



STUDENT HANDBOOK

2013-2014

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The provisions of this *Student Handbook* are not to be regarded as an irrevocable contract between the student and Adventist University of Health Sciences. The University reserves the right to change any provision or requirement at any time. University administration reserves the right to institute and give public notice of such changes as it deems necessary during the period for which this *Student Handbook* is in effect.

2013-2014 Adventist University of Health Sciences

Table of Contents

Welcome to Adventist University of Health Sciences.....	5
Calendar of Events- 2013-2014	6
Student Handbook 2013-2014	10
Mission Statement.....	10
Spiritual Foundation.....	10
Student Conduct.....	11
Nondiscrimination Statement.....	11
Graduation and Completion Rates 2010-2011.....	11
Campus Life Information.....	12
Announcements.....	12
Campus Bookstore and N.E.S.S. Café.....	12
Food Services.....	12
Campus Safety and Security	13
Crime Statistics for Adventist University of Health Sciences	14
Parking	14
Identification Cards.....	14
Lockers.....	15
Student Employment.....	15
Study Areas	15
Student Housing.....	15
Center for Academic Achievement.....	18
Tutoring.....	18
Testing.....	19
Counseling	19
Disability Services	20
Academic Advising.....	21
Philosophy of Healthcare	21
The Learning Co-Op.....	22
Student Services.....	22
Alumni	22
Club and Organizations.....	22
Convocation	23
Student Welcome	23
Student Planner	23
Service-Learning Requirements.....	23
Student Activities.....	23
Campus Ministries	24
Chaplains.....	24
Academics.....	26
Learning Outcomes.....	26
Academic Information	27
Academic Advising.....	27
Academic Appeal.....	27
Academic Dismissal.....	28
Academic Evaluation	29

Academic Honors.....	29
Academic Integrity Policy	30
Categories of Academic Misconduct	30
Academic Probation.....	35
Attendance Policies.....	35
Audit Policy	35
Grade Point Average.....	36
Readmission Policy after Academic Dismissal	36
Records	36
Repeated Courses.....	37
Student Rights and Confidentiality of Records	37
Withdrawal Policy	38
Policies & Procedures	39
Active Military Duty Policy.....	39
Cell Phone Usage.....	39
Children on Campus	40
Children on Shuttle Buses.....	40
Communicable Disease Policy	40
Copyright Infringement	41
Discipline Procedure.....	42
Disciplinary Authority	42
Hazing Policy.....	43
Health & Immunization Requirements	43
Inclement or Severe Weather.....	43
Intellectual Property Policy.....	44
Jury Duty.....	49
Laptop Initiative.....	49
Policy Statements on Tobacco, Alcohol, Legally Obtained Substances, and Illicit Drugs	49
Screening Requirements	51
School Publication Agreement	55
Sexual Harassment Definition and Policy	55
Social Conduct.....	56
Social Networks.....	56
Student Computer Policy	57
Student Department and Dress Policy	58
Student Grievance Policy.....	59
Weapons Policy	60
Frequently Asked Questions	60
ADU Departments and Office Hours.....	68
Local Church Directory	69
Campus Map	72

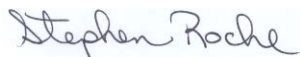
WELCOME TO ADVENTIST UNIVERSITY OF HEALTH SCIENCES

Welcome to Adventist University of Health Sciences (ADU). We are honored that you have chosen ADU for your higher education needs. The faculty, staff, and administration are committed to providing you with an excellent education that will prepare you for the rigors of today's healthcare arena. Adventist University of Health Sciences believes that being a healthcare professional means more than just acquiring excellent clinical skills and knowledge in the science of the human body. Therefore, Adventist University of Health Sciences is prepared to provide each student with experiences and tools that educate them in ways that can provide healthcare ministry to broken souls as well as health services for broken bodies.

As Dean of Students, I hope that your education here at ADU is transformative and success-filled. Obtaining a degree in healthcare is challenging and can be stressful. Please know that the members of the Student Services team are ready to assist and support you throughout your education here.

If Student Services can be of any assistance, please do not hesitate to contact us at 407-303-8016.

To your success,

A handwritten signature in blue ink that reads "Stephen Roche". The signature is written in a cursive style and is positioned above the typed name and title.

Dr. Stephen Roche
Vice President for Student Services

CALENDAR OF EVENTS- 2013-2014

2013

August

- 5-9 Final Examinations
- 9 Last Day of Classes – Summer Trimester Ends
- 12 No Classes (Break – August 12-September 2)**
- 15 Admission Deadline – B.S. Nursing (Spring 2014 Trimester)
- 29 Student Housing – Registration/Move-In
- 30 New Student Nursing Orientation

September

- 2 No Classes (Labor Day Holiday)**
- 3 Fall Classes Begin**
- 3 New Student Welcome
- 4 New Student Welcome
- 6 Last Day to register, add a class, drop a class with no record, or change to audit
- 7 Disney's Night of Joy
- 13 Ecclesia – Campus Ministries Friday Night Program
- 17 Convocation and President's Reception
- 20 Ecclesia – Campus Ministries Friday Night Program
- 27 Ecclesia – Campus Ministries Friday Night Program

October

- 2 Campus Ministries Catalyst Conference (Oct 2-4)
- 11 Ecclesia – Campus Ministries Friday Night Program
- 17 International Food Festival
- 18 Ecclesia – Campus Ministries Friday Night Program
- 25 Ecclesia – Campus Ministries Friday Night Program

November

- 1 Admission Deadline - General Studies (Spring 2014 Trimester)
- 1 Admission Deadline - Graduate General Studies (Spring 2014 Trimester)
- 1 Admission Deadline - Post-Baccalaureate (Spring 2014 Trimester)
- 1 Admission Deadline - Non-Degree (Spring 2014 Trimester)
- 1 Ecclesia – Campus Ministries Friday Night Program
- 4 Returning Student Registration (Nov. 4–Jan 10)
- 4 Distance Learning Student Registration (Nov 4–Dec 13)
- 11 New Student Registration (Nov 11–Jan 10)
- 13 Thanksgiving Extravaganza
- 22 Financial Aid Deadline for Fall 2013, if not returning Spring 2014
- 22 Financial Aid Deadline for Spring 2014
- 15 Florida Hospital Thanksgiving Program

15 Last day to Withdraw from classes and receive a “W” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

18 First day all withdrawals receive a grade of “WF” (For terms longer or shorter than 14 weeks, contact the Office of the Registrar for the withdrawal dates.)

22 Ecclesia – Campus Ministries Friday Night Program

27-29 No Classes (Thanksgiving Holiday Break)

December

1 Admission Deadline - A.S. Radiography (Summer 2014 Trimester)

6 Ecclesia – Campus Ministries Friday Night Program

9-13 Final Examinations

13 Last Day of Classes - Fall Trimester ends

13 Nurse Pinning Ceremony

15 Admission Deadline - A.S. Diagnostic Medical Sonography (Summer 2014 Trimester)

15 Admission Deadline – B.S. Nursing (Summer 2014 Trimester)

15 Graduation

15 Distance Learning Brunch

16 No Classes (Christmas Holiday Break - Dec. 16 – Jan. 3)

2014

January

2 Student Housing – Registration/Move In

3 New Student Nursing Orientation

6 Spring 2014 Classes Begin

6 New Student Welcome

7 New Student Welcome

10 Ecclesia – Campus Ministries Friday Night Program

10 Last day to register, add a class, drop a class with no record, or change to audit

20 No Classes (MLK, Jr. Holiday)

24 Ecclesia – Campus Ministries Friday Night Program

31 Ecclesia – Campus Ministries Friday Night Program

February

6 NAD-Chaplains and Student Leaders Conference (Feb 6-12)

14 Karaoke Valentine Party

21 Ecclesia – Campus Ministries Friday Night Program

25 Spring Picnic

March

1 Admission Deadline - General Studies (Summer 2014 Trimester)

1 Admission Deadline - Graduate General Studies (Summer 2014 Trimester)

1 Admission Deadline - Post-Baccalaureate (Summer 2014 Trimester)

1 Admission Deadline - Non-Degree (Summer 2014 Trimester)

- 1 Admission Deadline – Master’s Degree in Occupational Therapy (Fall 2014 Trimester)
- 3 No Classes (Spring Break – Mar 3 – Mar 7)
- 14 Ecclesia – Campus Ministries Friday Night Program
- 17 Distance Learning Student Registration (Mar 17 – April 18)
- 17 Returning Student Registration for Summer 2014 (Mar. 17- May 9)
- 21 Ecclesia – Campus Ministries Friday Night Program
- 24 New Student Registration (Mar. 24 – May 9)
- 28 Last day to Withdraw from classes and receive a “W”
- 28 Ecclesia – Campus Ministries Friday Night Program
- 31 First day all withdrawals receive a grade of "WF" for Spring Trimester
- 31 Financial Aid Application Deadline for Spring, if not returning Summer
- 31 Financial Aid Application Deadline for summer

April

- 1 Admission Deadline - M.S. Nurse Anesthesia (Spring 2015)
- 3 Scholarship Awards Banquet
- 4 Ecclesia – Campus Ministries Friday Night Program
- 8 Deadline for obtaining the best Financial Aid award for 2014-2015
- 11 Ecclesia – Campus Ministries Friday Night Program
- 14-18 Final Examinations
- 15 Admissions Deadline – B.S. Nursing (Fall 2014 Trimester)
- 17 **Graduation**
- 17 Distance Learning Brunch
- 18 Last Day of Classes – Spring Trimester Ends
- 21 **No Classes (Break - April 21-May 2)**

