

A.T. STILL UNIVERSITY | ATSU

# Student Handbook

**Kirksville, Missouri**

**Mesa, Arizona**

# A.T. STILL UNIVERSITY | ATSU

Dear A.T. Still University Students,

The Student Handbook is an important guide and a collection of policies, procedures, information, and resources designed to keep you informed of both your rights and your responsibilities as a student at A.T. Still University.

I encourage you to become familiar with this document and keep it handy on your computer or print it as a hard copy for easy review. The Handbook, combined with your College/School Catalog, will answer most questions about your academic and co-curricular experiences. In instances where your questions are unanswered or where you need clarification, please feel free to contact your College/School Dean's Office or the Student Affairs office.

As you strive to be a compassionate healthcare professional with great integrity and ability, I will try to support you in every way possible.

Best Wishes,



Lori Haxton, MA  
Vice President for Student Affairs

800 W. Jefferson St.  
Kirksville, MO 63501  
660.626.2391

FOUNDED IN 1892

[www.atsu.edu](http://www.atsu.edu)

5850 E. Still Circle  
Mesa, AZ 85206  
480.219.6000

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## **MISSION STATEMENT**

A.T. Still University of Health Sciences serves as a learning-centered university dedicated to preparing highly competent professionals through innovative academic programs with a commitment to continue its osteopathic heritage and focus on whole person healthcare, scholarship, community health, interprofessional education, diversity, and underserved populations.

### **About A.T. Still University**

Home of the first osteopathic medical school, established in 1892, A.T. Still University (ATSU) is recognized around the world. A renowned, multidisciplinary healthcare educator, ATSU instills in students the knowledge, integrity, compassion, and hands-on experience needed to address the healthcare needs of the whole person.

A.T. Still University provides graduate and professional programs in healthcare fields at campuses in Kirksville, Missouri, and Mesa, Arizona. Its schools include Kirksville College of Osteopathic Medicine, Arizona School of Health Sciences, Arizona School of Dentistry & Oral Health, the College of Graduate Health Studies, and the School of Osteopathic Medicine in Arizona.

A.T. Still University's investment in experienced faculty and state-of-the-art technology contributes to its reputation as one of the best multidisciplinary healthcare educational institutions in the nation. Specifically, ATSU is recognized as one of America's preeminent centers of excellence in geriatric health, intergenerational healthcare, rural practice methodologies, and applied wellness education.

The University provides an environment in which students and faculty are continually challenged to cultivate a lifestyle of whole person care through education, wellness training, nutrition, psychology, competency based, problem-based learning, and co-curricular activities.

In addition, ATSU facilitates a strong research environment through the A.T. Still Research Institute, which features a premier team of specialists and researchers. The University also is the parent institution for the Museum of Osteopathic Medicine<sup>SM</sup>.

ATSU is unique in that all programs offered at ATSU culminate in a master's or doctoral degree. Specific degrees and requirements can be found in each catalog or online at [www.atsu.edu](http://www.atsu.edu).

## **NOTICE OF NONDISCRIMINATION**

A.T. Still University of Health Sciences (ATSU) does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual orientation, age, disability, or veteran status in admission to or access to, or treatment or employment in its programs and activities. Harassment and retaliation are forms of discrimination prohibited by the University. Any person with questions concerning ATSU's nondiscrimination policies is directed to contact the following persons:

### **Employees may contact:**

#### **Arizona Campus:**

Tonya Fitch  
Director of Human Resources  
5850 East Still Circle  
Mesa, AZ 85206-3618  
(480) 219-6007

#### **Missouri Campus**

Donna Brown  
Assistant Vice President of Human Resources  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2790

### **Students, members of the public, or beneficiaries may contact:**

#### **Arizona Campus:**

Beth Poppre  
Associate Vice President for Student Affairs  
5850 E. Still Circle  
Mesa, Arizona 85206-3618  
(480) 219-6026

#### **Missouri Campus:**

Lori Haxton  
Vice President for Student Affairs  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2236

## **ACCREDITATION**

### **Organization**

A.T. Still University of Health Sciences is incorporated under the laws of the state of Missouri as a nonprofit corporation. The governing body is the Board of Trustees, which holds title to the properties of the University and establishes policies for its operation. Responsibility for administration and day-to-day operations is delegated to the President and through the President to other officers of the University.

### **A.T. Still University of Health Sciences**

Accredited by the Higher Learning Commission, a commission of the North Central Association of Colleges and Schools (NCA), 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1411, 800.621.7440.

Approved by the Missouri State Department of Education for the training of students entitled to receive veterans' educational benefits.

Licensed by the Arizona State Board of Private Postsecondary Education.

Qualified for purposes of appointment of its graduates as commissioned medical officers in the Armed Forces and the Public Health Service.

Listed by the U.S. Department of State as an approved institution of higher learning for foreign students.

Recognized by state boards of professional licensure.

Approved by a number of arts and sciences colleges for up to 30 semester hours of basic science credit toward a Bachelor of Science degree, provided the student has completed a minimum of 90 semester hours at the arts and sciences college.

### **Kirksville College of Osteopathic Medicine**

The **Kirksville College of Osteopathic Medicine** is accredited by the American Osteopathic Association Commission on Osteopathic College Accreditation (COCA), 142 East Ontario Street, Chicago, Illinois 60611, and 800.621.1773. The American Osteopathic Association is recognized by the United States Department of Education as the accrediting agency for colleges training osteopathic physicians and surgeons.

### **Arizona School of Health Sciences**

The **Entry Level Doctor of Audiology (AuD)** degree program is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association. The address and telephone number of the CAA is 2200 Research Boulevard #310, Rockville, MD 20850, 800.498.2071 or 301.296.5700. The ASHA web site is [www.asha.org](http://www.asha.org).

The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association accredits the **Occupational Therapy (MS)** program. The address and telephone number of this agency is ACOTE C/O Accreditation Department American Occupational Therapy Association (AOTA) 4720 Montgomery Lane Suite 200, Bethesda, MD 20824-1220;

301.652.2682. ACOTE website: [www.acoteonline.org](http://www.acoteonline.org). Accreditation e-mail: [accred@aota.org](mailto:accred@aota.org)

Graduates are able to sit for the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this examination, the individual may use the designation Occupational Therapist, Registered (OTR). Many states require licensure in order to practice, and state licenses are usually based on results of the NBCOT Certification Examination.

The **Residential Doctor of Physical Therapy Program** is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE) of the American Physical Therapy Association (APTA). Physical therapists must graduate from an accredited program to be eligible for licensure in the United States. The address and telephone number of this agency is 1111 North Fairfax Street, Alexandria, VA 22314, 703.706.3245.

The **Physician Assistant Studies Program** is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Accreditation is required before graduates may take the National Certifying

Examination. The address and telephone number of this agency is 1000 North Oak Avenue, Marshfield, WI 54449-5788, 715.389.3785.

“At its March 2012 meeting, the ARC-PA reviewed the A.T. Still University Arizona School of Health Sciences Physician Assistant program for continuing accreditation. The commission voted to place the Physician Assistant program on Probation until its next comprehensive review in March 2014.

Accreditation - Probation is a temporary status of accreditation conferred when a program does not meet the Standards and when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, programs that still fail to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and/or risk having their accreditation withdrawn.

Specific questions regarding the Program and its plans should be directed to the Program Director and/or the appropriate institutional officials(s).”

The **Post-Professional Athletic Training Education Program** is accredited by the Commission on Accreditation of Athletic Training Education (CAATE), 2201 Double Creek Drive, Ste. 5006, Round Rock, TX 78664, Phone: 512.733.9700.

### **Arizona School of Dentistry & Oral Health**

The Arizona School of Dentistry & Oral Health (ASDOH) is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 312.440.4653.

### **College of Graduate Health Studies**

The College of Graduate Health Studies (CGHS) educates and prepares current and future health professionals for management positions in a variety of healthcare settings. CGHS provides comprehensive and relevant health management instruction through high quality, innovative, online education. Degree programs are: Master of Public Health (MPH), Master of Health Administration (MHA), Doctor of Healthcare Administration (DHA), and Doctorate in Health Education (DHEd).

### **School of Osteopathic Medicine in Arizona**

School of Osteopathic Medicine in Arizona (SOMA) is accredited by the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association, 142 East Ontario Street, Chicago, Illinois 60611. COCA is recognized by the United States Department of Education (USDE) as the only accrediting agency for pre-doctoral osteopathic medical education.

### **Missouri School of Dentistry & Oral Health**

The Missouri School of Dentistry & Oral Health (MOSDOH) has initial accreditation from the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at 211 East Chicago Avenue, Chicago, IL 60611 or by calling 312.440.4653.



## **PRINCIPLES FOR DIVERSITY**

A.T. Still University of Health Sciences recognizes, values, and affirms that diversity contributes richness to the University community and enhances the quality of education and campus life for individuals and groups.

ATSU students, faculty, staff and administrators are valued for their diversity as reflected by gender, race, national origin, age, religious beliefs, social/economic background, sexual orientation, political beliefs, and disabilities.

ATSU is committed to creating and maintaining an environment where persons can work together in an atmosphere free of all forms of abusive or demeaning communication. ATSU acknowledges the individual right of expression within the bounds of courtesy, sensitivity, and respect.

The University attracts a diverse student body representing nearly every state and several foreign countries. The cultural and ethnic diversity within the student body has given the University its national presence and character. Many of the University's alumni have returned to their homes seeking employment opportunities, resulting in a strong national support group.

ATSU creates and supports a campus community that educates healthcare professionals who value and appreciate the importance of, and have a unique perspective and outlook on, diversity. ATSU seeks to improve the quality of life of faculty, staff, and students by developing and implementing policies and programs that support the ATSU philosophy on diversity. The University hopes to help students learn about the different cultures in society, understand that diversity, and actively seek to work with clients from varied cultures and backgrounds. This diversity-rich experience at ATSU adds value to our campus community.

## **REGISTRAR'S OFFICE**

### **STUDENT HEALTH INSURANCE**

The University requires all students in the residential programs to maintain personal hospitalization/health insurance coverage. Proof of adequate coverage, as defined by ATSU, is required from each student at the beginning of his/her first academic year. - Students will sign an insurance compliance form upon matriculation. Program specific requirements may result in a new insurance form prior to clinical rotations. Coverage must be maintained throughout the duration of enrollment. Students should ensure that their insurance plan contains needle stick coverage if applicable to their academic program. – Notification will be electronically distributed annually to remind students of the University requirements to maintain personal hospitalization/health insurance coverage. Questions regarding health insurance coverage may be addressed to the Registrar's Office. Failure to demonstrate and maintain required insurance coverage may result in suspension or dismissal from the University.

