

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, M.A.
Vice President for Student Affairs

800 W. Jefferson St.
Kirksville, MO 63501
660.626.2391

FOUNDED IN 1892

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 School of Health Management, 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 Still National Osteopathic Museum and the National Center for Osteopathic History.

ATSU is unique in that all programs offered at ATSU culminate in a masters or doctoral degree. Specific degrees and requirements can be found in each catalog or online at 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 preference, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person with questions concerning ATSU's nondiscrimination policies is directed to contact the following persons:

Employees may contact:

Arizona Campus:

Tonya Watson
Ass't Director Human Resources
5850 East Still Circle
Mesa, AZ 85206-3618
(480) 219-6007

Missouri Campus

Donna Brown
Director 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
Assistant Vice President-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

Harassment and retaliation are forms of discrimination prohibited by the University.

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 North Central Association of Colleges and Schools Commission on Institutions of Higher Education, 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.

Registered with and accredited by the State Boards of Professional Examination and Licensure in all states.

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 (Au.D.)** 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.

The **Occupational Therapy Program** is accredited by the Accreditation Council for Occupational Therapy Education of the American Occupational Therapy Association. The address and telephone number of this agency is 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220, 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) 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 National Athletic Trainers Association (NATA), 2952 Stemmons Freeway, Dallas, TX 75247, 800.879.6282.

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.

School of Health Management

The School of Health Management, (SHM), educates and prepares current and future health professionals for management positions in a variety of healthcare settings. SHM provides comprehensive and relevant health management instruction through high quality, innovative, online education. Degree programs are: Master of Public Health (M.P.H.), Master of Health Administration (M.H.A.), and Doctorate in Health Education (D.H.Ed.).

School of Osteopathic Medicine in Arizona

School of Osteopathic Medicine in Arizona (SOMA) has received provisional accreditation status (the highest accreditation a college can obtain prior to graduating its first class) from 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.

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 programs to complete a criminal background check prior to matriculation as a student: Doctor of Osteopathic Medicine, Doctor of Dental Medicine, Athletic Training, Orthodontics, Masters of Biomedical Science, Audiology - Residential, Occupational Therapy - Residential, Physical Therapy - Residential, Physician Assistant - Residential, Doctor of Health Education, and Advanced Physician Assistant - Distance (excludes students in the Education & Leadership track). 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 Office of the Registrar, 660.626.2356 or registrars@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 Office of the Registrar. The FERPA restriction will remain in effect until the Office of the Registrar 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.

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 Office of the Registrar, 660.626.2356 or registrars@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.atstu.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, Office of the Registrar, Student Affairs, etc.

Questions concerning records and grades should be brought to the Office of the Registrar, 660.626.2356 or registrars@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 Office of the Registrar if a KCOM or SHM (online) student. A Request to Review Academic Records form must be completed prior to the review. The Office of the Registrar 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 Office of the Registrar.

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:

Minimum Cumulative Grade Point Average at A.T. Still University of Health Sciences

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 ($120 \text{ divided by } 180 = 67\%$). A student pursuing a doctorate degree requiring 5100 contact hours may attempt up to 7650 contact hours before financial aid eligibility is suspended ($5100 \text{ divided by } 7650 = 67\%$).

Dropped, failed, and remedial courses for which no credit is received do not count towards credit hours earned. 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 their 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 whose appeal is denied must establish eligibility by completing courses without federal aid in one or more payment periods at A.T. Still University of Health Sciences until the cumulative GPA and/or completion rate meet the required standard before any additional federal aid will be disbursed.

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 SAP Committee for consideration.
3. Student is notified via ATSU email of the SAP Committee's decision and recommendations.

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 A.T. Still University of Health Sciences 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 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 (or contact hours) 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 (or contact hours) 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

GENERAL POLICIES

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a period of time approved by the institution during which the student is not in attendance, but is enrolled.

The maximum time allowed for an LOA is 90 calendar days, which will only be given for extenuating circumstances. In any 12-month period, the institution will only grant one LOA to a student, except in the following two situations:

1. A second LOA may be available due to an unforeseen circumstance, as determined and accepted by the institution. The maximum second LOA cannot be longer than 30 calendar days. It is the student's responsibility to request a second LOA at least seven calendar days prior to when the student is requesting the LOA to begin;
2. A third LOA may be granted only at the discretion of the institution for military duty, jury duty, or circumstances covered under the Family and Medical Leave Act of 1993, as long as the total number of days of all the LOAs does not exceed 180 calendar days in any 12-month period.