May

- 1 Admission Deadline - A.S. Occupational Therapy Assistant (Fall 2014 Trimester)
- 1 Student Housing – Registration/Move In
- 5 Summer 2014 Classes Begin**
- 5 New Student Welcome
- 6 New Student Welcome
- 9 Ecclesia – Campus Ministries Friday Night Program
- 9 Last day to register, add a class, drop a class with no record, or change to audit
- 15 Admission Deadline - B.S. Nuclear Medicine Technology (Fall 2014 Trimester)
- 16 Ecclesia – Campus Ministries Friday Night Program
- 26 No Classes (Memorial Day Holiday)**
- 30 Ecclesia – Campus Ministries Friday Night Program

June

- 6 Ecclesia – Campus Ministries Friday Night Program
- 6 Last day to Withdraw from classes and receive a “W” for Summer Session 1 (May 5 - June 20, 2014)

- 9 First day all Withdrawals receive a grade of “WF” for Summer Session 1
(May 5 - June 20, 2014)
- 13 Ecclesia – Campus Ministries Friday Night Program
- 16-20 Final Examinations for Summer 2014 Session 1
- 20 Ecclesia – Campus Ministries Friday Night Program
- 23 Summer 2014 Session 2 - Classes Begin (June 23-August 8)**
- 27 Ecclesia – Campus Ministries Friday Night Program
- 27 Last day to drop a class with no record for Summer Session 2
(June 23 - August 8)

July

- 1 Admission Deadline - General Studies (Fall 2014 Trimester)
- 1 Admission Deadline - Post-Baccalaureate (Fall 2014 Trimester)
- 1 Admission Deadline - Non-Degree (Fall 2014 Trimester)
- 1 Admission Deadline – Master’s Degree in Healthcare Administration
(Fall 2014 Trimester)
- 4 No Classes (July 4 Holiday)**
- 11 Ecclesia – Campus Ministries Friday Night Program
- 18 Ecclesia – Campus Ministries Friday Night Program
- 18 Last day to Withdraw from classes and receive a “W” for Summer Trimester
(May 5 - August 8)
- 19 Admission Deadline - B.S. Nursing (Fall 2014 Trimester)
- 19 Admission Deadline - B.S. Diagnostic Medical Sonography
(Fall 2014 Trimester)
- 19 Admission Deadline - B.S. Radiologic Sciences (Fall 2014 Trimester)
- 21 Financial Aid Application Deadline for Fall 2014
- 21 First day all Withdrawals receive a grade of “WF” for Summer Trimester
(May 5 - August 8)
- 25 Last day to Withdraw from classes and receive a “W” for Summer Session 2
(June 23 - August 8)
- 28 First day all Withdrawals receive a grade of “WF” for Summer Session 2
(June 23 – August 8)

August

- 4-8 Final Examinations
- 8 Last Day of Classes - Summer Trimester Ends
- 11 No Classes (Break - August 11-September 1)**
- 15 Admission Deadline – B.S. Nursing (Spring 2015 Trimester)
- 29 New Student Nursing Orientation

September

- 1 No Classes (Labor Day Holiday)**
- 2 Fall 2014 Classes Begin**
- 2 New Student Welcome
- 3 New Student Welcome

*All admission deadlines are subject to change. To view the most accurate list of deadlines, visit www.ADU.edu/enrollment/applicationdeadlines.

STUDENT HANDBOOK 2013-2014

This *Handbook* is designed to provide important information. Students are required to read the entire document and abide by the policies herein.

Mission Statement

Adventist University of Health Sciences, a Seventh-day Adventist institution, specializes in the education of professionals in healthcare. Service-oriented and guided by the values of nurture, excellence, spirituality, and stewardship, the University seeks to develop leaders who will practice healthcare as a ministry.

Vision Statement

The four words and their accompanying definitions are an identification and explanation of the values underlying the University Mission Statement. They play a vital role in the fulfillment of this Mission.

Nurture

Adventist University will be an institution that encourages the personal and professional growth of its students, faculty, and staff by nourishing their spiritual development, fostering their self-understanding, and encouraging a zeal for knowledge and service.

Excellence

Adventist University will be an institution whose programs are built upon an optimal blend of superior pedagogy, technology, and spiritual values, a blend designed to lead to the highest level of professional practice by its graduates.

Spirituality

Adventist University will be an institution where Christian professionalism is such an integral part of its programs and practices that it becomes the distinguishing characteristic of the organization.

Stewardship

Adventist University will be an institution where the wise stewardship of its human, intellectual, financial, and physical resources enables the University to achieve outcomes consistent with its mission.

Spiritual Foundation

Students at Adventist University are encouraged to take the opportunity to explore the spiritual dimensions of their lives. The faculty, staff, and administration are committed to providing a

spiritual environment. This commitment grows out of beliefs and values, some of which are held in common with other Christian organizations and some that are unique to this institution.

At the core of who we are is the belief in a loving, creating, redeeming God. As His children, we are all the recipients of His care and are the objects of His saving power. This fact gives great value to each of us. It is out of this knowledge that self-worth grows and is the basis for the respect extended to every person. This value also calls each of us to a high level of integrity and honesty in our dealings with self and others.

These beliefs manifest themselves in several important ways in a Seventh-day Adventist university. In honor of God’s finished work of creation, we celebrate the Sabbath as a weekly reminder of that act of love. School facilities are closed from sundown Friday to sundown Saturday to allow those who wish to enjoy a weekly Sabbath. In honor of God’s finished work of salvation at the cross, we encourage you to find your spiritual rest in Him.

Out of respect for our bodies, minds, and spirits as wonders of God’s creation, Adventist University of Health Sciences promotes a positive, balanced lifestyle. This includes encouraging regular exercise, a healthy diet, and the avoidance of substances which impair the optimal functioning of body, mind, and spirit.

Finally, the faculty, staff, and administration of Adventist University believe that God has a plan for your life. We are committed to helping you find and fulfill that plan. As you do so, join us in becoming instruments of God’s love. Let’s make a difference in our world!

Student Conduct

Adventist University of Health Sciences will admit and retain only those students who demonstrate by their conduct that they are in accord with its objectives and standards. These objectives and standards are summarized in the *Student Handbook*, which is available electronically through the University website. Students who register for classes agree to accept and abide by the standards and regulations of a Seventh-day Adventist University.

Nondiscrimination Statement

Adventist University of Health Sciences maintains a policy of equal educational opportunity for all applicants without regard to sex, race, age, marital status, disability, sexual orientation, color, or national or ethnic origin. The university does not discriminate in its educational or admission policies, financial affairs, employment programs, student life, or services in any University-administered program.

Graduation and Completion Rates 2010-2011

Program	National Registry Pass Rate	ADU Registry Pass Rate
Sonography	TBA	TBA
Nursing (A.S.)	89%	98%

Occupational Therapy Assistant	100%	81%
Radiography (A.S.)	97%	93%
Nuclear Medicine Technology	100%	88%

CAMPUS LIFE INFORMATION

Announcements

Campus plasma screens are located in the Nursing Building, General Education Building, and the Campus Center. These screens provide information concerning campus events, school closings, program deadlines, and other important announcements. To submit an announcement, e-mail your request to eric.cadiente@adu.edu.

Bulletin boards are located in the Student Lounge as well as in the Nursing Building.

Campus Bookstore and N.E.S.S. Café

The Campus Bookstore and N.E.S.S. Café, located on the first floor of the Campus Center, provide students with convenient shopping for school and personal needs. The Bookstore carries a variety of text and trade books, school supplies, uniforms, and medical instruments. The bookstore facilitates a Book Buy-Back Program at the end of each trimester. Signs are posted on campus, advertising times and location.

The N.E.S.S. Café serves breakfast and lunch specials as well as soups, salads, sandwiches, and fresh baked delicacies. Cold beverages and coffee in a variety of flavors (espresso, café con leche, cappuccino, and latte) are also available.

Purchases may be paid for with cash or a major credit card. Students who are Florida Hospital employees may use payroll deduction.

Bookstore hours:*

Mon-Thurs 7:30 a.m-5:30 p.m.

Friday 7:30 a.m-3:00 p.m.

N.E.S.S. Café hours:*

Mon-Thurs 7:30 a.m-7:00 p.m.

Friday 7:30 a.m-2:00 p.m.

*Hours are subject to change during school breaks and special events. Please call 407-303-7747 ext. 110-1075 or 110-8466 for hours of operation.

Food Services

Food can be purchased at a variety of locations:

- Florida Hospital Cafeteria--located on the first floor of Florida Hospital Orlando. Hours are 6:30 a.m-2:00 a.m., daily
- The Lakeside Café--located in Florida Hospital Orlando’s Ginsburg Tower facing Lake Estelle. Hours are 7:30 a.m. - 4:30 p.m., Monday-Friday.
- The King Street Café--located on the 3rd floor of the Medical Plaza at 2501 N. Orange Avenue. Hours are 6 a.m. – 5 p.m., Monday-Friday.
- The Grain Chain--located on King Street. Hours are 6:30 a.m-3:00 p.m., Monday-Friday.

Vending machines are available outside the Student Lounge on the first floor of the Campus Center.