### **CRIMINAL BACKGROUND CHECK**

A.T. Still University requires applicants in the following residential programs to complete a criminal background check prior to matriculation as a student:

- Doctor of Audiology
- Doctor of Dental Medicine
- Doctor of Osteopathic Medicine
- Doctor of Physical Therapy
- Master of Science in Athletic Training
- Master of Science in Biomedical Sciences
- Master of Science in Occupational Therapy
- Master of Science in Physician Assistant Studies
- Certificate in Orthodontics

The following online programs require applicants to complete a criminal background check prior to matriculation as a student:

- Doctor of Health Education
- Doctor of Health Administration
- Master of Health Administration
- Master of Science in Physician Assistant Studies – Clinical Medicine Concentration
- Master of Public Health
- Master of Public Health with Dental Emphasis

The background checks are conducted by PreCheck Inc., a firm specializing in criminal background checks for healthcare workers. The University reserves the right to require any student to have a criminal background check.

Final approval for matriculation to A.T. Still University is contingent upon satisfactory review of information contained in the criminal background check report.

Applicants and current students are required to report within 5 business days any arrests, fines, charges (pending and/or dropped), or convictions that may occur from the time their admissions agreement was signed. Such reports should be submitted to the vice president for student affairs.

An increasing number of clinical training sites are requiring criminal background checks before allowing students to participate in clinical experiences and training. Hospitals, clinics and health education centers are requiring such proof to protect patients and others. Such checks will be part of a student's lifelong process of documenting and re-documenting his/her career credentials, as well as assuring the public he/she is qualified and adheres to the best of standards.

Questions concerning this policy may be directed to the Registrar's Office, 660.626.2356 or [registraroffice@atsu.edu](mailto:registraroffice@atsu.edu).

## STUDENT RECORDS

### Transcripts and Records

Permanent education records maintained by the University are the responsibility of the registrar. Transcripts of academic records will contain only information regarding academic status. In cases where disciplinary action leads to the student's ineligibility for re-enrollment into the University (suspension or expulsion), disciplinary action will become a part of the permanent academic record. Disciplinary records or information from such records will be made available to persons outside of the University only on the formal written request of the student involved or as otherwise allowed by law or regulation.

Academic records and financial aid records or information from such records will be used by University personnel who have legitimate responsibility for this student's personal welfare and when necessary to the discharge of their official duties.

Financial assistance records will be maintained by the University only so long as the student (or graduate) has a promissory note or notes outstanding through a University loan program. Except for the purpose of official audits, financial assistance records will be made available to persons outside the University only upon the formal written request of the student (or graduate) involved or as otherwise allowed by law or legislation.

Student health records will be maintained by the University as prescribed by professional ethics and federal and state laws.

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), students will be permitted to review their educational records within 45 days of written request to the registrar. Also, students may restrict disclosure of directory information by completing a "Nondisclosure of Directory Information Form" available from the Registrar's Office. The FERPA restriction will remain in effect until the Registrar's Office is notified in writing to remove the restriction. The following items are designated as "Directory Information": name, address, telephone number, email address, dates of attendance, class, name of spouse, previous institution(s) attended, major field of study, awards, full time/part time status, degree(s) conferred (including dates), class schedule/roster, and photographs.

In compliance with FERPA regulations, an official or unofficial transcript of record will be transmitted to a second or requesting party only on written request of the current or former student. The required transcript request form should be completed by the student and submitted via facsimile, postal mail, or email if using the student's ATSU email account and with a scanned signature on the request form. If a student who has completed more than one academic program at ATSU submits a transcript request, the transcript records for all programs will be issued.

All employees of ATSU are required to read and sign the ATSU Staff Handbook which addresses FERPA. Annually employees are asked to review FERPA and the online FERPA tutorial during the annual employee training. In addition, the Registrar's Office will periodically send FERPA reminders and information through a variety of distribution methods.

Students who have not discharged their financial and other obligations to this University shall not have transcripts or recommendations made available until such obligations are met.

If the University has knowledge that a student or graduate is in default on a federal, state, outside agency, or institutional loan or service obligation, the University will withhold all official transcripts, National Board scores, and letters of recommendation for internships, residencies, employment, staff privileges, specialty certification, and licensing. Students who have not received a diploma due to failure to satisfactorily discharge their obligations to the University prior to the date of graduation and who have failed to do so following graduation shall not have the privilege of having transcripts, other records, or recommendations sent to any institution or entity until such debts are paid.

Questions concerning records and grades should be brought to the Registrar's Office, 660.626.2356 or [registraroffice@atsu.edu](mailto:registraroffice@atsu.edu).

### **Registration and Records Hold**

A.T. Still University reserves the right to place a *Hold* on the registration or release of records, for current or former students who have outstanding financial obligation to the University, or have not met a particular enrollment requirement such as providing official transcripts, maintaining health insurance coverage, completing the financial aid exit interview, etc.

A *Registration Hold* will prevent students from registering for classes in current and/or future terms.

A *Records Hold* will prevent the release of records such as the diploma, unofficial/official transcript, enrollment or graduation verification, etc.

Current students can determine if they have a hold on their record or registration by visiting the “My Profile>My Message Center” section of the CampusVue student portal at [my.atsu.edu](http://my.atsu.edu).

A *Hold* is not removed until you resolve the problem which caused the issuing department to place the *Hold* on your record. Holds can be initiated by a variety of University departments, including but not limited to: Controller’s Office, Financial Services, Registrar’s Office, Student Affairs, etc.

**Questions concerning records and grades should be brought to the Registrar’s Office, 660.626.2356 or [registrarsoffice@atsu.edu](mailto:registrarsoffice@atsu.edu).**

### **Record Retention Procedures**

The record retention procedures for the University include but are not limited to:

1. Non-academic records of disciplinary actions will be maintained by the University as the responsibility of the Department of Student Affairs. Records will be maintained for one year after graduation at which time the records will be destroyed unless otherwise directed by the dean of a college/school.
2. In cases where disciplinary action leads to a student's dismissal/ineligibility for re-enrollment, the record becomes a part of the permanent academic file and transcript.
3. Financial assistance records will be maintained by the University for three years. A promissory note for campus-based loans will be kept until it is paid in full.
4. General record policies are also available upon request from student financial services, counseling services, and admissions.

### **Grading**

A.T. Still University adheres to the grading practices recommended under FERPA. Grades are not posted in a public manner either by student name, social security number, or student identification number. FERPA permits the posting of grades only if the student is assigned a unique identifier known only to the student and the faculty member.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include:

- The student has the right to inspect and review his/her education records. To review records, students may go to the Student Affairs office as an ASHS, ASDOH or SOMA student or to the Registrar’s Office if a KCOM or CGHS (online) student. A Request to Review Academic Records form must be completed prior to the review. The Registrar’s Office will provide records within 45 days of the receipt of the request.
- The student has the right to request the amendment of the student’s education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- The student has the right to file with the U.S. Department of Education a complaint concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, DC 20202-4605.

The student has the right to obtain a copy of the University's student records policy. A copy of the policy may be obtained from the Registrar's Office.

## **STUDENT FINANCIAL SERVICES**

### **SATISFACTORY ACADEMIC PROGRESS FOR FEDERAL FINANCIAL AID**

According to the United States Department of Education regulations (34CRF 668.16 and 668.34 and October 29, 2010, Final Federal Register) all students receiving federal financial assistance must meet and maintain satisfactory academic progress. Student Financial Services will review the academic progress of financial aid recipients after each payment period. Satisfactory academic progress (SAP) is measured in terms of qualitative and quantitative standards.

#### **Qualitative Measure**

The qualitative measure of a student's progress is measured by cumulative grade point average. The minimum cumulative GPA students must maintain for financial aid is as follows:

<b>Minimum Cumulative Grade Point Average for Financial Aid at A.T. Still University of Health Sciences</b>
2.00 for all programs on 4.0 scale
70% for all programs on 100% scale

#### **Quantitative Measure**

##### **Maximum Time Frame**

Financial aid recipients must complete an educational program within a time frame no longer than 150% of the published length of the educational program. All attempted withdrawn, failed, repeated, and/or transferred credits that apply to a student's program count toward this maximum time limit. For example, a student pursuing a doctorate degree requiring 120 credit hours may attempt up to 180 credit hours before financial aid eligibility is suspended ( $120 \times 150\% = 180$ ). A student pursuing a doctorate degree requiring 5100 contact hours may attempt up to 7650 contact hours before financial aid eligibility is suspended ( $5100 \times 150\% = 7650$ ).

##### **Pace of Progression**

Pace of progression is required to ensure students complete within a maximum time frame and that the pace is measured at each standard review time. Financial aid recipients must maintain a 67% minimum **completion rate** for attempted credit hours or contact hours. For example, a student pursuing a doctorate degree requiring 120 credit hours may attempt up to 180 hours before financial aid eligibility is suspended ( $120 \div 180 = 67\%$ ). A student pursuing a doctorate degree requiring 5100 contact hours may attempt up to 7650 contact hours before financial aid eligibility is suspended ( $5100 \div 7650 = 67\%$ ).

Dropped, failed, and remedial courses for which no credit is received do not count towards credit hours earned, but do count toward credit hours attempted. Credit hours for a course are earned by completing and passing the class.

#### **Financial Aid Warning**

Failure to meet the minimum academic progress requirements will result in a student being issued a financial aid warning. Students issued a financial aid warning will have one payment period to correct a progress problem due to qualitative or quantitative standards. Students will be notified of their status in writing via ATSU email. Students issued a financial aid warning will have an opportunity to file an appeal to request financial aid probation prior to the upcoming standard review time, which is at the end of each payment period.

#### **Financial Aid Probation**

If a student appeals his/her financial aid probation status and the appeal is approved, that student is put on financial aid probation for one payment period. Students may receive federal financial aid while on financial aid probation if he/she meets the terms of his/her appeal decision. If a student fails to meet SAP standards during the term of financial aid probation, he/she may request an additional appeal.

#### **Financial Aid Suspension**

Students who fail to meet the requirements of the financial aid warning or do not appeal their financial aid probation status are placed on financial aid suspension and are not eligible for federal financial aid. These students will receive written notification to their ATSU email account of their failure to comply and that future federal aid will be canceled.