Any student requesting an LOA must complete the Leave of Absence request form, which is available in the Student Affairs offices, at least seven calendar days prior to when the LOA is to begin. The appropriate Dean of the College/School and the Vice President for Student Affairs (or their designees) will meet to review and consider action the Dean of the College/School might take. This is to assure administrative procedures are followed and an academic plan considered. The Dean of the College/School will make the final decision to accept, reject or modify the request and notifies the student of the decision in writing.

If an unforeseen circumstance, such as an auto accident, prevents a student from providing a written request prior to the LOA, the institution may grant an LOA as long as the student qualifies and completes the LOA request form as soon as is possible or is reasonable afterwards.

A student must explain in detail on the LOA request form the reason the LOA is being requested and must state the expected return date. Each student who is on an approved LOA is considered enrolled. There will be no tuition or other institutional charges during an LOA. The institution will not disburse any loan proceeds to a student on an approved LOA.

A student whose LOA is nearing completion must submit a letter to the Dean of the College/School (or designee). This letter must notify ATSU of the student's plan to return and must be submitted at least 14 calendar days before the intended date of return. If a student does not return at the end of an approved LOA, the student is considered to have withdrawn on the day that the student began the initial LOA. Therefore, the grace period for Title IV Loan borrowers will have started on the revised withdrawal date.

If an LOA is not approved and the student no longer attends class, the student will be considered withdrawn from the institution on the date the student last attended class. To reapply, a student must contact Admissions.

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.

Students whose graduation is delayed due to an approved Leave of Absence (LOA) will be granted an exemption under this policy, for the amount of time they were granted a LOA.

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.

1. Full-time enrollment definition:

Students enrolled in the Doctor of Dental Medicine and Doctor of Osteopathic Medicine are always defined as full-time.

All other programs

Full-time enrollment requires enrollment in a minimum of nine (9) quarter credit hours, or six (6) semester hours.

2. Half-time enrollment definition:

Half-time enrollment is defined by enrollment in a minimum of five (5) quarter credit hours or three (3) semester hours.

WITHDRAWAL FROM SCHOOL

All requests for withdrawal are initiated in the Student Affairs offices. Students who discontinue their education at ATSU for any reason are required to complete an Exit Form provided by the Student Affairs offices. The appropriate Dean of the College/School and the Vice President for Student Affairs (or their designees) will meet to review the request to assure administrative procedures are followed and an academic plan considered. The Dean of the College/School (or designee) will make the final decision to grant a request and will notify the student of the decision in writing.

- 1. Medical Leave--**Granted to students who have a medical reason acceptable to the University lasting not greater than six months. The Dean of the College/School will determine placement within the curriculum upon return. The returning student must also be in compliance with the Minimum Technical Standards of the college in which he/she is enrolled.
- 2. 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 Ph.D. 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 withdraw 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.

Students who discontinue their education at ATSU for any reason are required to follow the official withdrawal process. Residential program students are required to contact the Student Affairs office for their campus. 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.

The following table outlines the grade assigned to students who drop any or all classes.

Residential programs	Withdraw Grade
Withdraw occurring on first day of class through first 50% of enrollment period	W
Withdraw during final 50% of enrollment period	WF or WP
	*Unless chair approves WA grade
Online Programs (excludes Transitional Audiology & Transitional Physical Therapy)	Withdraw grade
Week 1	No grade posted, unregister
Week 2-8	W
<i>*SHM Week 2-6</i>	WE
Week 9-end of quarter	Cannot drop-Awarded grade earned at end of course
	*Unless chair approves WA grade
*Eight week summer quarter-Online programs	
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
4 week modules - Transitional Audiology	Withdraw Grade
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
6 week modules - Transitional Physical Therapy	Withdraw Grade
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
8 week modules - Transitional Audiology	Withdraw Grade
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

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.

If a student fails to officially withdraw, a F grade will be awarded for currently enrolled classes. A student's non-participation does not constitute an official withdraw.

Questions concerning this policy should be directed to the Office of the Registrar.

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 leave of absence or 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, Senior 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, Senior 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>.

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.

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.

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, 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 your own. This includes copying of another person's ideas or words, interspersing one's own words within another's work, paraphrasing another's work (using ideas or theory but rewriting the words), fabricating sources of data, and other uses of another's ideas or words without acknowledgement.
6. 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.
7. Submitting academic work for which academic credit has already been earned, when such submission is made without instructor authorization.
8. Failure to report any of the above violations.