Campus Safety and Security

The University is committed to maintaining high standards of safety and security for faculty, staff, students, and property. Adventist University of Health Sciences has a security department that provides protection and oversight of fire prevention and detection, parking and traffic control and maintenance of campus peace and order. The office of campus security is located on the first floor of the Nursing building.

Students are expected to abide by the directions of all campus security officers.

For emergencies, potential criminal activity, or safety concerns:

Campus Security:	407-353-4002	Monday-Thursday 6 a.m.-9:30 p.m. Friday 6 a.m.-4:30 p.m. Sunday 2 p.m.-9:30 p.m.
Administrator on Call	407-756-6619	Available 24 hrs
Florida Hospital Emergency:	407-303-1515	Available 24 hrs
Housing Security	407-756-8763 407-257-3778	Bay Run Housing (Sun-Sat 10 p.m.-6 a.m.) LaSalle Housing (Sun-Sat 10 p.m.-6 a.m.)

Student concerns regarding safety/security should be directed to the Vice President for Student Services at 407-303-8016.

University Housing has a dedicated security guard seven days a week from 10:00 p.m-6:00 a.m.

Crime Statistics for Adventist University of Health Sciences

Crimes	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	10-11
Aggravated Assault	0	0	0	0	0	0	0	0	0
Murder	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	1	5
Robbery	3	3	7	9	3	1	2	0	0
Homicide	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0
Non-forcible	0	0	0	0	0	0	0	0	0

Parking

There is no student parking on campus. Parking for commuter students is available free of charge at the Calvary Assembly parking lot on Minnesota Avenue. Shuttle buses transport students to and from the University and provide service to and from Bay Run and LaSalle Arms Apartments for students living in University housing only. Commuter students are not allowed to park at the Bay Run or LaSalle Arms Apartments. Cars parked illegally on campus or on student housing property will be ticketed and may be booted or towed. After normal business hours (8:00 a.m.-4:30 p.m.), cars may be towed by Links Towing (407-896-0813). Links will charge for all towing.

The ADU campus security monitors the parking area on a regular basis for safety and parking violations.

Violations include:

- Unauthorized/Improper parking in designated areas (including grass and driveways)
- Failure to display appropriate decal
- Parking in visitors'/designated/marked spaces.

A \$50.00 parking ticket will be issued for parking violations. The cost for removing a boot is \$50.00. **Tickets and boot fines must be paid to the Business Office within 30 days or the fine will be doubled and added to the student's account.** Funds will be donated to the Adventist University *Grace Fund*. The Vice President for Student Services handles all parking disputes.

Identification Cards

During Fall Registration all students are required to obtain and display a new I.D. card for the upcoming school year. During subsequent registrations, only new students are issued an I.D. card. Students are required to wear ID badges visibly at all times while on campus. In order to access library materials, students must have a valid I.D. card.

The first I.D. card is free. A replacement I.D. card costs \$5.00.

Lockers

Lockers are available on a first-come, first-served basis to students attending classes. Students must complete and sign a Locker Policy and Contract at Student Services. A copy of the Locker Policy and Contract will be given to the student as a receipt.

Locker rental fee for one academic year, August-July, is \$25.00. For each trimester the rental fee is \$10.00. The fee must be paid at Financial Services at the time of rental and cannot be added to the student's account. A locker key will be given to the student upon payment. For more information, stop by Student Services or call 407-303-8016.

Student Employment

The Adventist University Human Resources office assists students with part-time employment opportunities both on campus and at Florida Hospital. The office is located in the back of the Student Lounge on the first floor of the Campus Center and can be reached by calling 407-303-9388. Employment opportunities can also be found on the hospital website www.floridahospitalcareers.com.

Study Areas

Study areas are available in the R.A. Williams Library and in the Learning Co-op during normal hours of operation. Quiet social settings are available in the Student Lounge located on the first floor of the Campus Center, N.E.S.S. Café, and outdoor benches located across campus.

Student Housing

Adventist University provides housing for students enrolled in ADU coursework. Student housing placement is based on the following priorities: enrolled in a professional program, returning students, and students with completed student housing files. Students living in University Housing will receive a *Student Housing Handbook* containing important information for residents.

R.A. WILLIAMS LIBRARY

The mission of the R. A. Williams Library is to support the educational programs and goals of the University by providing instruction and resource materials that promote spiritual, professional, and personal development.

Location

The R. A. Williams Library is located on the first and second floors of the General Education Building.

The Library Circulation Desk is located at the library's first floor entrance.

The library's online address is library.adu.edu.

Library Hours of Operation

Normal Hours:

Monday-Thursday, 8:00 a.m.-9:00 p.m.
Friday, 8:00 a.m.-3:00 p.m.
Closed Saturday
Sunday, 3:00 p.m.-9:00 p.m.

Break Hours:

Monday-Thursday, 8:00 a.m.-4:30 p.m.
Friday, 8:00 a.m.-12:00 p.m.
Closed Saturday and Sunday

Holiday Weekends:

Closed Saturday and Sunday

Group Study Rooms

Inquire at the Library Circulation Desk to check availability of group study rooms at other locations on campus. Online group work is available through ANGEL.

Quiet Study Area

A no-talk area is designated for quiet study at the rear section of the first floor of the Library

Cell Phones

Set cell phones to *off* or *vibrate*.

Photocopying and Printing

Printing, photocopying, and scanning are available at the first floor of the Library. Copy cards for printing and photocopying may be purchased at a coin-operated machine in the library near the photocopy machines. There is no charge for scanning.

Faxing

This service is offered at the Library Circulation Desk on the first floor of the Library. Fees are \$1.00 for the first page and 10¢ for each additional page.

Computers

Computer use in the Library is on a first-come, first-served basis, with preference given to those using computers for study or research. Loaner laptops are available at the Library Circulation Desk. Computers may not be used for commercial purposes, games, listening to music, or to retrieve inappropriate material. Violators will be subject to the ADU Student Computer Use Policy.

Circulating Books

Circulating print materials may be checked out for three weeks and renewed if there are no holds on a title. A maximum of ten (10) library items may be checked out at any one time.

Reserve Materials

These are books and other materials placed on course reserve by course instructors. Physical reserve materials are available at the Library Circulation Desk and may be checked out from the

Library for two hours. When possible, course reserves for specific classes are available electronically in ANGEL.

Print Reference Books and Print Periodicals (magazines and professional journals)

These items are to be viewed inside the Library and may not be checked out.

Media

Non-circulating videos must be viewed in the Library. Circulating videos usually have a three-day loan period. The loan period may vary by individual title. A maximum of two items may be checked out to view at any one time.

Anatomical Models

An extensive selection of anatomical models is available at the library Circulation Desk for use in the Library.

Overdue Materials

If any materials are overdue, fines may accrue, as per library policies. If fines on an account reach \$5.00, no further materials can be checked out or renewed from the Library until the overdue items are returned. At the end of each trimester, unreturned, overdue materials will be charged to the student's account for the full replacement value of the item(s), plus a \$20.00 service fee per item. Replacement of overdue reserve books occurs after the item is overdue for one week.

Online Resources

The majority of the library's resources are available in electronic format. Over 90% of the library's journals, 60% of the library's books, and 80% of the library's video collection are available online through the library website at library.adu.edu.

The library's catalog, subscription databases, e-reserves, RefWorks citation management, copyright guidelines, Internet-based learning modules, *APA Style Guide*, *Ask-A-Librarian* (reference assistance), and *Interlibrary Loan/Document Delivery* request information may be accessed remotely from ANGEL or library.adu.edu.

Several multidiscipline academic and general reference databases are available, as well as specialty databases in nursing, allied health, consumer health, business, literature, history, computer technology, test preparation, opposing viewpoints, student resources, and newspapers. Specialty database reference modules are offered in health, science, arts, humanities, psychology, social science, women's interests, children's issues, education, law, international issues, military, and multicultural topics.

Interlibrary Loan

The library's Interlibrary Loan service locates books and journal articles not available from our own collection. Please allow two weeks to obtain resources from other libraries. Submit Interlibrary Loan requests by using the Interlibrary Loan online request form located at the library section of ANGEL or library.adu.edu.

Assistance

The staff of the Library is dedicated to assisting students in gaining the knowledge and skills needed to locate high quality, relevant information. Questions are always welcome, and staff will spend the necessary time with individual students to teach them the information literacy skills needed for academic success. Assistance is available in person, by toll-free phone, instant messaging or by e-mail during all Library hours of operation. For contact information, see the library web page at library.adu.edu.

CENTER FOR ACADEMIC ACHIEVEMENT

The Center for Academic Achievement (known as The Center or CAA) believes that students should study smarter, not harder. That's why The Center helps students in the areas of Academic Advising, Tutoring, Counseling, Coaching, and Disability Services. The CAA is also the place where students can register and sign up for various exams and tests prior to starting their studies. For detailed information on any of the areas the Center specializes in, or to reserve a spot for a test, please call 407-303-7747, ext. 110-6413.

Tutoring

The CAA offers free group and individual tutoring for general education and nursing courses. In order to secure a spot for tutoring, students need to sign up. This is important because the majority of CAA tutors are also students, so if tutors don't have anyone signed up for that day, they will cancel their session so that they can prepare for their own classes.