### **Appeal Procedure**

Students who have been issued a financial aid warning may submit a written appeal for reinstatement of eligibility prior to the start of the next payment period. Occasionally, extenuating circumstances contribute to their inability to meet the requirements for satisfactory progress. Extenuating circumstances include, but are not limited to, the following:

- Death of an immediate family member
- Severe injury or illness of the student or an immediate family member
- Emergency situations such as fire or flood
- Legal separation from spouse or divorce
- Military reassignment or required job transfers or shift changes

Students who have extenuating circumstances may appeal using the following procedure:

1. Submit a completed Appeal form. Student will be notified if additional supporting documentation is required.
2. Appeal packet is presented to the Satisfactory Academic Progress (SAP) Committee for consideration.
3. Student is notified via ATSU email of the SAP Committee's decision and recommendations.

Students whose appeal is denied must establish eligibility by completing courses without federal aid in one or more payment periods at ATSU until the cumulative GPA and/or completion rate meet the required standard before any additional federal aid will be disbursed.

### **Reinstatement**

Federal financial aid may be reinstated when one of the following conditions has been met:

1. The student completes courses **without federal aid** in one or more payment periods at ATSU until the cumulative GPA and/or completion rate meet the required standard.

**OR**

2. The student files an appeal and the SAP Committee approves the appeal.

**It is the student's responsibility to notify Student Financial Services when reinstatement conditions have been met.**

### **TUITION PAYMENT POLICY**

Residential programs' tuition, educational supply, and equipment fees are due and payable at the beginning of each semester for ASDOH, MOSDOH and SOMA. For ASHS and KCOM, tuition is due at the beginning of the fall and spring quarters. The tuition and fees will cover payment for the terms mentioned previously. The Controller's Office will receive tuition payments and make refunds as necessary.

Distance programs' tuition is due 14 calendar days prior to the first day of class. For programs with payment per credit or course, the tuition covers the payment for the coming quarter. For programs that have payment per program, payment in full is due prior to the start of the program or per their admissions agreement on a quarterly payment schedule. The Controller's Office will receive tuition payments and make refunds as necessary.

A late payment fee will be assessed on past due amounts at the rate of eighteen percent (18%) per annum, beginning the fourth (4<sup>th</sup>) business day after the due date. A service charge of \$25.00 for returned checks will be assessed. Any waiver of the late payment fee applies only to the amount applied for on eligible loans or payable from approved third party sources. Students owing balances for the previous academic term will be required to pay past due amounts and late charges before registration for the next term.

The University will withhold all official transcripts, national board scores and letters of recommendation for internships, residencies, employment, staff privileges, specialty certification and licensing under the following circumstances:

1. There is an outstanding balance due the University for tuition, fees, short term or emergency loans or any other amount due the University.
2. There is a default on any student loan obtained through the University.
3. In the event that it becomes necessary to engage an attorney and/or collection agency to secure collection of any debt owed to ATSU by a student or former student, the student will be required to pay any and all collection fees, late charges, interest, legal fees, and other recovery expenses incurred by the University, their successors or assigns.

In the event an ATSU Scholar Award recipient does not complete his/her education at ATSU, the Scholar Award must be repaid to ATSU under one of the following options:

1. Repayment in full within three (3) months of the date of withdrawal/dismissal with no interest charge.
2. If not paid in full under option 1 above, the balance is due in twelve (12) monthly installments plus interest based on the prime rate at a local Kirksville bank as of the date of withdrawal/dismissal and will begin accruing on same date.
3. If a repayment agreement is not established or becomes sixty (60) days past due, the remaining balance will be referred to a collection agency; and the former student will be responsible for all related costs the University incurs that are associated with collecting the debt.

## **TUITION REFUND/REPAYMENT**

### **Refund Policy**

A student who officially withdraws from any program while at A.T. Still University (ATSU) prior to the end of a payment period must complete an Exit Process form. A student's eligibility for a refund will be determined by one of the two following formulas.

#### **Institutional Refund Formula** (For students who did not receive federal financial assistance)

If a student withdraws during a payment period, ATSU will determine how much tuition, fees, and equipment charges (if any) were unearned by the institution. It will be figured by calculating how many remaining calendar days (or contact hours) there are in the payment period divided by the total number of calendar days in that same payment period. The institution will pay back to the student (or lender) the unearned amount. After 60% of the payment period, the institution will have earned the total amount paid for that payment period.

For example, if a student withdrew after 51 calendar days, but paid for 153 calendar days, ATSU would have earned 33.3% of educational costs paid. Therefore, 66.7% of the educational costs paid are unearned. ATSU would refund to the student (or lender) 66.7% of the tuition, fees, and equipment charges paid.

- Educational costs paid for 153 calendar days = \$30,602.00
- Calendar days attended by the student = 51
- Calendar days remaining in the payment period = 102 (153 - 51)
- $102 \div 153 = 66.7\%$  (Percentage of educational costs unearned by ATSU)
- $66.7\%$  of \$30,602.00 = \$20,411.53 (Educational costs unearned by ATSU)
- Amount ATSU refunds to the student (or lender) = \$20,411.53

#### **Return of Title IV Funds Formula** (For students who received federal financial assistance)

If a Title IV recipient withdraws during a payment period, the institution must calculate the amount of Title IV funds that was unearned by the student. Unearned Title IV funds will be based on how many calendar days are remaining in the payment period divided by the total number of calendar days (or contact hours) in the payment period. Unearned Title IV funds must be returned to Title IV programs, up to 60% of the payment period for which the student was charged tuition/fees and equipment charges. After 60% of the payment period, the student will have earned all Title IV funds for that payment period; and no financial returns or refunds will be made.

For example, if a student paid tuition, fees, and equipment charges (if applicable) with Title IV funds for 174 calendar days, but withdrew after 87 calendar days, the percentage of Title IV funds earned would be 50.0%.

Unearned Title IV funds would be 50.0%. Therefore, ATSU would have to return 50.0% of all Title IV funds to the lender.

- Tuition, fees, and equipment charges paid with Title IV funds for 174 calendar days = \$30,602.00
- Calendar days attended by the student = 87
- Calendar days remaining in the payment period = 87 (174 - 87)
- $87 \div 174 = 50.0\%$  (Percentage of Title IV funds unearned)
- $50.0\%$  of \$30,602.00 = \$15,301.00 (Unearned Title IV funds)
- Amount ATSU repays to the lender = \$15,301.00



The funds must be paid back to the federal loan programs in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal GradPLUS Loan

### TUITION REDUCTION FOR DECELERATED SCHEDULE

Students on an extended graduation date schedule will pay 50% of normal tuition, and 100% of normal educational supply fees for each extended year. If the graduation date is not extended, the student will pay for repeat courses along with normal tuition and educational supply fees.

Example: Student "A" began as a 2018 KCOM graduate. However, it was determined that s/he needed to have their graduation date extended to 2019. Therefore, s/he will be billed for four years of normal tuition and one year of 50% tuition.

Tuition will be billed twice each academic year, beginning in the 2014-15 year.

The two examples apply for a four-year program of study:

Example #1 Student Decelerates in First Semester of First Year of Study:

<b>Program Year</b> (Example of 4-year program)	<b>Tuition</b> <b>Regular Schedule</b>	<b>Tuition</b> <b>Decelerated Schedule</b>
Year 1	1 <sup>st</sup> Disbursement = 50%	1 <sup>st</sup> Disbursement = 50%
	2 <sup>nd</sup> Disbursement = 50%	2 <sup>nd</sup> Disbursement = 50%
Year 2	1 <sup>st</sup> Disbursement = 50%	1 <sup>st</sup> Disbursement = 25%
	2 <sup>nd</sup> Disbursement = 50%	2 <sup>nd</sup> Disbursement = 25%
Year 3	1 <sup>st</sup> Disbursement = 50%	1 <sup>st</sup> Disbursement = 50%
	2 <sup>nd</sup> Disbursement = 50%	2 <sup>nd</sup> Disbursement = 50%
Year 4	1 <sup>st</sup> Disbursement = 50%	1 <sup>st</sup> Disbursement = 50%
	2 <sup>nd</sup> Disbursement = 50%	2 <sup>nd</sup> Disbursement = 50%
Year 5	N/A	1 <sup>st</sup> Disbursement = 50%
	N/A	2 <sup>nd</sup> Disbursement = 50%
<i>Total Tuition Charged upon anticipated completion of program</i>	400%	450%
Students will receive 100% of all eligible living expenses for each disbursement period.		
The educational supply fee will be charged at the full amount for every year enrolled in the program.		

Example #2 Student Decelerates in Second Semester of Second Year of Study:

<b>Program Year</b> (Example of 4-year program)	<b>Tuition</b> <b>Regular Schedule</b>	<b>Tuition</b> <b>Decelerated Schedule</b>
Year 1	1 <sup>st</sup> Disbursement = 50%	1 <sup>st</sup> Disbursement = 50%
	2 <sup>nd</sup> Disbursement = 50%	2 <sup>nd</sup> Disbursement = 50%
Year 2	1 <sup>st</sup> Disbursement = 50%	1 <sup>st</sup> Disbursement = 50%
	2 <sup>nd</sup> Disbursement = 50%	2 <sup>nd</sup> Disbursement = 50%
Year 3	1 <sup>st</sup> Disbursement = 50%	1 <sup>st</sup> Disbursement = 25%
	2 <sup>nd</sup> Disbursement = 50%	2 <sup>nd</sup> Disbursement = 25%
Year 4	1 <sup>st</sup> Disbursement = 50%	1 <sup>st</sup> Disbursement = 50%
	2 <sup>nd</sup> Disbursement = 50%	2 <sup>nd</sup> Disbursement = 50%
Year 5	N/A	1 <sup>st</sup> Disbursement = 50%
	N/A	2 <sup>nd</sup> Disbursement = 50%
<i>Total Tuition Charged upon anticipated completion of program</i>	400%	450%

Students will receive 100% of all eligible living expenses for each disbursement period.
The educational supply fee will be charged at the full amount for every year enrolled in the program.

## **GENERAL POLICIES**

### **ABSENCE POLICY**

ATSU is on a Standard Academic Year calendar with specific beginning and ending dates for each semester. Therefore, ATSU is not permitted to grant a Leave of Absence (LOA).

Academic Deans may offer an excused absence to students, as stated in the University Student Handbook.

Students must be able to return to their classes at the same point that the approved excused absence was granted without extending their completion time.

