 530 Research Methodology (4 QH)

# Page 175

## Doctor of Pharmacy (PharmD)

Correction to course title for program course plan year 1.

### Program Course Plan

#### Year 1 (53 QH)

HIPS 515A & B Foundations for Interprofessional Practice (2 QH)  
MMTD 510 Bioethics (2 QH)  
YPHP 500 Introduction to Pharmacy Practice (1 QH)  
YPHP 502 Introduction to Drug Information Resources (1 QH)  
YPHP 505 Research and Statistics (3 QH)  
YPHP 506 Pharmacy Skills Lab I (3 QH)  
YPHP 507 Pharmacy Skills Lab II (3 QH)  
YPHP 508 Pharmacy Skills Lab III (1 QH)  
YPHP 510 Self-Care and Non-Prescription Medications (3 QH)  
YPHP 511 Pharmacy-Based Immunization Delivery (1 QH)  
YPHP 515 Introductory Pharmacy Practice Experience (6 QH)  
YPHS 501 Pharmaceutics I: Introduction to Pharmaceutical Sciences (3 QH)  
YPHS 502 Pharmaceutics II: Dosage Forms (2 QH)  
YPHS 503 Pharmaceutics III: Calculations (3 QH)  
YPHS 504 Biochemical Principles for Pharmacy I (1 QH)  
YPHS 512 Biochemical Principles for Pharmacy II (3 QH)  
YPHS 506 Medicinal Chemistry (2 QH)  
YPHS 510 Fundamentals in Physiology I (4 QH)  
YPHS 511 Fundamentals in Physiology II (3 QH)  
YPHP 519 Pathophysiology I (2QH)  
YPHP 520 Pathophysiology II (2QH)  
YPHS 512 Fundamentals of Pharmacology (2 QH)



# Page 195

Policy updated July, 2018

## **School of Graduate and Postdoctoral Studies (SGPS)**

### **Transfer Credits and Advanced Standing**

The Dean, in consultation with the appropriate course director(s) and/or program administrator, will consider transferring course credits from another institution. Normally, such determination will be made individually, based on available information concerning the course work outside the institution. A “Transfer Credit/Waiver” form and supporting documentation (see below) must be submitted to the Dean of the Graduate School.

Transfer credit is academic credit that is awarded to a student by another college or university and is accepted for application to the requirements of a graduate or professional degree at Rosalind Franklin University of Medicine and Science. RFU students who have been admitted to certain graduate programs and have earned graduate credit at another college or university may petition to apply such credit toward a graduate or professional degree. Transfer of credit is not applicable to students enrolled in certificate programs. By definition, a petition to transfer credit is a request for an exception to the rule that all graduate courses must be taken at RFU. The Dean, in consultation with the appropriate course director(s) and/or program administrator, makes the decision as to whether transfer courses will be applied to a program plan and assumes the responsibility to review transfer course for verification of the core learning competencies, expectations and criteria for the requested transfer.

To be considered for transfer credit a student must be in good academic standing and:

- Demonstrate that the course meets and/or contains equivalent core learning competencies for the requested transfer, shown through a course syllabus and/or other official course material and an official transcript
- Earned the credit at a regionally accredited college or university
- Earned a grade of A or B. (RFU will accept a Pass grade if the course is graded only on a pass-fail basis.)
- Demonstrate how the course meets degree requirements at the college or university where the credit was earned

# Page 208

Course Descriptions

# Page 208

Credit hour correction

## **GBCH 530 Master’s Thesis in Biochemistry (10-12 QH)**

After completing coursework, the student writes the research thesis.

## Page 209

Credit hour correction

### **GCBA 530 Master's Thesis Cell Biology and Anatomy (10-12 QH)**

After completing coursework, the student writes the research thesis.

## Page 212

Credit hour correction

### **GIGP 506 Systems Physiology (6 QH)**

Elective course for IGPBS. Students must take a minimum of one elective in their first year. The Systems Physiology elective includes the study of: cardiac, respiratory, renal, gastrointestinal and endocrine physiology. It is designed for graduate students who have successfully completed Molecular and Cell Biology I and II, but require a more complete understanding of organ-systems physiology. This course is required for those students wishing to pursue studies in the Physiology and Biophysics programs.. Those students studying toward the PhD degree with an advisor in Physiology and Biophysics will be required to complete the full course in Medical Physiology GPHY 500.

## Page 213

Credit hour correction

### **GMIC 530 Master's Thesis in Microbiology and Immunology – (10-12 QH)**

After completing coursework, the student writes the research thesis.