General Education Tutoring

General Education students can sign up in the General Education Tutoring Center on the second floor of the Campus Center Building. Tutors act as a support for professors, providing extra review and practice for the course material previously taught. Tutors are trained to assist in learning strategies that will help in the understanding and retention of class materials. Each trimester, the tutors' schedules are posted in the Tutoring Center for students to use as sign-up sheets. Tutoring sessions are scheduled in one-hour blocks of time. Students are allotted up to two hours of tutoring per class, per week. Tutoring sessions can also be scheduled for additional help in preparing for Test of Essential Academic Skills (TEAS), the admission requirement for the nursing program.

Both distance and on-campus students can receive tutoring help by accessing *Smarthinking* through their ANGEL homepage. *Smarthinking* offers online help with most math, science, and English courses. When it comes to English help, students can visit ADU's Writing Center located on the ground floor of the Nursing building, or utilize the online English tutors via *Smarthinking*. It's important to remember that *Smarthinking* tutors will not correct a paper, but they will help students understand what types of errors were made and work with students to help correct them. Students who submit a paper using *Smarthinking* will receive it back within two school days.

Nursing Tutoring

Nursing students have access to tutoring through small-groups and *Smarthinking*.

Most of the tutoring sessions are held in the Learning Co-Op classroom, located on the ground floor of the Nursing Building, and students are expected to sign up for sessions at the Co-Op front desk. Tutoring session times, dates, and places are communicated via the individual ANGEL courses and posted in the Learning Co-Op. Tutoring is offered Monday through Friday on Campus. Online tutoring is always available through *Smarthinking*. Students should remember to check *Smarthinking* protocol and instructions for nursing tutoring availability.

Testing

The CAA offers a variety of tests that students may need. These tests are provided by appointment only and are listed below. For more information and to register for these tests, please call 407-303-7747, ext 110-6413.

Compass Placement Exams for both math and English are designed to help a student succeed academically and to assist with the academic advising process. Students must schedule the math or the English Compass Placement exams with the CAA. Students should note that placement exams can only be taken once.

American College Test (ACT) is an application requirement unless the student has 24 or more University credits from a regionally accredited school. The ACT covers four areas: English, Mathematics, Reading, and Science Reasoning. Adventist University of Health Sciences is a Residual Testing Center, meaning the scores stay at the University and will not be sent anywhere. Students should remember that the dates for this exam are posted per trimester in the CAA, and the exam is offered once a month. If a student is applying to get into a professional program, it is the responsibility of the student to take note of professional program deadlines and take the ACT in adequate time.

The Test of Essential Academic Skills (TEAS) is an admission application requirement for the Nursing program. The TEAS measures basic essential skills in the areas of reading, mathematics, science, and English and language usage.

College-Level Examination Program (CLEP) are examinations that are computerized, comprehensive assessments that demonstrate college-level achievement in specific content areas. By achieving a passing American Counsel on Education (ACE) score of 50 or higher, students will receive College credit for the equivalent Adventist University course. A list of available tests that are offered can be found in the CAA, as well as on the CAA website. In addition, the University bookstore sells study guides to help students prepare for the CLEP. Students should note that CLEP exams cannot be repeated, if failed.

Counseling

Counseling assists students in resolving personal difficulties and in acquiring the necessary skills and resources to both succeed in the University environment and pursue productive and satisfying lives. Counseling can help clarify concerns, gain insight into self and others, and teach new ways to most effectively cope and/or resolve issues. Counseling can offer emotional support, new perspectives, and help in considering possible solutions. Other reasons to see a counselor may include academic, career direction/concerns, self-esteem issues, relationship issues, grief and loss, family, communication, stress management, anger management, and physical, sexual, or substance abuse. Counseling is free to all students, and students are encouraged to seek counseling assistance proactively. For appointments, please call 407-303-7747, ext. 110-6074 or email counseling@employee.adu.edu.

Online counseling (e-Therapy) is available to both on-campus and distance students. Counseling is offered via email and real-time chat. For more information or to set up an appointment, please send an email to counseling@employee.ADU.edu. Please keep in mind that online counseling is not appropriate for all problems; students should speak to the counselor to determine if e-therapy would be a good fit.

Disability Services

All students with a documented disability who are seeking accommodations should contact the Office for Students with Disabilities (OSD) located in the CAA, at least two weeks before the beginning of the trimester or immediately following any injury or illness. This recommendation is to ensure timely implementation of accommodations.

Information on Academic Accommodations

Faculty and staff members are required to provide reasonable accommodations to all students with disabilities who have provided appropriate documentation of the disability to the Office for Students with Disabilities (OSD). Therefore, all students requesting accommodations because of a disability should be referred to the OSD.

Once the request has been made, the OSD will determine eligibility for disability-related services. Students must have a documented disability as defined by the Federal Rehabilitation Act of 1973, Section 504, and/or the Americans with Disabilities Act of 1990 (ADA).

If correct documentation has been submitted and a student qualifies for accommodation, the OSD will notify each instructor by letter. The letter from the OSD explains the accommodations necessary for that student. Please keep in mind that this information is to remain confidential and discussing accommodations with a student should be done discretely. If a student talks to a class member or another faculty member, that is his or her right, but not the right of the faculty member. All students sign a Release of Information Form so that the OSD may share the information with the necessary parties. Please do not share this information with anyone without written consent from the student.

For each trimester, it is then the student's responsibility to notify the OSD of his or her updated class schedule, and the OSD will, in turn, notify each instructor by letter. If a faculty member feels that he or she cannot implement all of the recommended accommodations, the faculty member should contact the OSD to negotiate an acceptable alternative. The alternative will then be discussed with the student by the OSD and faculty member. The OSD is always available to assist faculty with devising suitable classroom and testing accommodations.

Here is a statement that may be included in your syllabus:

Students seeking accommodations must first contact the Office for Students with Disabilities (OSD) located within the Center for Academic Achievement (CAA), prior to or at the beginning of the trimester.

The student must provide the OSD the requested current, official documentation related to his or her disability. That documentation will be used to determine the type and extent of accommodation that is most reasonable and effective for that student. All forms can be found online on the CAA webpage behind the student login or within the CAA department itself.

If all forms have been completed, criteria met, and accommodations granted, the OSD will then notify each of the student's instructors of the accommodations that should be provided. The processing time for these forms is approximately two weeks.

For further information regarding Academic Accommodations, please contact The CAA.

Academic Advising

All new incoming, non-professional program students will be assigned to an Academic Advisor located in the CAA. The Advisor helps students through the registration process, as well as developing a course schedule that will enable students to continue working toward entrance into a professional program.

Academic Success Program

Sometimes the skills that bring a person to a place aren't the same skills that keep him or her there. For instance, if a student enters ADU and was an A student before, those same study habits and routines may not work as well in a new setting. If students would like to be proactive in their success at the University, they can make an appointment to work with an individual from the Academic Success Program, located in the Learning Co-Op. After meeting and talking with someone in the Learning Co-Op, a customized, individual study plan will be created to help the student achieve the success he or she envisions.

Philosophy of Healthcare

The Philosophy of Healthcare (POH) class is designed to help shape the lens with which a student will come to view healthcare. It is the goal of this class to help students understand that working in healthcare is more than just a job. In different ways, each student is indeed the hands and feet of God, helping patients through difficult times and knowing how to continue to sharpen and hone their critical thinking and communication skills. The class is intended to encourage students to understand how their faith, outlook, assumptions, and their own life story can contribute to or impede the care they give.

Each student taking POH will meet with an Academic Coach in the CAA for 30 minutes every other week for a total of 6 sessions during the term they are taking POH. These meetings will help to further unpack class discussions and readings and design an individualized academic success plan for the student. To do this, the Coaches utilize various assessments and learning style inventories when working with each student.

The Learning Co-Op

The Learning Co-Op is located on the ground floor of the Nursing Building. Full of great resources, it helps a student's projects and grades reach the next level. In the Co-Op, a student can find the latest and greatest Macs and PCs, 2 scanners (one capable of scanning larger format paper), a large format inkjet printer, a sound booth, microphones, and Pro Tools system. The Co-Op is a place to be creative, a place where a student can create multimedia projects and presentations and burn them to a CD or DVD, copy them to an external hard drive or thumb drive and even print posters! To find out how to use some of this equipment, students can visit the Co-Op or go online to the CAA website and under the Center for Academic Achievement page, click on Learning Co-Op.

STUDENT SERVICES

Alumni

Graduates of Adventist University of Health Sciences are members of the Alumni Association and are eligible to participate in alumni events, services, benefits, and other opportunities. Students attending the University are considered future alumni and are encouraged to participate in the Mentor Program during the first or second year of their specialty program. The Mentor Program is a resource offered by the Alumni Association to cultivate and nurture students by pairing them with experienced professionals according to their desired profession. To learn more about the Alumni Association and the Mentor Program, visit www.adu.edu/alumni, email alumni@adu.edu or call us at 407-303-9706.

Club and Organizations

Adventist University of Health Sciences clubs and organizations have been established to help students prepare for success in their futures careers. The following is a list of the clubs/organizations currently active on campus:

Health Sciences Club (Pre-P.A. and Pre-Med)

- For more information, call 407-303-7747, ext. 110-6412

Pre-Nursing Society

- For more information, call 407-303-1896.

SOTA (Student Occupational Therapy Association)

- For more information, call 407-303-9184.

Students interested in starting a club/organization must receive prior approval from the Dean of Students. For more information contact the Office of Student Services.