Students, who cannot return from their excused absence at the same academic point where they left off, will be withdrawn from the University. Tuition refunds will follow the Return of Title IV funding regulations.

Re-admission for withdrawn students will follow the program/University's re-admission policy and be considered by each Dean on an individual basis.

### **EXTERNAL GRADUATE STUDENT FELLOWSHIP POLICY**

Fellowships can enhance the educational experience of graduate students by allowing them to pursue studies according to their own interests and needs. An approved external graduate student fellowship application must be on file prior to beginning the fellowship. No fellowships will be allowed to count retroactively. In order to apply for an approved external fellowship, a student must be in good academic standing. All A.T. Still University policies apply while on fellowship. Fellowship applications are available in the Dean's Office.

A student may select from the following fellowship status options and must designate the selected option on the external fellowship application. The student is responsible for understanding all potential implications their selection may have on their academic status, financial aid, and associated charges.

Options:

1. Receive ATSU academic credit.
  - a. Fellowship information must be supplied to the Dean of the College/School who will determine ATSU fellowship credit hours based on a number of factors including: length of time in weeks, estimated contact hours, and fellowship deliverables.
  - b. All fellowships receiving ATSU academic credit will receive a Pass/Fail grade.
  - c. The Dean may consider the fellowship as a substitution for elective requirements.
  - d. Tuition will be charged based on program specific billing. Once credit hours have been determined, please contact the Controller's Office for billing questions.
  - e. Students receiving ATSU academic credit may be financial aid eligible. Once credit hours have been determined, please contact Financial Services for Financial Aid questions.
  - f. Please check with your program to determine if the fellowship will have any impact to your estimated graduation date requiring an extended schedule.
2. No ATSU academic credit received but remain as an active ATSU student.
  - a. Fellowship information must be supplied to the Dean of the College/School who will approve the student's time away and establish a deadline for re-enrollment in ATSU coursework. If the student does not return within the specified timeframe the student will be moved to a withdrawn status.
  - b. The student will be assessed a \$100 retention fee per semester or a \$50 retention fee per quarter or block.
  - c. The student is enrolled in a 0 credit continuous graduate enrollment course and does not meet the minimum half-time enrollment requirements to be considered for financial aid. Please contact Financial Services for questions regarding loan repayment.
  - d. If the student receives academic credit for the fellowship at another academic institution, the student may submit a transfer credit request to the Dean of the College/School and the

- credit may be considered for transfer to ATSU and designated on the student's ATSU transcript. The final transfer of credit will be processed upon re-enrollment in ATSU coursework.
- e. If the student does not receive academic credit for the fellowship, the student may submit fellowship information to the Dean of the College/School and the Dean may approve a notation on the ATSU transcript that the student was not enrolled for the specified period of time due to an external fellowship. The notation will appear upon re-enrollment in ATSU coursework.
3. No ATSU academic credit received and withdraw from ATSU.
    - a. Fellowship information must be supplied to the Dean of the College/School who will approve the student's time away and place them in an Incomplete Withdraw status. A timeframe for re-enrollment will be stated and if the student does not return within the specified timeframe the student will be moved to a withdrawn status.
    - b. A student in an Incomplete Withdraw status is not considered enrolled and cannot be considered for financial aid purposes. Please contact Financial Services for questions regarding loan repayment.
    - c. If the student receives academic credit for the fellowship at another academic institution, the student may submit a transfer credit request to the Dean of the College/School and the credit may be considered for transfer to ATSU and designated on the student's ATSU transcript. The final transfer of credit will be processed upon re-enrollment in ATSU coursework.
    - d. If the student does not receive academic credit for the fellowship, the student may submit fellowship information to the Dean of the College/School and the Dean may approve a notation on the ATSU transcript that the student was not enrolled for the specified period of time due to an external fellowship. The notation will appear upon re-enrollment in ATSU coursework.

## **ENROLLMENT DEFINITIONS**

### **Continuous Enrollment**

Students admitted to a residential program must maintain continuous enrollment until completion of all graduation requirements. Maintaining continuous enrollment and payment of the associated tuition charge acknowledges both the student's own academic efforts in completion of degree requirements without having to reapply to the University and the student's use of University resources, including facilities and faculty services.

Continuous enrollment must be for a minimum of one-hour credit in the appropriate course designated by the department or school. When no suitable credit registration is available, students may fulfill the continuous enrollment requirement by registration in Continuous Graduate Enrollment CGE700, for no academic credit. Tuition for CGE700 will be charged at the rate of \$400/per quarter or \$800/semester. The appropriate charge will be assessed for each quarter/semester that the student maintains enrollment until all degree requirements are completed. Tuition assessed under this policy will not be pro-rated.

## **ENROLLMENT STATUS**

This policy sets forth the definitions for determining student enrollment status. Eligibility to receive federal financial aid and in-school loan deferment requires students to be enrolled at a minimum of half-time status. Federal guidelines permit graduate schools to establish their own enrollment status definitions.

Programs under the ATSU semester system are defined as follows for each term (fall, spring, and summer terms).

	Hours Per Semester	Hours Per Block
Full-Time	9 or more semester hours	4.5 or more credit hours

¾ Time	7-8 semester hours	3.5-4 credit hours
Half-Time	5-6 semester hours	2.5-3 credit hours

\*Clock hours will be converted to semester credit hours by dividing the total number of clock hours per semester by 15.

Programs under the old quarter system remain unchanged and are defined as follows for each quarter.

Full-Time	9 or more quarter credit hours
Half-Time	5 or more quarter credit hours

## WITHDRAWAL FROM SCHOOL

Residential Students requesting to withdraw from ATSU must first meet with the Dean of their school. After meeting with their Dean, they will meet with the Vice President for Student Affairs, the Associate Vice President for Student Affairs, or their designees. The Student Affairs Office will provide a link to an online withdrawal form for the student to complete. A student is not considered officially withdrawn until this link is submitted. The date of withdrawal will be the date the form is submitted.

Online program students are required to contact the academic program in order to obtain the web link for the online withdrawal form. Failure to complete the official withdrawal process may result in a hold being placed on all academic records.

1. **Medical Withdrawal**--Granted to students who have a medical reason acceptable to the University not to exceed six months. Students may apply for re-admission. The Admissions Committee will determine acceptance, and the dean of the college/school will determine placement in the event of acceptance.
3. **Advanced Study Withdrawal**--Granted to students who generally complete the first two years and wish to leave ATSU to pursue educational opportunities, such as PhD programs or research fellowships, grants, etc. Advanced study withdrawal will be granted by the dean of the college/school for a maximum of one year with renewal. Re-admission is guaranteed provided: (1) the student has remained in compliance with ATSU's Codes of Academic and Behavioral Conduct while on leave; (2) the student makes satisfactory academic progress at the sponsoring institution, and (3) the student meets the technical standards for admission. Applicants for an advanced study withdrawal will be required to supply appropriate documentation as determined by the University. Students seeking Advanced Study Withdrawal should initially meet with the dean of the college/school to discuss the appropriateness of the request.
4. **Military Withdrawal**--Granted to students whose military reserve obligations may necessitate a period of absence from the academic program when they are called to extended active duty. Re-admission is guaranteed pending proof of compliance with minimal technical standards and the Codes of Academic and Behavioral Conduct.
5. **Personal Withdrawal**--Granted to students who wish to voluntarily leave ATSU for personal reasons. Students withdrawing from ATSU must apply for re-admission.
6. **Administrative Withdrawal**--A.T. Still University reserves the right to administratively withdraw students for non-compliance with University policy; non-attendance or participation as required by the student's academic program; failure to fulfill financial, academic or legal obligations; or failure of the student to initiate the official withdrawal process.

Students who are administratively withdrawn will be notified of the action in writing by the University official initiating the withdrawal.

Violations of the University's Code of Academic Conduct or Code of Behavioral Standards will not be addressed under the Administrative Withdrawal policy. Please refer to the University Handbook – Disciplinary Sanctions section for additional information.

The following table outlines the grade assigned to students who drop any or all classes. **Questions concerning this policy should be directed to the Registrar's Office.**

<b>Residential programs</b>	<b>Withdraw Grade</b>
Withdraw occurring on first day of class through first 50% of enrollment period	W (Withdrawal)
Withdraw during final 50% of enrollment period	WF (Withdrawal Fail) or WP (Withdrawal Pass)
	*Unless chair approves WA grade
<b>Online Programs (excludes Transitional Audiology &amp; Transitional Physical Therapy)</b>	<b>Withdraw grade</b>
Week 1	No grade posted, unregister
Week 2-8	W
*CGHS Week 2-6	WE (Withdrawal Early)
Week 9-end of quarter	Cannot drop-Awarded grade earned at end of course
	*Unless chair approves WA grade
<b>*Eight week summer quarter-Online programs</b>	
Week 1	No grade posted, unregister
Week 2-6	W
Week 7-8	Cannot drop-Awarded grade earned at end of course
	*Unless chair approves WA grade
<b>4 week modules - Transitional Audiology</b>	<b>Withdraw Grade</b>
Week 1	No grade posted, unregister
Week 2-3	W
Week 4	Cannot drop-Awarded grade earned at end of course
	*Unless chair approves WA grade
<b>6 week modules - Transitional Physical Therapy</b>	<b>Withdraw Grade</b>
Week 1	No grade posted, unregister
Week 2-4	W
Week 5-6	Cannot drop-Awarded grade earned at end of course
	*Unless chair approves WA grade
<b>8 week modules - Transitional Audiology</b>	<b>Withdraw Grade</b>
Week 1	No grade posted, unregister
Week 2-6	W
Week 7-8	Cannot drop-Awarded grade earned at end of course
	*Unless chair approves WA grade
<p><i>If due to extraordinary circumstances, a student is required to withdraw after the deadline for receiving a W grade, they may request to receive a grade of WA (Withdraw Approved). Generally "extraordinary circumstances" is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevents the continued attendance in all classes (death of an immediate family member, change in the student's employment, mental or physical illness befalling the student or a member of his/her immediate family). A request for a grade of WA must be included in a letter from the student explaining the extraordinary circumstances. In addition, substantiating documentation may be required from the student. A grade of WA is not automatic and is subject to review and approval by the program chair.</i></p>	
<p><i>If a student fails to officially withdraw, an F grade will be awarded for currently enrolled classes. A student's non-participation does not constitute an official withdraw.</i></p>	

## **RESIDENTIAL RE-ADMISSION POLICY AND PROCEDURES**

In most instances, students withdrawing from ATSU, regardless of the reason, must apply for re-admission. To apply for re-admission, the applicant should submit a letter to Admissions at least three months in advance of the time the applicant wishes to re-enroll. The letter must include: reasons for withdrawal from school, status/activities involved with since withdrawal, and reasons to be considered for re-admission. The applicant for re-admission may also include any supportive documentation he/she feels the Admissions Committee should consider.