## Page 217

Credit hour correction

### **GPHY 620 Masters Research in Physiology (10-12 QH)**

Research hours performed following submission and approval of a research project by the candidate's Thesis Committee. Hours and units of credit to be arranged.

## Page 233

Course title corrected from Regional Anesthesia and Pain Pathways to Principles of Regional Anesthesia and Pain Management

### **HNAS 706 Principles of Regional Anesthesia and Pain Management (3 QH)**

This course reviews the anatomy and physiology of the spinal and peripheral nerves to include acute pain pathways; and teaches the student the administration and management of regional anesthetic techniques. The pharmacology of local anesthetics and additives are studied.

Procedural techniques for the administration and management of regional anesthesia, to include spinal, epidural and peripheral nerve blocks, are discussed. Ultrasound-guided peripheral nerve block techniques are presented. Students participate in hands-on ultrasound scanning in order to identify appropriate sonoanatomy. Acute pain pathophysiology and treatment modalities are taught and discussed. Evaluation of the learning is accomplished by quizzes and return demonstration of skills. Prerequisite: Satisfactory completion of all previous courses in the Nurse Anesthesia program or faculty approval

## Page 250

Credit hour correction

### **HPOP 530 Research Methodology 1 (4 QH)**

This course exposes students to both quantitative and qualitative foundations of research methods. Students engage in projects where they apply theoretical principles in applied settings. Real-life limitations to traditional research when methods are utilized in applied settings are discussed. Students will be prepared to ask and answer basic research questions. Prerequisite: Enrollment in program or department approval.

Course description correction

### **HPOP 541 Community Health Assessment (3 QH)**

This course addresses community health topics in order to provide the skills required to delineate health status and design appropriate interventions and ongoing evaluation strategies for improved health of a defined community. The student will use evidence to identify health-related needs, collect appropriate data to support those defined needs, determine health disparities and identify resources to meet a set of priorities. Prerequisite: Enrollment in program or department approval

## Page 310

Credit hour correction

### **YPHP 515A-C Introductory Pharmacy Practice Experience I (6 QH)**

The Introductory Pharmacy Practice Experiences (IPPEs) are designed to provide the foundation for the student pharmacists in preparation for their Advanced Pharmacy Practice Experiences (APPEs). This course is a structured introduction to pharmacy practice in a community pharmacy setting. The community IPPE spans the P1 year, during which the students will engage in basic distributive and administrative processes in community pharmacies and gain initial experience interacting directly with patients, preceptors, technicians and other healthcare providers and pharmacy personnel. The community pharmacy IPPE is a longitudinal rotation experience, during which the students will complete at least 100 hours in a community pharmacy. Simulation activities are also incorporated into this course. Prerequisite: Pre-pharmacy curriculum and admission to program

## Page 315

### Course title correction

#### **YPHS 504 Biochemical Principles for Pharmacy I (1 QH)**

This course explores basic biochemistry as it relates to organ systems and disease. This includes the principles of the thermodynamics, kinetics, structure and regulation of biochemically significant molecules and their building blocks. Biochemical constructs (such as energy production, enzymes, membranes, DNA, RNA, proteins, anabolic and catabolic pathways, etc.) are discussed with respect to pharmaceutical treatment of human disease. Prerequisite: Pre-pharmacy curriculum and admission to program

#### **YPHS 512 Biochemical Principles for Pharmacy II (3 QH)**

This course explores basic biochemistry as it relates to organ systems and disease. This includes the principles of the thermodynamics, kinetics, structure and regulation of biochemically significant molecules and their building blocks. Biochemical constructs (such as energy production, enzymes, membranes, DNA, RNA, proteins, anabolic and catabolic pathways, etc.) are discussed with respect to pharmaceutical treatment of human disease. Prerequisite: Pre-pharmacy curriculum and admission to program

## Page 340

### **RFU Clinical Partnerships**

#### Pharmacy

The College of Pharmacy is committed to ensuring that all clinical sites provide the scope, intensity and duration necessary to support the achievement of the profession's standards. Prior to incorporation into our curriculum, all clinical sites are evaluated for their ability to promote a continuity of care between inpatient and outpatient settings, provide exposure to a diverse patient population and afford an opportunity for students to participate in patient care activities as a member of an interprofessional team that is appropriate for their level of training. Clinical sites are primarily located near the RFU campus, with limited options in distant states. For a current list of available sites, please contact the College of Pharmacy's Director of Experiential Education.