Convocation

Adventist University of Health Sciences' Students, Faculty, and Staff come together and celebrate the heritage of the University as they set the tone for the beginning of a new school year. The event is held at Calvary Assembly Church. The program concludes with a President's Reception. You can expect to receive an e-mail invitation, hear announcements in your classes, and see posters and handouts around campus and on the University website with all the details for the event.

Student Welcome

We want you to start your semester with joy and enthusiasm, and there is nothing that evokes those feelings better than a free and healthful lunch! We welcome you to a new term, every term, by treating you to lunch on the first and second days of school. Food, snacks, and drinks are provided. This event is usually held outside the Main Campus Building: Look for the "Welcome Students" banner. Times and menu are sent out via your student e-mail account.

Student Planner

The *Student Planner* may be obtained at the beginning of every Fall trimester from Student Services, located on the first floor of the Campus Center.

Service-Learning Requirements

All students receiving an undergraduate degree at ADU must complete the service-learning graduation requirement. In Service-Learning, students engage in community service activities with intentional academic learning goals and opportunities for reflection that connects to their academic disciplines. Guided reflection is a key component of service-learning; students will integrate their service experience(s) with classroom knowledge to enhance the learning process. Service-learning is part of the curriculum in select courses and is validated by the faculty of those courses and by the department in which those courses are taught.

Students accepted into a professional program prior to fall 2011 will be required to complete the service-learning hours requirements as stated in the *Academic Bulletin* for the year of their professional program acceptance. If you have questions or concerns about your service-learning requirements, please contact the Director of Community Engagement in the Student Services Department.

Student Activities

Student Services provides a variety of opportunities designed to enhance students' social and relational experiences. Throughout the year, activities include the International Food Festival,

New Student Welcome, Spring Picnic, and much more. The dates of these events are published in the Student Planner.

CAMPUS MINISTRIES

Campus Ministries is dedicated to providing students with spiritual programs, resources, ministry opportunities, and especially prayer. Our purpose is to enhance your spiritual development while providing you with avenues for Christian fellowship. All are welcome to our worship and social events. Special programs and event details will be announced on flyers around campus, in your student planner, or on our social media sites. We encourage you to seek God's plan for your life in the course of your ministry involvement.

Chaplains

Your university experience can be some of the most exciting years of your life; however, these years can also cause the most stress. During your journey here, you may be thinking about careers, a life partner, where to live, and where to work. As you embark on this new path, our doors at Student Services will be open if you need someone to talk with. We will not pretend to have all the answers, but we are happy to listen, laugh, cry, and pray with you. We will help you explore your options and seek wisdom from God's Word. We, as chaplains, are committed to being available to you and helping you to become successful on your journey.

Contact Us

Find us on Facebook or Twitter! Become a friend of ADU Campus Ministries and keep up-to-date on all activities and events!

 [ADU Campus Ministries](#)

 [@ADUCampusMin](#)

Florida Hospital Pastoral Care

- **FH Pastoral Care Services** - <http://www.floridahospital.com/pastoral-care>

Mission Trips

Campus Ministries offers you the opportunity to serve others both here and abroad. Throughout the year we offer various mission projects in Russia or Ukraine, Costa Rica, and domestic trips within the United States. You can even elect to dedicate a whole year of your life to serving others as a student missionary. For more information on any of these opportunities, visit the Chaplains in the Office of Student Services located in the Campus Center Building.

Online Bibles

- www.Youversion.com
- www.biblegateway.com/resources/audio/

Prayer Breakfast

Every Tuesday at 7:30 a.m. in the N.E.S.S. Café, students, faculty, and staff meet for a free breakfast, inspiring stories, and prayer. You are invited to begin your day with us in fellowship and worship.

Circle Up

Circle Up happens daily at 12:15 p.m. You are invited to join the chaplains for prayer time in the Campus Center Chapel. If you're not able to make it and have a prayer request, you can also stop by the Office of Student Services to write your request(s) in the *Prayer Journal*. These are prayed for by our chaplains daily.

Ecclesia

Ecclesia is a Friday night collegiate worship service for University students in Central Florida. We meet in Florida Hospital Church located on the corner of Orange Avenue and King Street in Orlando. The evening begins at 7:30 p.m., and worship begins at 8:00 p.m. with praise and worship music, followed by food and fellowship.

Spiritual and Premarital Counseling

The Campus Chaplains are available for spiritual and premarital counseling. Stop by the Student Services office or call 407-303-8016 to schedule an appointment. Recommended resources:

- **Prepare-Enrich** - prepare-enrich.com
- **Five Languages of Love** - fivelovelanguages.com
- **Total Money Makeover** - daveramsey.com

Spiritual Emphasis Day

During the Fall and Spring trimesters, the second Wednesday of every month is devoted to growing together as a campus community through a day of spiritual emphasis. All faculty, staff, and students are invited to take part in this time of spiritual renewal. Dates and times will be announced.

Who are Seventh-day Adventists? (SDA)

Information about SDA beliefs can be found by visiting www.adventist.org. The University also offers a one-hour religion course on Adventist Beliefs and Practices (RELT 150).

Worship Services

Every Saturday morning, worship services are held at many Seventh-day Adventist churches in the Orlando area. Please refer to page 73 for a list of these local churches. Live or archived services can be viewed at the following links:

- Florida Hospital Seventh-day Adventist Church – www.hospitalchurch.org
- Forest Lake Seventh-day Adventist Church – www.forestlakechurch.org
- The Vineyard Seventh-day Adventist Church- www.thevineyardym.com

Z88.3 fm

“Positive Hits” from Central Florida’s Christian Radio, Z88.3

- Listen Live – zradio.org

ACADEMICS

Learning Outcomes

Caring

The graduate of ADU will be a caring professional. These individuals possess willingness to understand another’s perspective on life, demonstrate concern for individuals that they work for and with, and display an ability to engage in activities for the benefit of another.

A caring individual:

- Integrates the principles of caring.
- Respects the dignity and wellbeing of others
- Demonstrates empathy.
- Evaluates his or her own caring behaviors through reflection and peer evaluation.

Communication

The graduate of ADU will be an effective communicator. Communication is characterized by appropriate verbal, nonverbal, and written skills.

The effective communicator:

- Demonstrates proficiency in the English language.
- Recognizes and implements appropriate communication in a variety of settings.
- Addresses communication barriers appropriately.
- Maximizes opportunities to create a positive first impression.
- Engages in active listening.

Critical Thinking

The ADU graduate will be a critical thinker. A critical thinker is one who can gather relevant information and analyze and use that knowledge appropriately.

The critical thinker:

- Engages in inductive and deductive reasoning, analysis, and decision making.
- Applies critical thinking skills in a variety of situations.

Ethical/Moral

The ADU graduate will treat everyone with respect and equality, recognizing the value of each person. The graduate will demonstrate integrity by exhibiting the characteristics of a Christian professional.

The ethical/moral individual:

- Identifies the principles of ethical/moral decision making.
- Possesses integrity that is evident in his or her professional relationships.
- Exhibits ethical/moral standards in decision making.

- Evaluates ethical/moral standards through reflection and peer evaluation.

Lifelong Learning

The ADU graduate will be a lifelong learner. Lifelong learning is the pursuit of excellence through the ongoing acquisition of knowledge and professional expertise.

The Lifelong Learner:

- Seeks a variety of learning opportunities.
- Integrates growth and improvement in learning experiences.
- Reflects on learning experiences.
- Demonstrates information literacy.

Professional Expertise

The ADU graduate will demonstrate professional expertise by passing appropriate professional examinations and exhibiting proficiencies within the healthcare environment.

The professional will be able to:

- Demonstrate an adequate knowledge base of his or her profession.
- Perform skills appropriate to the clinical environment.
- Advocate for the patient and the profession.
- Function appropriately within a team.

Service to the Community

The ADU graduate will engage in socially responsible voluntary service to the community. These individuals will fulfill their social, civic, and environmental responsibilities through their involvement in service initiatives.

The serving individual:

- Addresses the needs of underserved populations.
- Participates in the professional community.
- Engages with civic entities.
- Evaluates service opportunities through self-reflection and peer evaluations.

ACADEMIC INFORMATION

Academic Advising

Academic advising is provided to all ADU students. Advisors assist with setting academic goals, interpreting academic policies and procedures, course selection, registration, and personal development. Advisors may refer students to additional resources as needed.

All students are assigned an academic advisor upon acceptance to ADU. Students must contact their academic advisor prior to the beginning of each trimester for course selection and approval and to monitor progress toward their educational and career goals.

Academic Appeal

Should a student have an academic grievance concerning a grade or other matters concerning a particular course, he or she should follow the appeal procedure outlined below:

1. The student should discuss the grievance with the instructor involved no later than five business days after the incident prompting the grievance.
2. The instructor must respond to the student within five business days of the appeal.
3. If the grievance is not resolved, a written statement should be submitted to the department chair no later than ten business days after the instructor's response. The chair will then speak with the instructor involved and reply in writing to the student within five business days of receiving the student's written statement. In departments where there is a program director, and when it is appropriate, the written statement may be submitted to that individual. The program director will respond within five business days of receipt of the statement. If the matter is not resolved, the student may appeal in writing to the department chair who will respond within five business days.
4. If a resolution has not been reached, the student may request that all materials concerning the grievance be given to the Senior Vice President for Academic Administration. This individual will then review the grievance materials and return a written decision within ten business days of their receipt. The decision of the Senior Vice President for Academic Administration is final.