The Admissions Committee will consider the letter of application for re-admission and may ask for letters of reference, medical documentation, etc., and review the student's credentials on file with the ATSU Registrar. The Admissions Committee has the right to conduct interviews, secure documentation, evaluate past grades/performance, etc. Since the reason why each applicant left is unique, the information required by the Admissions Committee may vary. The Admissions Committee has the right to reject an applicant's request for re-admission. The Admissions Committee will consult with the dean of the college/school to establish placement and academic conditions for re-admission.

## **EXCUSED ABSENCES**

Each student is ultimately responsible for his/her own academic success. Students are encouraged to attend class and all academic programs. Should they miss class or assignments, they are responsible for the consequences and/or arranging any make up.

A student may request an excused absence from class/clinical rotations for personal, emergency, compassionate, professional, or health-related reasons. Students should make a request in writing to the academic supervisor of the event from which the student is requesting leave. Whenever possible, requests should be made at least one week prior to the proposed absence. Once approved, faculty and students are expected to make reasonable accommodations regarding make-up work, etc. for each excused absence.

Disputes between a student and academic supervisor concerning an excused absence should be submitted to the next ranking academician.

Excused absences will not be retroactively approved; except in verifiable emergency situations. Such requests for approval should be submitted in writing within 24 hours of the absence.

Absences are generally for a short duration of one or two days. Absences greater than five academic days may require a student to request a personal withdrawal.

## **STUDENT GRIEVANCE PROCEDURE**

The institution recognizes the right of students to express grievances and to seek solutions to problems arising from complaints, disagreements with faculty/administrators or different interpretations of institution policy. Some concerns may involve course grades, promotion, financial concerns, accreditation issues, etc.

The procedure for expressing a grievance that does not fall under the Academic Code of Conduct; Behavioral Code of Conduct; or the Discrimination, Harassment, and Retaliation Grievance Procedures is as follows:

Any concern that is academic in nature should be first discussed with the immediate instructor. If resolution cannot be reached, the student may appeal in writing to the next ranking administrator.

Similarly, if there is a concern in areas other than academic, the student should first direct his/her complaint in writing to the director of the specific area of concern, then to the appropriate dean or vice president.

For matters concerning discrimination, harassment, or retaliation, on the Missouri or Arizona Campuses please refer to the section of this handbook entitled "Discrimination, Harassment, and Retaliation Grievance Procedures" for the grievance procedures.

If the grievance is not satisfied at that level, a written grievance may be made to the dean of the college/school, vice president for student affairs, vice president – academic affairs, or president of the institution depending on which person

has responsibility for the area with which the complaint is associated. The president, vice president – academic affairs or dean may choose to handle the complaint or refer the matter.

At the Arizona Campus, if the student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student may contact the State Board for further details. The State Board address is 1400 W. Washington, Room 260, Phoenix, AZ 85007. The State Board phone number is (602).542.5709 and the web address is <http://azppse.state.az.us>.

## **PROCEDURES GOVERNING STUDENT COMPLAINTS**

Students enrolled at ATSU-ASHS may file a complaint regarding the University's adherence to accreditation standards to the program specific accrediting bodies. Address and phone numbers of all ASHS accrediting bodies are listed below.

The **Entry Level Doctor of Audiology** (AuD) degree program is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA).

CAA  
2200 Research Boulevard #310  
Rockville, MD 20850  
Toll-Free Phone: 800.498.2071  
General Phone: 301.296.5700  
ASHA website: [www.asha.org](http://www.asha.org)

The **Occupational Therapy** Program is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association.

ACOTE  
4720 Montgomery Lane  
PO Box 31220  
Bethesda, MD 20824-1220  
General Phone: 301.652.2682

Graduates are able to sit for the national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this examination, the individual may use the designation Occupational Therapist, Registered (OTR). Many States require licensure in order to practice, and state licenses are usually based on results of the NBCOT Certification Examination.

The **Residential Doctor of Physical Therapy** program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE). Physical Therapists must graduate from an accredited program to be eligible for licensure in the United States.

CAPTE  
1111 North Fairfax Street  
Alexandria, VA 22314  
General Phone: 703.706.3245

The **Physician Assistant Studies** program is accredited by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Accreditation is required before graduates may take the National Certifying Examination.

John McCarty, Executive Director  
ARC-PA  
12000 Findley Road, Suite 150  
Johns Creek, GA 30097

Students enrolled at ATSU-KCOM or ATSU-SOMA may file a complaint regarding the University's adherence to accreditation standards. No anonymous complaints will be processed. Complaints should be filed with the associate dean for academic affairs on the corresponding campus. Resolution of the complaint shall be made in writing/electronically to the complainant. The associate dean will make an effort to process and adjudicate the complaint on a timely basis, although processing time may vary depending on the subject matter and complexity of the complaint. A letter of adjudication and resolution will be issued to the complainant. A student who is not satisfied with the adjudication and

resolution of the complaint regarding AOA COCA Accrediting Standards and procedures may appeal to the dean of ATSU-KCOM or ATSU-SOMA in writing within ten days of the letter of adjudication and resolution of the complaint. The decision of the dean on appeal will be final. No action shall be taken by ATSU against a student on account of the fact that he or she filed a complaint.

Students may also lodge complaints or grievances against ATSU-KCOM or ATSU-SOMA with the AOA Commission on Osteopathic College Accreditation.

Konrad C. Miskowicz-Retz, PhD, CAE

Director, Department of Accreditation

American Osteopathic Association

142 E. Ontario St.

Chicago, IL 60611

Toll-free phone: 800. 621.1773

General phone: 312.202.8000

Email: [predoc@osteopathic.org](mailto:predoc@osteopathic.org)

ASDOH, MOSDOH and the CGHS (dental residency/MPH) are accredited by the Commission on Dental Accreditation (CODA). The Commission is a specialized accrediting body recognized by the United States Department of Education. Complaints may be filed with the Commission regarding the University's adherence to accreditation standards. The Commission on Dental Accreditation will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or acts as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago IL 606112678 or by calling 1.800.621.8099 extension 4653 or via the website at <http://www.ada.org/100.aspx>

## **DISABILITY INSURANCE COVERAGE**

ATSU students enrolled in the residential clinical based programs are required to carry the University provided disability insurance coverage. The University has contracted with providers for the group coverage.

Professional/graduate school is an expensive investment and ATSU is dedicated to helping students protect their financial wellbeing. Disability insurance helps protect students from financial hardships if their education is disrupted.

Students will be enrolled during orientation and coverage will continue through graduation. Students who withdraw from ATSU will be un-enrolled from the policy on the date of withdrawal.

Graduates will have the option of continuing the disability insurance coverage after graduation on an individual basis.

The fees for the disability insurance policy are part of the university student fee structure and are charged to residential students enrolled in clinical based programs. Students cannot opt-out of the group policy.

These programs include Doctor of Osteopathic Medicine, Doctor of Dental Medicine, Occupational Therapy, Physical Therapy, Physician Assistant Studies, Athletic Training, and Audiology

## **OVERVIEW**

### **Why is ATSU requiring disability insurance?**

Requiring medical, dental, and other health professional school students to carry disability insurance is a growing trend and best practice for health professions universities. A number of years ago the Association of American Medical Colleges (AAMC) recommended that medical schools require students to carry disability insurance. This



recommendation was due in large part to the significant financial investment students make in their medical education and the troubles students could experience should a sudden disability prevent them from practicing in their chosen field.

Starting this academic year, other University schools including KCOM, ASHS, and SOMA recognized the value in ASDOH's disability insurance requirement, and implemented this requirement for their students. Similarly, the newly forming MOSDOH (dental) is also requiring disability insurance for its students. Since ASDOH had already bid out the disability insurance coverage, the other Arizona-based schools chose to engage the same carrier for coverage and work under the same RFP timetable.

Prior to the expiration of the contract with Northwestern Mutual, we will initiate a new bidding cycle and vendors will be invited to submit RFPs. At that time, the Arizona-based schools will re-evaluate the options and make the best choice of vendor.

**Is there a conflict of interest since Northwestern Mutual is a university donor?**

As with all universities, ATSU has relationships with donors, some of which are also vendors. You can be assured that ATSU follows all ethical and best practices for recognizing and managing potential conflicts of interest, with the end goal always to ensure all decisions are made with the best interests of our students at heart.

**Is it mandatory; can I opt out?**

The ATSU disability group insurance is mandatory. The disability insurance fees charged to your student account are non-waivable.

**What if I have disability coverage already?**

Great, this will be in addition to what you have or could replace what you already purchased privately. If you have to submit a claim, you can submit claims on both policies.

**When on claim, do I still need to pay premiums?**

No, all premiums are waived whether you are receiving partial or full disability benefits.

**GUIDELINES FOR SOCIAL NETWORKING SITES**

In response to the use of online social networks, ATSU has guidelines to assist students in making professional decisions. The permanence and written nature of online postings cause postings to be subject to high levels of scrutiny. Therefore, the postings within social networking sites (such as: "Facebook," "MySpace," "LinkedIn," and "Twitter" to name a few) are subject to the same standards of professionalism as any other personal or professional interaction and is treated as if made in a public forum. Following are ATSU expectations. While not all inclusive, it is expected that students use the highest integrity and judgment when engaging in social media of any type.

1. Inappropriate postings can be considered forms of sexual harassment.
2. Monitor other people's statements/photos, etc. that can be viewed under your name. If others are displaying unprofessional behavior, consider changing your restrictions to avoid those statements, etc. from being affiliated with you.
3. Always avoid giving medical advice as this could result in a violation of HIPAA and may cause danger to others.
4. Be clear if you are stating medical opinions as opposed to medical facts and specify if it only involves your personal beliefs.
5. Never discuss online specific patient information, even if all identifying information is excluded. It is possible that someone could recognize the patient to which you are referring based upon the context.
6. Under no circumstances should photos of patients/cadavers or photos depicting the body parts of patients/cadavers be displayed online. Once you post, the actions of others could lead to legal or professional consequences for you.
7. In order to maintain healthy patient-doctor relationships and to avoid potential legal consequences, refrain from interactions with patients on social networking sites.
8. The lines between public and private as well as personal and professional are often blurred in online social networks. By identifying yourself as an ATSU student, you may influence perceptions about ATSU by those who have access to your social network profile or weblog. All content associated with you should be consistent with your position at the school and with ATSU's values and professional standards.