REPORTING VIOLATIONS

Any member of the campus community may file charges against a student for violations. 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 Chairperson of the University Standards and Ethics Board.

STATUS OF THE ACCUSED

Except in cases where the Dean of the College/School or the Vice President for Student Affairs 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.

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/her education requirements.
- Unlawful use, possession, or distribution of illegal drugs and alcohol at any time.
- 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:

- Arriving late for class or making inappropriate disturbances.
- Not obtaining appropriate permission for visitors in the classroom prior to class.
- Leaving class while it is in progress for inappropriate reasons.
- Disrupting the class with pagers, cellular phones, computer games, talking, or other activities that may create distracting noise.
- 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 wordmark or a 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.
- 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.

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

1. Violations are handled by the appropriate department chair, Dean of the College/School, Vice President for Student Affairs or other designated administrators.
2. The Dean of the College/School, Vice President for Student Affairs 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, Vice President for Student Affairs or other designated administrators. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Dean of the College/School, Vice President for Student Affairs or other designated administrators, may later serve in the same manner as the Standards and Ethics Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanctions(s).
3. If a code violation is referred for a formal hearing, the accused may choose one of two options:
 - a. **Three-Person Panel Hearing**
A student, in lieu of a formal hearing, may elect to have the matter heard by a three-person panel appointed and chaired by the Dean of the College/ School. Should a student choose this option rather than a formal hearing, the decision of the panel will be final and may only be appealed to the President of the institution within 10 days from official notification of action.
 - b. **Standards and Ethics Board Hearing**
The President appoints the University Standards and Ethics Boards for each campus. These standing Committees will be charged with the responsibility of conducting a formal hearing in order to determine the merits of a charge. The Standards and Ethics Board consists of four faculty members, two students, and one administrator. The two students are selected from candidates submitted by the Student Government Association.

The President will appoint one member of the Standards and Ethics Board to serve as chairperson. The chairperson is a voting member of the committee and is responsible for conducting the formal hearing. The chairperson has the responsibility and right to make final rulings pertaining to procedures and to keep and maintain order at the hearing. All decisions require a simple majority vote of a quorum of the members.

NOTICE OF STANDARDS AND ETHICS BOARD HEARING

The chairperson of the Standards and Ethics Board shall give written notice of any alleged misconduct to the alleged offender not less than five, or more than 15 academic days, prior to the date of the proceedings unless a different hearing date is agreed to in writing by the Board and student.

The notice will include: the time and date 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/her, set forth any defense, and provide a list to the Board chairperson of any witnesses that person plans to call on his/her behalf. The time for the hearing may be changed for good cause.

1. Standards and Ethics Board Hearings shall be conducted by the chairperson according to the following guidelines except as provided in paragraph "g" below:
 - a. Standards and Ethics Board Hearings normally shall be conducted in private.
 - b. The Complainant, Accused Student, and their advisors, if any, shall be allowed to attend the entire portion of the Standards and Ethics Board Hearings at which information is received (excluding deliberations). Admission of any other person shall be at the discretion of the chairperson.
 - c. In Standards and Ethics Board Hearings involving more than one Accused Student, the Chairperson, at his or her discretion, may permit the Standards and Ethics Board Hearings concerning each student to be conducted either separately or jointly.
 - d. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Standards and Ethics Board Hearings. A Student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Standards and Ethics Board Hearings because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - e. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Standards and Ethics Board. Witnesses must appear separately before the board 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 weekdays prior to the Standards and Ethics Board Hearings. Witnesses will provide information to and answer questions from the Student Conduct Board. 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 Standards and Ethics Board 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 Standards and Ethics Board.
 - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Standards and Ethics Board at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the Standards and Ethics Board.
 - h. After the portion of the Standards and Ethics Board Hearings concludes in which all pertinent information has been received, the Standards and Ethics Board in private, shall determine (by majority vote if the Standards and Ethics Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
 - i. The Standards and Ethics Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code.
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code proceedings.
2. There shall be a single verbatim record, such as a tape recording, of all Standards and Ethics Board Hearings before a Standards and Ethics Board (not including deliberations). Deliberations shall not be recorded. The record 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 days of the hearing. The University has up to 20 business days to produce a copy.

3. The Standards and Ethics Board 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.

APPEAL

Decisions of the Standards and Ethics Board may be appealed to the Dean of the College/School.