Should a student have an academic grievance concerning a decision of his or her academic program, he or she should follow the appeal procedure outlined below:

1. The student should discuss the grievance with the department chair **no later than five business days** after the decision prompting the grievance.
2. The department chair must respond to the student **within five business days of the appeal**.
3. If resolution has not been reached, a written statement should be submitted to the Senior Vice President for Academic **Administration no later than ten business days after the chair's response**. This individual will then speak with the department chair and reply in writing to the student within ten business days of receiving the student's written statement. The decision of the Senior Vice President for Academic Administration is final.

Academic Dismissal

A student is subject to academic dismissal when any one of the following occurs:

- Failing to meet the requirements of the probationary admission status.
- Failing to achieve a cumulative GPA of 2.00 after being placed on academic probation for two trimesters.
- Earning a GPA below 1.00 during any trimester.
- Displaying a high degree of academic irresponsibility in matters of course attendance or class assignments.
- Displaying a high degree of academic dishonesty (see the Academic Integrity section).

To petition for readmission, see the Readmission after Academic Dismissal section. Please be aware that if readmission is granted, additional admission documents may be required by the Office of Enrollment Services.

Academic Evaluation

The following grading system records students' achievements and computes their progress:

Grade	Quality Points
A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00

Where relevant, the following designations are also used:

Additional Designations	
Grade	Explanations
AU	Audit
CR	Credit Received
DG	Deferred Grade ¹
I	Incomplete work ²
IP	In Progress
NP	No Pass
P	Pass
W	Withdrawal from a course

¹ This designation is given at the initiative of the instructor when he or she is unable to submit a final grade.

² Students must apply for an incomplete grade prior to the end of the trimester (see the Fee Schedule section for charges).

Academic Honors

Academic Honors

The *Academic Honors List* is published each trimester identifying students who have earned a trimester GPA of 3.00-3.49 and have no grade below a “B” (3.00) on at least 12 hours of University-level work.

Dean’s List

The *Dean’s List* is published each trimester identifying students who have earned a trimester GPA of 3.50-3.99, and have no grade below a “B” (3.00) on at least 12 hours of University-level work. The Senior Vice President for Academic Administration notifies students selected for this list.

President’s List

The *President’s List* is published each trimester identifying students who have earned a trimester GPA of 4.00 on at least 12 hours of University-level work. The President notifies students selected for this list.

Academic Integrity Policy

The commitment to high Christian principles and values expressed in ADU’s statement on ethics calls for academic integrity to be foundational to ADU in all its operations. Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Unethical or unprofessional behavior will be treated in the same way as academic misconduct.

Ethical and Professional Behavior

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Such standards are generally communicated to students by instructors and are available through publications produced by professional organizations. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

Categories of Academic Misconduct

The following categories of academic misconduct are concerned with student actions, not student intentions. Academic dishonesty includes, but is not limited to, the following actions:

Cheating on Examinations

Cheating is using, or attempting to use, on any type of examination or evaluation, such materials, information, notes, study aids, or other assistance not specifically authorized by the instructor.

Clarification

1. Students completing such examinations or evaluations should not look at another student’s material nor use the external aids specified above unless the instructor has specifically indicated that this will be allowed.
2. Students may not take examinations or evaluations in the place of another person, nor may students allow another person to take examination or evaluations in their place.
3. Students may not acquire unauthorized information about an examinations or evaluations and may not use such information acquired by others.

Plagiarism

Plagiarism is intentionally or carelessly presenting the work of another as one's own. Students should consult with their instructor in any situation in which the need for documentation is an issue. Students will be deemed to have plagiarized in any situation in which such work is not documented.

Clarification

1. Every direct quotation must be identified either by quotation marks or by appropriate indentation and must be properly acknowledged either by a parenthetical citation in the text or by a footnote or an endnote.
2. Material from another source paraphrased or summarized in whole or in part and in one's own words must be properly acknowledged by a parenthetical citation in the text or by a footnote or an endnote.
3. Information which is gained in reading or research and which is not common professional knowledge must be properly acknowledged by a parenthetical citation in the text or by a footnote or an endnote.

Fabrication, Forgery and Obstruction

Fabrication is using invented, counterfeited, altered, or forged information in assignments of any type. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like. Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to education resources.

Clarification

1. Students may not steal, change, or destroy another student's work, nor impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.
2. Students may not access or use patient information in ways which violates Health Insurance Portability and Accountability Act (HIPAA) regulations.

Multiple Submissions

Multiple submissions is the presentation of the same or substantially the same work for credit in two or more courses – work submitted for academic credit at this or another institution. Multiple submissions shall not apply when prior written approval has been given by the instructor in the current course.

Clarification

1. Students may submit prior academic work if there is substantial new work, research, or other academic endeavor involved. Prior to the submission, the student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it.
2. Students may submit the same or essentially the same work simultaneously in two courses with prior written permission from all faculty involved.

Complicity

Complicity is assisting or attempting to assist another person in an act of academic dishonesty.

Clarification

1. Students may not allow other students to copy from their papers during any type of evaluation or examination.
2. Students may not before a scheduled examination provide substantive information about test questions or the material to be tested unless specifically authorized by the instructor to do so. This does not apply to examinations that have been administered and returned to students in previous trimesters.

Misconduct in Research Endeavors

Misconduct in research is serious deviation from the accepted professional practices within a discipline; or in carrying out, reporting, exhibiting, or reporting creative endeavors. It does not include unintended error or honest disagreement about the interpretation of data.

Clarification

1. Students may not report data dishonestly, whether by altering data, by improperly altering data, by selectively reporting or analyzing data, or by being negligent in collecting or analyzing data.
2. Students may not represent another person's ideas, writing, or data as their own.
3. Students may not conceal or otherwise fail to report misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

Computer Misuse

Any use of computers that is disruptive, including any actions violating the *ADU Students Computer Use Policy* is prohibited.

Clarification

1. Students may not monitor or tamper with another person's electronic communications.
2. Students may not use the University computer systems to engage in illegal activities including, but not limited to, accessing other computer systems, exchanging stolen information, or violating copyright agreements which involve protected materials.

Misuse of Intellectual Property

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets, and intellectual property.

Clarification

1. Students may not violate the University's policy concerning the fair use of copies. This policy can be found in the *ADU Academic Bulletin*.

Policies and Procedures for Dealing with Academic Misconduct

Students suspected of academic misconduct, whether acknowledging involvement or not, shall be allowed to continue in the course without prejudice, pending completion of the disciplinary process. If the instructor must submit a final course grade before the case is resolved, then the student should be given an "Incomplete," which will not affect his or her GPA.

1. An instructor or other staff member who suspects a student of academic misconduct or receives a complaint alleging misconduct that raises suspicion may consult the Office of the Senior Vice President for Academic Administration to learn whether there is any record of prior academic misconduct. The instructor will inform the student in writing

within seven (7) days of discovering the misconduct. The instructor will include in the letter that he or she desires to meet with the student to discuss the allegation. The student must respond within seven (7) days from the date of the letter.

2. The instructor reviews all evidence, interviews any witnesses, meets with the student to discuss the allegation and to hear the student's explanation. The instructor makes a decision regarding the allegation. The student may have an ADU faculty or staff member of choice accompany him or her to the meeting with the instructor if he or she chooses.
 - If the student does not respond to the notification within seven (7) days, the instructor continues with the investigation and report without the student's input.
3. If the instructor determines that the student has not violated the policy, the student will be notified in writing within seven (7) days of meeting with the instructor whether or not the student responded.
4. If the instructor determines that the student has violated the policy, the instructor completes the Academic Dishonesty Report Form (ADRF) within five (5) days of the initial meeting with the student or from the end of the student's seven (7) day response period. The student then has five (5) business days to respond and to attend a formal meeting with the instructor.
5. If the student fails to respond, the instructor completes the Academic Dishonesty Report Form and imposes a final academic sanction which may include referring the matter to the Senior Vice President for Academic Administration.
6. If the student responds, the student is given the ADRF and is asked to initial and sign the appropriate response. The student may have an ADU faculty or staff member of his or her choice accompany him or her to this meeting with the instructor if he or she chooses.
7. A copy of the ADRF is given to the student (if he or she responds), the Senior Vice President for Academic Administration, and the Department Chair. A copy is also given to the University Disciplinary Committee, if the matter is referred to them.
8. If the instructor takes no action within (5) five days of meeting with the student, the allegations will be considered dismissed.

The disciplinary authority of the Advenist University of Health Sciences is vested in the President, those asked by the President to act on his or her behalf, and in the committees and administrators of ADU for whom jurisdiction may be conferred for specific cases or specific areas of responsibility.

If violations of academic integrity come to light subsequent to a student's graduation from the University, the instructor, program director, or department chair may make recommendations for disciplinary action to the Senior Vice President for Academic Administration. This action may include nullification of the degree awarded. Decisions of this nature may be appealed to the President of the University.