## **STUDENT ACADEMIC AND DISCIPLINARY CODES AND PROCESSES**

ATSU students are expected to abide by two important codes: the Code of Academic Conduct and the Code of Behavioral Standards. The codes establish minimal expectations of students and serve as guidelines for professional behavior. Inappropriate behavior is subject to sanctions. These sanctions include, but are not limited to, reprimand, probation, suspension, dismissal, disciplinary consultation, as well as other sanctions deemed appropriate by the University.

### **Reprimand**

A reprimand is a written letter to a student for misconduct that is found to be a minor offense. A reprimand may be issued by any faculty member through his or her department chairperson or administrator of the institution. Reprimands are reported to the Dean of the College/School and the Vice President for Student Affairs or designee for informational and record keeping purposes.

### **Probation**

Disciplinary probation is a written warning that a student's behavior has been judged inappropriate and, if any further problems occur, more serious disciplinary action will be taken. A student may be placed on disciplinary probation for no longer than one calendar year. However, the University reserves the right to extend the probation if warranted. Probation status may be given to a student by the Senior Vice President-Academic Affairs, Dean of the College/School, Standards and Ethics Board, or any other official so designated by the President. Conditions of probation may include a requirement that the student obtain medical (including psychiatric) consultation and treatment or other requirements that will remedy the misconduct and prevent its recurrence. Students are allowed to continue classes while on probation.

### **Suspension**

Suspension is defined as a temporary and immediate separation from the institution. The duration of the suspension is determined by the Senior Vice President-Academic Affairs, Dean of the College/School, or the Standards and Ethics Board.

### **Dismissal**

Dismissal is a permanent separation from the institution. Dismissal may be initiated by the President, Senior Vice President-Academic Affairs, Dean of the College/School, or the Standards and Ethics Board. Dismissal may be imposed on a student with or without the right to apply for re-admission to the institution at a later date.

### **Consultation**

Qualifying conditions may be placed upon a student's discipline by requiring satisfactory evaluation by a physician or psychiatrist appointed or approved by the University.

## **CODE OF ACADEMIC CONDUCT**

Students are expected to conduct themselves in a manner befitting the learned and honorable profession which they are entering. This code is directed to the expectation of academic honesty. While students have an obligation to assist their fellow students in meeting the common goals of their education, students have an equal obligation to maintain the highest standards of personal integrity. In general, violations of the Code of Academic Conduct shall initially be investigated and handled by the Dean of the College/School or their designee.

The following will be considered violations of the institution's Code of Academic Conduct:

1. Cheating, in general, on any required academic activity. This includes, but is not limited to, collaborating with another student or students during an academic exercise without the consent of the instructor, claiming credit for the work or efforts of another without proper citation, failing to submit one's own work or efforts, submitting the work of others as one's own, attempting to have oneself represented by another person in group activities (including discussion forums and work groups), falsifying or creating records to complete an academic exercise, including clinical requirements (falsification of histories, physicals, laboratory tests, rotation records, etc.), internships, assignments, etc.
2. Failure to appear before the University when called to offer testimony, and failure to testify fully and truthfully during any such appearances.

3. Misrepresenting facts for the purpose of gaining admission, enrollment, or academic advancement or aiding another person in such misrepresentation.
4. Providing or receiving unauthorized assistance during any test or examination. Representing or attempting to have oneself represented by another in the taking of an examination, preparation of a paper, or other academic activity.
5. Plagiarizing, or presenting the work of another as one's own includes copying of another person's ideas or words, interspersing one's own words within another's work, paraphrasing another's work without appropriate attribution, fabricating sources of data, and other uses of another's ideas or words without acknowledgement.
6. Misuse of University technology and networking resources.
7. Misusing confidential materials. It is an offense to knowingly or recklessly procure, distribute, or receive any confidential materials such as pending examinations, tests/quizzes, or assignments from any source without the proper, written consent of the course instructor.
8. Submitting academic work for which academic credit has already been earned, when such submission is made without instructor authorization.
9. Failure to report any of the above violations to the appropriate Dean, College/School Administrator, Vice President of Student Affairs or their designee.

### **Reporting Violations**

Any member of the campus community may file charges against a student for violations of the Code of Academic Conduct. A charge shall be prepared in writing as soon as possible after the event has taken place and directed to the appropriate proctor, faculty member or administrator. Violation reports received by proctors or faculty members must be referred to the Dean of the appropriate College/School.

### **Status of the Accused**

Except in cases where the Dean of the College/School believes it to be in the best interest of the institution to temporarily suspend the student, the student accused of a code violation shall be permitted to continue activities as a student without prejudice until a decision has been made and any appeal process completed.

### **CODE OF BEHAVIORAL STANDARDS**

Students enrolled at A.T. Still University of Health Sciences are expected to adhere to a standard of behavior consistent with the standards of the institution. Compliance with institutional rules and regulations and city, state, and federal laws is expected.

Students are subject to the same civil laws as other citizens. University policies and regulations are designed to encourage intellectual and personal development of students. Students who violate the law may incur penalties prescribed by civil authorities. Students who violate University regulations in off-campus activities are subject to penalties just as if the violation occurred on campus.

Inappropriate conduct outside the provisions cited in the Code of Academic Conduct is included in the Code of Behavioral Standards. In general, violations of the Code of Behavioral Standards shall initially be investigated and handled by the Dean(s) of the College/School or their designee. The Dean is encouraged to consult with the Department of Student Affairs to help ensure that the students' best interests are protected and may designate the Vice President of Student Affairs as the investigator for the alleged Code of Behavioral Standards Violations.

It is not possible to enumerate all examples of behavior that would be considered inappropriate, unprofessional or not in keeping with the standards expected of a student. The following points include, but do not limit, examples of behavior that would constitute a violation of the Code of Behavioral Standards:

- Harm, abuse, damage, or theft to or of any person or property on campus grounds or property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned.

- Entering or using ATSU or hospital/clinic facilities without authorization or disrupting teaching, research, administrative, or student functions of the school.
- Conviction of a criminal offense other than a misdemeanor traffic offense.
- Participating in academic or clinical endeavors of ATSU or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs.
- Improper relationships or activities involving persons entrusted to a student as part of his or her education requirements.
- Unlawful use, possession, or distribution of illegal drugs and alcohol at any time.
- Incarceration, drunkenness, protective custody, and similar inappropriate behavior.
- Possession, use, or storage of weapons, fireworks, or explosives on University property or at a University sponsored activity is prohibited. To avoid creating undue concerns, the use or possession of non-operational or model weapons having the appearance of actual weapons or firearms is also prohibited.
- Placing a person in needless jeopardy or unethical disclosure of privileged information.
- Behavior or grooming (on- or off-campus) which provokes a lack of respect and confidence on the behalf of the public, faculty, or colleagues.
- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, community agencies, businesses, law enforcement, students, patients, or visitors of the institution.
- Violating or disobeying the rules or guidelines of off-campus businesses, institutions, agencies, etc.
- Failure to abide by a written or oral directive from faculty, staff, security, or administration.

**Inappropriate etiquette including:**

1. Arriving late for class or making inappropriate disturbances.
2. Not obtaining appropriate permission for visitors in the classroom prior to class.
3. Leaving class while in progress for inappropriate reasons.
4. Disrupting the class with pagers, cellular phones, computer games, talking, or other activities that may create distracting noise.
5. Using computers for non-class-related purposes while class is in progress.

**Unprofessional and unacceptable behaviors including:**

- Improperly using online learning tools including, but not limited to, the Internet, email, chat, news groups, forums, and list serves. Showing disrespect for an individual's privacy, computer equipment, software, and work product (data, papers, etc.).
- Computer hacking into any web site or communications system.
- Irresponsibly sharing student PINs and passwords. These are for the exclusive use of the student, and unauthorized use must not be attempted. Attempts to access or use any student PIN that is not authorized to the student are prohibited.
- Leaving items in study areas or breakout rooms for extended periods of time when absent.
- Leaving trash in classrooms or areas used for study or leisure.
- Having food or functions with food in non-designated areas.
- Posting unapproved materials or posting approved materials in an inappropriate area.
- Parking in patient or reserved spots.

- Inappropriate use of email including abusive or confrontational dialog.
- Using the University word mark or a College/School's name on a poster, stationery, clothing, etc., without written permission.
- Selling items on campus in direct competition with the ATSU bookstore or food service without first obtaining the proper approvals.
- Accessing pornographic material at any time while on institution premises or using institution equipment.
- Vandalism to private or public property.
- Showing disregard or disrespect to any on- or off-campus police officer or any hospital or campus security official; any University administrator, faculty, student or other staff member; or any co-worker in the health profession, e.g., any nurse, dentist, physician preceptor, therapist, DME, or director of student medical education as they are conducting their professional duties.
- Violation of any other established rules and regulations of ATSU, hospitals, or any affiliated institutions (as used in the above examples). Institutional premises and property shall include the premises and property of any affiliated institution where ATSU students pursue activities for academic credit.

### **Reporting Violations**

Any member of the campus community may file charges against a student for violations of the Code of Behavioral Standards. A charge shall be prepared in writing as soon as possible after the event has taken place and directed to the appropriate proctor, faculty member, or administrator. Violation reports received by proctors or faculty members shall be referred to the Dean of the appropriate College/School.

### **Status of the Accused**

Except in cases where the Dean of the College/School believes it to be in the best interest of the institution to temporarily suspend the student, the student accused of a code violation shall be permitted to continue activities as a student without prejudice until a decision has been made and any appeal process completed.