The Dean of the College/School has discretionary power to investigate the case further and to affirm, modify, or remand the Hearing Board decision.

There shall be no right of appeal beyond the Dean of the College/School.

TIME FRAME

This adjudication procedure should normally occupy no more than 20 academic days from the Hearing to Appeal. All participants should recognize that the gravity of their task may require some sacrifice of time to less serious matters in order that the process proceed expeditiously.

RECORDS

In addition to the recording of the formal hearing (described earlier), all records of hearings shall be maintained indefinitely in a secure and confidential manner in the Vice President for Student Affairs office.

DISCIPLINARY SANCTIONS

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/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 year. However, the University reserves the right to extend the probation if warranted. Probation status may be given to a student by the Dean of the College/School, Vice President for Student Affairs or designee, an associate dean, regional assistant dean, Standards and Ethics Board, or any other official so designated by the Senior Vice President – Academic Affairs or President. Such provisions 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 separation from the institution. The duration of the suspension is determined by the Dean of the College/School, Vice President for Student Affairs, or by recommendation of the Standards and Ethics Board.

Dismissal

Dismissal is a permanent separation from the institution. Dismissal may be initiated by the Dean of the College/School, Vice President for Student Affairs, the Standards and Ethics Board, Senior Vice President – Academic Affairs or President. 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 by the University.

INFORMATION TECHNOLOGY AND 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

LEADERSCRIPT

Community, University, and student initiatives provide numerous opportunities for students to volunteer, lead, and follow. Service to school, community, and profession is encouraged; thus ATSU graduates are well-rounded, service-minded professionals.

Academic achievement is documented by an academic transcript. A *LeaderScript* documents co-curricular achievement. These two transcripts will give future employers an opportunity to view ATSU graduates in a holistic manner and to see how each has prepared to be a well-rounded, competent, caring, and educated healthcare provider.

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 Student Government Association and the student representatives who serve on the committees of the University, students have the opportunity to provide input into the formulation and application of regulations affecting academic and student affairs.

The Student Government Association is composed of duly elected student representatives from the student body. The Student Government Association operates under the authority granted by the faculty, administration, and Board of Trustees of the University and functions as an autonomous legislative body under its constitution and the advisorship of the Vice President for Student Affairs and/or Assistant Vice President - Student Affairs. A copy of the constitution is available in the Student Affairs offices.

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.

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, the Learning Resources office 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). 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 the Learning Resources office. 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

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 preference, age or disability in admission or access to, or treatment or employment in its programs and activities. Any person with questions concerning ATSU's nondiscrimination policies is directed to contact the following persons:

Employees may contact:

Arizona Campus:

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

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

Arizona Campus:

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

Missouri Campus

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

Missouri Campus:

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

Harassment and retaliation are forms of discrimination prohibited by the University.

ANTI-HARRASSMENT

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 (including pregnancy), national origin, disability, age, or any other status protected by applicable law, 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 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. 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.

DIRECTORY

ATSU Administration

Jack Magruder, Ed.D.
President

Robert L. Basham, CFRE
Vice President for Institutional Advancement

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Dean, Arizona School of Dentistry & Oral Health

Christopher G. Halliday, D.D.S., M.P.H.
Dean, Missouri School of Dentistry & Oral Health

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

Lori Haxton, M.A.
Vice President for Student Affairs

John Heard Jr., Ph.D.
Vice President for Research, Grants, and Information Systems

Matthew R. Heeren, J.D.
Vice President and General Counsel

Norine Eitel M.B.A. (As of July 1, 2012)
Assistant to the President and Secretary to the Board

Randy Danielsen, Ph.D., PA-C
Dean, Arizona School of Health Sciences

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Vice President for Planning, Assessment and Institutional Effectiveness

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Dean, School of Osteopathic Medicine in Arizona

Kimberly O'Reilly, D.H.Ed., M.S.W.
Dean, School of Health Management

Craig M. Phelps, D.O., FAOASM, '84
President Designate (July 1, 2012)

Margaret Wilson, D.O. '82
Dean, Kirksville College of Osteopathic Medicine

O. T. Wendel, Ph.D.
Vice President for Arizona Operations & Special Assistant to the Executive Vice President

Heinz Woebke, Ph.D.
Vice President for Communication and Special Assistant to the President

Douglas L. Wood, D.O., Ph.D.
Senior Vice President-Academic Affairs

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