Disciplinary Sanctions for Academic Misconduct

Sanctions will be imposed according to the severity of the misconduct. Multiple sanctions may be imposed should the behavior call for the imposition of a more severe penalty. In all cases, the

University reserves the right to require counseling or testing of students as deemed appropriate. Definitions of disciplinary sanctions include the following:

1. Academic action
 - May include altering a grade or assigning a failing grade for the assignment, examination, or course.
2. Disciplinary report
 - All academic misconduct and sanction are recorded on an Academic Dishonesty Report Form which is kept on file with the Senior Vice President for Academic Administration for the duration of the student's attendance at the University. If academic misconduct reoccurs, the report will be taken into consideration in determining further sanctions.
3. Restitution
 - Students are required to compensate the University or other persons for damages, injuries or losses. Failure to comply could result in suspension or dismissal.
4. Probation
 - There may be specific restrictions or extra requirements placed on the student for a specified period. These may vary with each case and may include action not academically restrictive in nature, such as restriction from participation in University activities or other requirements. Disciplinary action should be consistent with the philosophy of providing constructive learning experiences as a part of the probation. A student may be required to meet periodically with designated persons. Any further misconduct on the student's part during the period of probation may result in disciplinary suspension or dismissal.
5. University suspension
 - Suspension prohibits the student from attending the University. It prohibits the student from being present on specified University owned, leased or controlled property without permission for a specified period of time. Students placed on University disciplinary suspension must comply with all suspension requirements. A student seeking to attend the University after the conclusion of his or her suspension may apply for readmission to the University.
6. University dismissal
 - Dismissal permanently prohibits the student from attending classes at the University and permanently prohibits the student from re-enrolling at the University.

Resources

The following institutions' policies were the sources referred to for guidance in the creation of the Adventist University of Health Sciences Academic Integrity Policies and Procedures for Dealing with Academic Misconduct:

The University of Cincinnati

<http://nursing.uc.edu/...>

The University of New Orleans

<http://www.studentaffairs.uno.edu/...>

Rutgers University

<http://academicintegrity.rutgers.edu/...>

Iowa State University

<http://www.public.iastate.edu/...>

Central Michigan University

<http://ethics.cmich.edu/...>[PDF].

Academic Probation

A student is placed on academic probation when his or her trimester grade point average falls below 2.00. The student has one trimester to raise his or her GPA above 2.00. At the end of that trimester, the Academic Review Committee will review his or her status (see the Academic Dismissal section). A student on academic probation should not take more than 12 credit hours during the fall and spring trimesters or six credit hours during the summer trimester. Students on academic probation should consult with their assigned advisor regarding strategies for academic success.

Attendance Policies

Students are expected to attend all scheduled courses, laboratories, clinicals, and/or practicum. The following attendance policies are in effect:

- Regular attendance at courses, laboratories, and clinical is required.
- Failure to attend the first day of the course will result in automatic course withdrawal.
- It is the student's responsibility to contact the instructor if class appointments have been missed.
- All arrangements for an excused absence must have the instructor's prior approval. In the event of an emergency (e.g. illness), instructors may require official documentation or verification.
- When a student's number of absences (excused or unexcused) for any course exceeds 20% of the total course appointments, a grade of "F" may be given for that course.
- Students are allowed to consider as excused absences up to five days off for bereavement if the death was an immediate family member (spouse, parent, sibling, child, or grandparent). Other family members, such as aunts, uncles, and cousins, are usually not in this category unless they were part of the immediate family. Additional time must be requested by the student and agreed to by the instructor. Verification must be provided at the time of the student's return to class. All coursework must be made up within a time frame agreed upon with the course instructor.
- The student is considered to be enrolled in a course until the completed *Drop/Add/Withdrawal Form* is submitted to the Office of the Registrar. It is the student's responsibility to complete these forms as soon as the decision to drop has been made.
- Failure to drop a course before the drop deadline may result in the grade of "WF" being given for the course.
- Please refer to the program handbook for additional attendance policies.

Audit Policy

Any student has the option to audit a course. An audited course does not contribute toward grade point average, does not meet degree requirements, and does not count toward residency requirements or financial aid hours. The student may participate in all aspects of a course, but will not receive a grade or trimester credit. **A student who registers for an audit must do so within the drop/add period.** The designation “AU” will be placed on the transcript for each audited course. Students who wish to audit a professional program course must receive permission from the department chair. The tuition rate for audited courses is listed in the Fee Schedule in the Financial Information section.

Emergency Class Cancellation

All decisions regarding emergency school closure will be made by the Adventist University Administration. Information on campus closings may be obtained from the following sources:

- Campus mass notification system
- Campus voice message system: 407-303-9798 or 407-303-7747
- Campus plasma screen displays
- University websites: www.ADU.edu, my.ADU.edu
- Local TV stations: WESH (2), WKMG (6), WFTV (9), Central Florida News (CFN 13)

Grade Point Average

A student’s grade point average, for admission, academic standing, and graduation, is based on the quality points assigned to each letter grade. Non-letter grade designations (AU, DG, etc.) do not earn quality points and do not affect the grade point average. Adventist University uses the following GPA designations:

TRIMESTER GPA

GPA for each term

AS/BS DEGREE GPA

ADU courses that meet specific degree requirements

ADU RESIDENCY GPA

All courses taken at ADU

CUMULATIVE GPA

Includes only coursework at ADU and does not include transfer credits

ADMISSION GPA

May include credits earned both at ADU and at previously attended institutions (used for University and/or program admission).

Readmission Policy after Academic Dismissal

Students not enrolled in an academic program who have received an academic dismissal from the University may petition the Senior Vice President for Academic Administration for readmission. If readmission is granted, additional admission documents may be required by the Office of Enrollment Services.

Students within an academic program who have received an academic dismissal from the Program must refer to individual program readmission policies.

Records

All medical records and disability reports are kept in a secure location on campus, separate from the student's academic record.

Directory information may be released to the news media and other persons upon request. Such information includes the following:

- Student's name
- Year in school (freshman, etc.)
- Major field of study
- Dates of attendance
- Degrees and awards received
- Institutions previously attended
- Photograph
- e-mail address

Students have the right to submit a written request to the Office of the Registrar to block the release of all or part of their directory information. To ensure confidentiality, this request must be completed and turned in by the end of the drop/add period of each trimester.

Students who choose to have their records released to a third party, such as a parent, must fill out a Records Release Form with the Office of the Registrar.

Repeated Courses

If a student chooses to repeat a course, the following policies apply:

- If a course taken elsewhere is repeated at ADU, the ADU course and grade will be recorded on the transcript and will be used in computing the GPA. The other course will not be transferred. Students who choose to repeat courses that have already been transferred must notify the Office of the Registrar in writing so the transferred course may be removed from their transcript.
- If the course was taken and repeated at ADU, both courses and grades will appear on the transcript. The lower grade will remain on the transcript, but the quality points will be disregarded. The higher grade will be used in computing the GPA.
- Courses taken at ADU must be repeated at ADU in order to receive grade forgiveness.

Permission to repeat a course may be limited by the policies of certain degree programs. Please consult the individual program sections of this *Academic Bulletin*.

Student Rights and Confidentiality of Records

The procedures for protecting the confidentiality of student records are based on the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA affords students certain rights with respect to their education records. The rights include the following:

- The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access.

Students should submit written requests to the Office of the Registrar that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will advise the student of the appropriate official to whom the request should be addressed.

- The right to request the amendment of the student's educational records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record they believe is inaccurate or misleading. They should submit written requests to the University official responsible for the record, clearly identifying 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 right to file a complaint with the US Department of Education, 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, US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.
- The right to request that the University not disclose personally identifiable information contained in the student's educational 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, 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 in performing his or her tasks.

A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Withdrawal Policy

This policy applies to students wishing to withdraw from all courses in a given trimester or from a program or from the University. Such students must:

- Obtain a Drop/Add/Withdrawal Form.

- Meet with their appropriate department representative(s).
- Meet with representative(s) from Financial Aid and/or Financial Services.
- Submit the Drop/Add/Withdrawal Form with all required signatures to the Office of the Registrar.

Students who temporarily leave the University will be given a withdrawn status if they are gone for more than two academic periods. Students who attend other institutions after leaving will be asked to provide updated official transcript(s) for evaluation upon re-entry to ADU.

POLICIES & PROCEDURES

Active Military Duty Policy

Any student called to active duty from the reserves of any branch of the military or the National Guard will receive special consideration from the University to ensure a smooth transition. Students should notify their department chair and submit a copy of the military orders. The length of service should be defined when possible. A full refund of tuition and fees for the current trimester will be granted.

Upon returning to the University, the student should provide documentation that he or she has been released from active duty. Students leaving a professional program for active duty will be able to re-enter the program at the beginning of the same trimester in the suggested plan of study. Students should refer to the individual professional program section of the *Academic Bulletin* for readmission policies. Students in the Department of Health and Biomedical Sciences will be able to begin courses at the beginning of the next trimester following their return to civilian life. Exceptions and special needs will be addressed on an individual basis.

Campus Closing - Florida

In the event that the Florida Campus is closed, all classes will be suspended including all distance education courses currently being taught on the Denver Campus. Denver campus and students will receive identical messages through the emergency notification system relative to the closing and re-opening of the University campus.

Campus Closing - Denver

In event of the Denver Campus being closed, the campus coordinator will make the decision to close the College, contact all Denver Students through the emergency notification system, and notify the Denver Campus Administrator in Orlando of the closing. Any coursework missed by the student during the Denver closing will be made up, per the individual course syllabi.