## **INITIATION OF PROCEEDINGS FOR VIOLATIONS OF THE CODE OF ACADEMIC CONDUCT OR THE CODE OF BEHAVIORAL STANDARDS**

1. Violations are handled by the Dean of the College/School or other designated administrators.
2. The Dean of the College/School or other designated administrators may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Dean of the College/School. Such disposition shall be final and there shall be no subsequent proceedings. If the student admits violating institutional rules, but sanctions are not agreed to, or vice versa, subsequent process, including a hearing if necessary, shall be limited to the issues not agreed upon by the Dean and the student.
3. If a code violation is referred for a hearing, the process is as follows:

## **STANDARDS AND ETHICS BOARD HEARING**

*General.* The University shall have a standing University Standards and Ethics Board (SEB) charged with the responsibility of conducting a formal hearing in order to determine the merits of a charge. The President appoints the members of the SEB, each of which shall consist of two administrators from either campus, one faculty from the accused's College/School, one member of the student affairs staff, and one other University faculty member from any School/College of the University. The President also appoints one administrator or staff from either campus and one faculty for each School/College to serve as alternates for the SEB. The alternate appointees shall serve on the SEB should a member of the SEB be ineligible to serve for a certain matter due to a conflict of interest or any other reason as determined by the President. The President shall appoint one member of the

SEB to serve as chairperson. The chairperson is a voting member of the SEB and is responsible for conducting the hearing. The chairperson has the responsibility and right to make final rulings pertaining to procedures and to keep and maintain order at hearings. All decisions require a simple majority vote of a quorum of the members.

*Notice of Hearing.* The chairperson of the SEB shall give written notice of any alleged misconduct to the alleged offender not less than five (5), nor more than fifteen (15), academic days prior to the date of the proceedings unless a different hearing date is agreed to in writing by the SEB and student. The notice will include the time, date, and location of the hearing and a statement of the behavior which is alleged to constitute the misconduct. The notice shall state that students have the right to present testimony and up to four witnesses on his or her behalf. The notice shall also state that the accused, no later than two days prior to the hearing, shall reply in writing to the charges against him or her, set forth any defense, and provide a list to the SEB chairperson of any witnesses that the student plans to call on his or her behalf. The time for the hearing may be changed for good cause.

*Hearing Guidelines.* Standards and Ethics Board Hearings shall be conducted by the chairperson according to the following guidelines:

- Hearings normally shall be conducted in private.
- The complainant and accused student shall be allowed to attend the entire portion of the SEB hearing at which information is received (excluding deliberations). Admission of any other person shall be at the discretion of the chairperson.
- The SEB may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the chairperson to be appropriate.
- In SEB hearings involving more than one accused student, the chairperson, at his or her discretion, may permit the SEB hearings concerning each student to be conducted either separately or jointly.
- The complainant, the accused student and the SEB may arrange for witnesses to present pertinent information to the SEB. Witnesses must appear separately before the SEB and leave the hearing when their testimony is complete. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the complainant and/or accused student at least two (2) weekdays prior to the SEB hearing. Witnesses will provide information to and answer questions from the SEB. Questions may be suggested by the accused student and/or complainant to be answered by each other or by witnesses. This will be conducted by the SEB with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the SEB.
- Pertinent records, exhibits, and written statements may be accepted as information for consideration by the SEB at the discretion of the chairperson.
- All procedural questions are subject to the final decision of the chairperson of the SEB.
- After the portion of the SEB hearing concludes in which all pertinent information has been received, the SEB, in private, shall determine (by majority vote) whether the accused student has violated each section of the Code of Academic Conduct and/or the Code of Behavioral Standards which the student is charged with violating.
- The SEB's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Code of Academic Conduct and/or the Code of Behavioral Standards.
- Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in SEB hearings.
- Student shall be notified in writing of the outcome of the hearing.

*Recordkeeping.* There shall be a single verbatim record, such as a tape recording, of all SEB hearings before the SEB (not including deliberations). Deliberations shall not be recorded. In addition to the recording of the formal hearing, all records of hearings shall be maintained according to the University's record retention policy in a secure and confidential manner in the Department of Student Affairs Office. The records of the proceedings shall be the property of the University. The student may request in writing a copy of the recording(s) at his/her own expense, from the chairperson, within ten (10) days of the hearing. The University has up to twenty (20) business days to produce a copy.

*Appeal.* Decisions of the SEB may be appealed in writing to the Senior Vice President-Academic Affairs within ten (10) days from official notification of action. The Senior Vice President-Academic Affairs shall rule on any appeal within five (5) business days of receipt of the appeal, and such decision is final.

## **INFORMATION TECHNOLOGY SERVICES (ITS)**

### **ATSU EMAIL ACCOUNT POLICIES**

To facilitate communication throughout the University, ATSU provides email accounts to all students, faculty, and staff. The primary use of ATSU electronic communication is to support the educational mission of the University and to conduct daily business. Certain practices related to email are prohibited. These email accounts should not be considered private. They are the property of the University and as such can be reviewed by appropriate personnel as required. Prohibited use includes:

- The use of electronic communications to send documents in violation of copyright laws, or any communication that breaches the behavioral standards, academic conduct, or harassment sections of this document.
- The use of electronic communication systems to send information, messages or files that are restricted by law or regulation.
- The use of electronic communications to intimidate others or to interfere with the ability of others to conduct ATSU business including academic pursuits.
- The construction of electronic communication so it appears to be from another person.
- The attempt to obtain access to files or communication of others for idle curiosity.
- The use of electronic communications that may be offensive, racist, sexist, pornographic, or in poor taste.

### **Disciplinary Action**

ATSU is committed to creating and maintaining an environment where persons can work together in an atmosphere free of all forms of abusive or demeaning communication. ATSU acknowledges the individual right of expression within the bounds of courtesy, sensitivity, and respect.

Disciplinary action will be taken against individuals found to have engaged in prohibited use of the ATSU electronic communications resources.

### **Privacy**

Email privacy is not synonymous to a letter in an envelope. The contents of a message can be public property. There is no easy way to mark a message "confidential." Email is more like a postcard. The contents of a message can be viewed during the mailing process. If the mail is inadequately addressed, or if there is an equipment routing problem, a "postmaster" might read the message to redirect it. Additionally, a message could be delivered to the wrong address. The message could then be forwarded or printed. A message could be stored in a folder, in the folder of the person who receives the message, and possibly on system back-up tapes, which often are retained for long periods of time.

Email messages should not be sent that couldn't be posted on a bulletin board or shared with an unidentified person. Professional, courteous language is expected. Courtesy dictates that if mail was not intended for you, it should be returned to the sender notifying them of the need to revise the address. It is best to assume that email is a public medium and avoid its use for confidential communication.

For additional information about the use and policies pertaining to email, contact the Information Technology Services office.

## **STUDENT AFFAIRS**

### **STUDENT PARTICIPATION IN GOVERNANCE**

The institution believes in student participation in the governance of the institution. Students are encouraged to express their views on issues in policy-making operations and in the administration of policy on campus. Through the University Student Association, the Student Government Association and the student representatives who serve on committees of the University, students have the opportunity to provide input into the formulation and application of regulations affecting academic and student affairs.

The University Student Association and the Student Government Association is composed of duly elected student representatives from the student body. The University Student Association and the Student Government Association operates under the authority granted by the faculty, administration, and Board of Trustees of the University and function as autonomous legislative bodies under their constitution and the advisorship of the vice president for student affairs and/or associate vice president for student affairs. Copies of the constitutions are available online or in the Student Affairs office.

### **POLICY ON CO-CURRICULUM INVOLVEMENT**

A.T. Still University encourages students to participate in co-curricular social, professional, and governing organizations provided they are in good academic and professional standing. Student participation in organizations and clubs is voluntary and should not interfere with a student's academic performance. Students may not hold an office and/or position of major responsibility in an organization if they are on academic and/or disciplinary probation, have a record of poor academic performance, or are prohibited by a college/school academic review committee. If a student leader is placed on academic probation, then he/she must resign their duties as a club or organization officer. If a student is removed from academic and/or disciplinary probation and/or has successfully completed all required remediation work, they must submit in advance, a written request to the vice president for student affairs or designee, to be allowed to accept a position of major responsibility in an organization.

### **STUDENT PUBLICATIONS**

Student publications can be of valuable assistance in establishing and maintaining an atmosphere of free and responsible discussion and an intellectual environment on campus. They provide an opportunity for student interests to come to the attention of students, faculty, and administration and an opportunity to formulate student opinion on various issues. Student publications may be circulated on the campus subject to the approval of the vice president for student affairs, but the contents of such publications are the responsibility of the editor or editors; must adhere to the canons of responsible journalism; and are subject to the laws of libel, slander, and decency.

### **MISSING STUDENT – MO CAMPUS**

#### **PURPOSE/SUMMARY**

To establish policy and procedures for A.T. Still University's (ATSU) student apartments regarding the reporting, investigation, and required emergency notification when a student in residence is deemed to be missing.

#### **SCOPE**

This policy and coinciding procedures are guided by the Higher Education Opportunity Act, 20 U.S.C.S. § 1092; 42 U.S.C.S. §5579.

#### **DEFINITIONS**

A. **Student in residence:** For purposes of this policy, a student in residence is a student who resides in ATSU's student apartments on campus, holds a current housing contract, and is currently enrolled as a student at the ATSU Missouri campus.

B. **Missing:** For purposes of this policy, a student in residence may be considered missing under a variety of circumstances. These circumstances may include, but are not limited to, being overdue in reaching a specific location, on or off campus, past his/her expected arrival time; concerns for safety based on prior knowledge of mental or physical



health issues or other extenuating life circumstances; and/or additional factors that lead university staff to believe that he/she is missing, and a check of his/her residence supports that determination. ATSU Missouri campus does not require a 24-hour waiting period to consider a student missing and will initiate investigations through collaboration with various departments if circumstances indicate the likelihood that someone is missing.

## **OVERVIEW**

### **Notification to students in residence of option to identify confidential emergency contact**

Students in residence will be informed they have the option to identify a confidential emergency contact (see Attachment A) who would be contacted by the institution if there is reason to believe the student is missing or otherwise believed to be in danger. The student may provide a telephone number for that contact to the Student Housing Manager and ATSU Student Affairs. It is the responsibility of the student to ensure the contact information is current and accurate. If the student declines to give a confidential emergency contact, local law enforcement will still be notified if the student is deemed missing. For students under the age of 18 and not emancipated, their parent or guardian will be notified.

Students in residence will be informed that ATSU Student Affairs will be notified immediately, when genuine concern has been raised that a student is missing. Further, this notification to ATSU Student Affairs will trigger a formal investigation process that will be handled in collaboration with ATSU Security and/or local law enforcement agencies.

### **Procedures for reporting and for investigating missing students**

If it is suspected a student in residence is missing, ATSU Student Affairs, in collaboration with ATSU Security and other University staff, will conduct a preliminary investigation in order to verify the situation and will obtain information around circumstances relating to the student in question. That preliminary investigation may include but is not limited to a check of the student's residence, calls to the resident's room and/or cell phone, review of class schedules, and conversations with roommates and other community members or friends.

If at any point during the preliminary investigation circumstances appear suspicious or if all available avenues within ATSU Student Affairs and ATSU Security's control have been exhausted, the Kirksville Police Department will be notified at this time to do a formal investigation into the missing student. The Vice President for Student Affairs will make notification to the confidential contact designated by the student, if the student is deemed missing through investigative efforts. That contact will be made within 24 hours of that determination.

If a student in residence is located and his/her status and well-being have been verified following a missing person's report or investigation, staff should notify the Student Housing Manager, ATSU Student Affairs, and ATSU Security immediately.

Contact numbers to report a missing student:

Student Affairs: (660) 626-2236

ATSU Security: (660) 626-2380

From an off-campus phone, connect to Northeast Regional Medical Center switchboard: Dial (660) 626-2121 and have ATSU Security paged.

From an on-campus phone: Dial zero (0) and have ATSU security paged.

## **LEARNING RESOURCES**

### **TUTORING**

ATSU provides tutorial services for students who wish to improve their academic achievement. The tutoring program provides the student with the opportunity to be assigned an individual peer tutor at no cost. Students often form study groups and partners on their own. In addition to these self-formed study groups/partners, learning resources coordinates a formal tutoring program. With the assistance and recommendations from the faculty, peer tutors are identified and made available to students who need help. Students may contact the director- learning resources to register for tutoring services by telephone (660.626.2424) or email ([learningresources@atsu.edu](mailto:learningresources@atsu.edu)). Students who are experiencing academic challenges are expected to contact the director- learning resources for assistance.

### **INDIVIDUAL CONSULTATION**

Individual consultation is also available for students who would like help improving their study strategies or their test taking skills. Help is available in the areas of note taking, memorization techniques, determining what to study, using resource materials, studying for tests, reducing test anxiety, effectively using a tutor, studying in a small group, etc.

### **ACCOMODATIONS**

Students may find that disabilities diminish academic performance. The University can make accommodations for students with documented disabilities who are otherwise qualified. Students with disabilities are encouraged to contact learning resources. Requests for accommodations must be made in writing to the director- learning resources. The contact information for the director- learning resources is as follows:

Director-Learning Resources  
800 W. Jefferson St.  
Kirksville, MO 63501  
(660) 626-2424  
[learningresources@atsu.edu](mailto:learningresources@atsu.edu)

The director- learning resources will confer with the student and may request documentation and may refer the students for individual assessment by qualified experts. The ATSU Technical Standards and Accommodations Committee shall review any requests for accommodations. The Committee determines whether there are disabilities as protected by the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act and then decides if reasonable accommodations can be made without fundamentally altering the essential nature of the school's program or instruction being pursued.

The Committee makes recommendations for or against accommodations to the director- learning resources who then notifies the student and the appropriate faculty and staff members who have an educational need to know. Within ten (10) days of receiving the Committee's determination from the director- learning resources a student can appeal the decision in writing to the dean of the appropriate school.

### **SEMINARS/WORKSHOPS**

Throughout the year a variety of seminars/workshops may be offered to students. Students may be offered sessions on study strategies, test-taking, preparing for boards, becoming an effective tutor, etc.

## **PROHIBITION OF DISCRIMINATION, HARASSMENT, AND RETALIATION**

A.T. Still University of Health Sciences (ATSU) does not discriminate on the basis of race, color, religion, national origin, sex, gender, sexual orientation, age, disability, or veteran status in admission to or access to, or treatment or employment in its programs and activities. Harassment and retaliation are forms of discrimination prohibited by the University.

Any person with questions concerning ATSU's nondiscrimination policies is directed to contact the following persons:

Employees may contact:

**Arizona Campus:**

Tonya Fitch  
Director of Human Resources  
5850 East Still Circle  
Mesa, AZ 85206-3618  
(480) 219-6007

**Missouri Campus**

Donna Brown  
Assistant Vice President of Human Resources  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2790

Students, members of the public, or beneficiaries may contact:

**Arizona Campus:**

Beth Poppre  
Associate Vice President for Student Affairs  
5850 E. Still Circle  
Mesa, Arizona 85206-3618  
(480) 219-6026

**Missouri Campus:**

Lori Haxton  
Vice President for Student Affairs  
800 West Jefferson Street  
Kirksville, Missouri 63501  
(660) 626-2236

### **ANTI-HARASSMENT**

Prohibited conduct includes unwelcome conduct, whether verbal, non-verbal, physical, or visual, that is based on or relates to an individual's race, color, religion, sex, gender, sexual orientation, age, disability, or veteran status, and 1) has the purpose or effect of creating an intimidating, hostile or offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual's work or student performance; or 3) otherwise adversely affects an individual's employment or education opportunities.

Examples of prohibited conduct include but are not limited to; jokes, epithets, slurs, insults, negative stereotyping, written or graphic material (including emails), or any threatening or intimidating act, that denigrate or show hostility toward an individual and that relate to race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law.

Prohibited behavior also includes any unwelcome behavior of a sexual nature such as sexual advances and propositions, requests for sexual favors, sexual jokes, comments, suggestions, or innuendo; foul or obscene gestures or language; display of foul or obscene or offensive printed or visual material; physical contact such as patting, pinching, hugging or brushing against another individual's body; and any other unwelcome verbal, non-verbal, physical or visual conduct of a sexual nature where:

1. Submission to such conduct is an explicit or implicit condition of employment or education; or
2. Submission to or rejection of such conduct is used as a basis for employment-related or academic-related decisions such as a promotion, discharge, performance evaluation, pay adjustment, discipline, work assignment or any other condition of employment or career development or academic development; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, abusive or offensive working or education environment.

This policy applies universally to all University personnel and students in their dealings with each other and to third parties in their dealings with University personnel and students. Any University personnel or student who violates this policy will be subject to corrective action up to and including dismissal or termination. A salaried exempt employee may be suspended in full-day increments without pay for violations of this policy. Any University personnel or students may be disciplined, up to and including dismissal or termination, for engaging in behavior that is disrespectful or disruptive or otherwise prohibited by this Policy, regardless of whether that behavior constitutes harassment prohibited by law.

## **DISCRIMINATION, HARASSMENT, AND RETALIATION GRIEVANCE PROCEDURES**

Any individual who feels he/she has witnessed or experienced behavior prohibited by this Policy in connection with her/his employment or as a student with the University, or who has questions, concerns or complaints of discrimination, harassment, and/or retaliation, should immediately report the circumstance(s) or incident(s) to his or her supervisor, the vice president for student affairs or the human resources director (see designated coordinators, above). Upon receipt of a written or verbal complaint of discrimination, harassment, or retaliation, the University will conduct an impartial investigation and evaluate all relevant information and documentation relating to the complaint. If a verbal complaint is made, such complaint must be reduced to writing and signed by the complainant after the complainant has an opportunity to discuss the allegations and/or circumstances with the investigator. Such investigation shall be concluded within ten (10) business days of the receipt of the complaint by the appropriate personnel. As part of the investigation the complainant shall have the opportunity to present witnesses and provide evidence that has not yet been considered by the investigator. Written notice to the complainant describing the findings of the investigation will occur within five (5) business days of the completion of the investigation. If unsatisfied with the findings of the investigation, student complainants shall have the right to appeal the decision to the dean of the appropriate school within five (5) business days of receiving the findings. Any other complainants shall have the right to appeal the decision to the president of the University within five (5) business days of receiving the findings. Upon receipt of a written appeal, the president or the dean of the appropriate school shall have fifteen (15) business days to rule on the appeal.

### **ANTI-RETALIATION**

The University will not retaliate against, nor permit retaliation against, any individual who opposes discrimination or harassment, makes a complaint of discrimination or harassment, and/or participates or cooperates in a discrimination or harassment investigation, proceeding, or hearing.

### **DISCLAIMER**

The Student Handbook represents information and requirements, which may be altered from time to time by the University at its sole discretion. The provisions of the Handbook do not constitute a contract. The University reserves the right to change any provision or requirement at any time. ATSU complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. All inquiries regarding the Student Handbook should be directed to the vice president for student affairs at [mostudentaffairs@atsu.edu](mailto:mostudentaffairs@atsu.edu) or 866.626.2878, ext. 2236.

## **STUDENT HANDBOOK – ADDITIONS, DELETIONS, AND CHANGES**

The Student Handbook is the responsibility of the vice president for student affairs. We understand the Handbook is a “living document” thus students will be periodically notified via email of additions, deletions and changes. We have specified timeframes on when the document will be updated as such being twice a year, in the fall (i.e. September) and in the spring (i.e. March). Exceptions to this policy, but not limited to could include the following; tuition/fees, accreditation, federal compliance, etc. Any recommendations for additions, deletions or changes in the Student Handbook must be submitted in writing to the vice president for student affairs for approval. A form is provided online located at [http://www.atsu.edu/student\\_services/handbook/index.htm](http://www.atsu.edu/student_services/handbook/index.htm).

## **DIRECTORY**

### **ATSU Administration**

*Craig M. Phelps, DO, FAOASM, '84*  
President

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Vice President - Strategic University Partnerships

*Norine Eitel, MBA*  
Assistant to the President and Secretary to the Board

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*Virginia Halterman & Greg Rubenstein, MA*  
Interim Co-Vice Presidents for Communication and Marketing

*Monica L. Harrison, CPA*  
Vice President for Finance/Chief Financial Officer

*Lori Haxton, MA*  
Vice President for Student Affairs

*John Heard Jr., PhD*  
Vice President for Research, Grants, & Information Systems

*Matthew R. Heeren, JD*  
Vice President & General Counsel

*Michael McManis, PhD*  
Vice President for Planning, Assessment & Institutional Effectiveness

*Randy Rogers, CFP*  
Interim Vice President for University Advancement

*O. T. Wendel, PhD*  
Senior Vice President -Strategic University Initiatives

## **ATSU Deans**

*Don Altman, DDS, DHSc, MPH, MBA, MA*

Dean, College of Graduate Health Studies  
Professor and Director, Public Health & Research, Arizona School of Dentistry and Oral Health

*Randy Danielsen, PhD, PA-C, DFAAPA*

Dean, Arizona School of Health Sciences

*Jack Dillenberg, DDS, MPH*

Dean, Arizona School of Dentistry & Oral Health

*Christopher G. Halliday, DDS, MPH*

Dean, Missouri School of Dentistry & Oral Health

*Kay Kalousek, DO, MS, AAHIVE, FACOFP*

Dean, School of Osteopathic Medicine in Arizona

*Margaret Wilson, DO, '82*

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