Cell Phone Usage

In our world of instant communication, it is easy to forget one's surroundings. We respectfully ask that all students be thoughtful of those around them and refrain from using their cell phone in boardrooms, the Library, Media Services, restrooms, and any other public arena where phone conversations may distract others. In order to encourage academic integrity:

- Cell phone use is prohibited during class instruction, labs, or designated testing areas.

- Cell phones must be on silent mode or turned off and kept out of sight.
- Use is interpreted as using any cell phone function or feature, not just the sending or receiving of calls.

Children on Campus

Adventist University has great concern for the safety of our students and their children. It is for this reason that ADU has instituted a policy forbidding students from bringing their children onto the ADU campus. Students who bring children onto the university campus will be asked to remove the children from the property. In the event that children are found unattended on the campus, the institution will immediately contact the appropriate local authorities.

Children on Shuttle Buses

Because of safety concerns, children will not be allowed to ride on the University shuttle system. Students who attempt to board the shuttle with their child will be asked to un-board.

Communicable Disease Policy

Screening

It is the intent of the Adventist University of Health Sciences to provide a safe and healthy environment for students, faculty, staff, and visitors. The University complies with all pertinent state and federal statutes and regulations protecting the privacy and welfare of students at ADU. As part of this commitment, the University has developed the following policy to address the issue of communicable diseases:

- A communicable disease is defined as a disease/illness which can be transmitted to other individuals.
- The most effective means of dealing with communicable diseases is through prevention and periodic screening. Therefore, all incoming students must have current immunizations and tuberculosis screening documentation. Requirements for the immunizations and screenings are based on the guidelines set by the Centers for Disease Control and Prevention Immunization Guidelines.
- The immunizations/screenings required upon admission to the University include Measles-Mumps-Rubella (MMR), Tetanus-Diphtheria, and Tuberculosis. In addition, all students must present annual verification of tuberculosis screening. The required tuberculosis screening test is the PPD. A chest x-ray is necessary when a person has had a positive PPD result. If testing reveals active disease, the student must follow the directives within the Communicable Disease Policy.
- Upon acceptance to professional programs with a clinical component, in addition to the annual tuberculosis screening, students must also have a Hepatitis B vaccine series and a Varicella (Chicken Pox) titer or vaccine.
- If students have any questions regarding the immunizations or screening tests, they may refer to the Center for Disease Control and Prevention website at <http://www.cdc.gov/nip/recs/adult-schedule.htm>.

Exposure Procedures

- If a student believes he or she has been exposed to, or exhibits signs and/or symptoms of, a communicable disease, he or she must contact the University faculty member and/or the clinical coordinator responsible for the course in a timely manner. It is also expected that the student will seek immediate medical care and keep faculty informed.
- A faculty or staff member, who knows that a student is exhibiting symptoms of or has been exposed to a communicable disease, must notify the department chair and the Dean of Students.
- Students with private insurance carriers should contact their insurance provider to determine available healthcare resources.
- Any student diagnosed with a communicable disease must be isolated during the infectious period of the illness. Therefore, the student cannot continue to attend classes or clinicals, eat meals in public settings, or live in University housing. The University reserves the right to ask a student to receive medical care should the student exhibit signs or symptoms of a communicable disease.
- Any student with a communicable disease must obtain written medical clearance stating that he or she can return to campus and activities. This must be submitted to the student's department chair before the student can resume activities.
- Written medical clearance must be submitted to the Dean of Housing prior to the student's being allowed back into University housing.
- ADU will not disclose the identity of any student who has a communicable disease, except when authorized by law. Administration, faculty, and staff will maintain confidentiality and professionalism toward the individual(s) involved.

Copyright Infringement

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at

www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Institutional Response to Copyright Law Violation

Adventist University of Health Sciences takes seriously all forms of copyright infringement and will take disciplinary action against any student involved in such activity. Adventist University will also cooperate fully with local, state, and federal officials in bringing offending students to justice.

Students who are found to have used the institution's network to engage in activities deemed to be in violation of Federal Copyright Laws will face additional discipline from the Citizenship committee up to and including dismissal from the institution.

Discipline Procedure

1. The student will be contacted by the Office of the Dean of Students within five (5) business days, and a meeting will be arranged to discuss the violation of school policy.
2. The student will be referred to the University counselor or Chaplains for personal or spiritual support.
3. If it is determined that the violation warrants referral to the Discipline Committee, then the Dean of Students will contact the chair of the Discipline Committee.
4. The Discipline Committee will meet within seven (7) business days (during the academic trimester) of the receipt of notification from the Dean of Students.
5. Students have the right to appear in person to present their case and may invite a faculty or staff member to accompany them to the Discipline Committee.
6. No action will be taken until the Discipline Committee has made a final decision, unless the Dean of Students or an appropriate member of the University administration determines that the nature of the incident warrants immediate removal from the institution. In such instances, alternate modes of communication will be used if the student is unable to appear in person at the Discipline Committee meeting.
7. If the student disagrees with the Discipline Committee's decision, he or she may write a letter of appeal to the Dean of Students within five (5) business days.
8. The Dean of Students will review the minutes from the Discipline Committee and determine if the student's right to due process was upheld. The Dean of Students will respond within five (5) business days of receipt of the letter of appeal.
9. If disagreement still exists, the student has the right to request a hearing with the President.

▪ ***Communication Accommodations for Distance Education Students***

Students enrolled in an ADU Distance Program are given communication options that can be used during the ADU discipline procedures where a meeting or hearing is indicated.

A Distance Education student may choose:

1. To attend any or all meetings or hearings in person (travel expenses are the students' responsibility).
2. To communicate or attend meetings via telephone.
3. To communicate or attend meetings via Internet protocol (IP) audio and video technology.

Communication methods chosen will be facilitated through the office of the Dean of Students.

Disciplinary Authority

The disciplinary authority of Adventist University of Health Sciences is vested in the President, those asked by the President to act on his behalf, and in the committees and administrators of ADU on whom jurisdiction may be conferred for specific cases and specific areas of responsibility.

Hazing Policy

Adventist University of Health Sciences supports the right of students enrolled at the University to be free from the threat or practice of hazing (on campus or online). Any student who engages in hazing or commits any act that intentionally or unintentionally injures, de-grades, or disgraces a fellow student may be subject to discipline up to and including dismissal. Students found guilty of hazing may also be subject to criminal prosecution.

Health & Immunization Requirements

All ADU students must submit proof of the following Immunizations:

- Yearly verification of tuberculosis screening test. If test is positive, refer to the Communicable Disease Policy.
- Updated immunization records including MMR, Hepatitis B, and Tetanus-Diphtheria
- Verification of varicella vaccination or immunity (titer).

Students who wish to reside in student housing must present the following:

- Menomune/Menactra (Meningococcal Meningitis) OR
- Sign a declination statement.

Students in a professional program must present the following:

- Yearly verification of tuberculosis screening test. If test is positive, refer to the Communicable Disease Policy on page 39.
- Updated immunization records including Hepatitis B, MMR, and Tetanus-Diphtheria
- Verification of varicella vaccination or immunity (titer)
- Evidence of physical examination prior to beginning a professional program
- Verification of current certification in professional cardiopulmonary resuscitation (CPR) from the American Red Cross or the American Heart Association including infant, child, and adult CPR
- Evidence of a successfully completed “FIT” test prior to the professional program deadline.

In addition to the above criteria, individual programs may have specific requirements which are listed in the individual program sections of the *Academic Bulletin*.

Inclement or Severe Weather

On occasion, circumstances may require an emergency closing of ADU due to inclement weather. The President or his/her designee will make the decision to close the University at

which time Campus Safety will be contacted and the emergency notification system will be enacted to notify the campus population. (See Emergency Class Cancellation.)

Intellectual Property Policy

This Intellectual Property Policy clarifies the rights and responsibilities of Adventist University of Health Sciences ("University"); its faculty, staff, and students; and non-employees, such as consultants.

1. Definitions

1.1. "University Works" are copyrighted works (including on-line instructional materials) that were (i) created with substantial use of University resources, financial support, or University personnel beyond the level of common resources provided to faculty and staff; (ii) created as part of the creator's primary job responsibilities; (iii) created or commissioned for use by the University; or (iv) created under the terms of a sponsored project where the terms of the sponsored project require that copyright be in the name of the University.

1.2. "Copyrighted Intellectual Property" or "Copyrighted Work" describes original works of authorship that have been fixed in a tangible medium of expression, including books, articles, artwork, music, software, traditional or electronic correspondence, and on-line instructional materials that are likely to be subject to protection under United States copyright law.

1.3. "Creators" are any persons who create intellectual property using University resources.

1.4. "Patentable Intellectual Property" or "Patentable Work" describes inventions, discoveries, and manufacturing designs that have been reduced to practice, and are novel, useful, and non-obvious, and therefore likely to be subject to protection under United States patent law.

2. Intellectual Property Ownership

2.1. Rights of the University – University Works shall constitute a "work made for hire" as defined by federal law. However, as set forth under the Licensing and Revenue Sharing provisions below, creators of works that constitute works-for-hire may share in revenues arising from their creation.

Ownership in any patentable work originating from creators shall rest with the University. As set forth under the Licensing and Revenue Sharing provisions below, creators of patentable works may share in revenues arising from their creation.

Notwithstanding the foregoing, ordinary use of University resources, such as the library, one's office, desktop computer and University computer infrastructure, and secretarial staff and supplies, *is not* considered to be substantial use of such resources for purposes of vesting the University with ownership in a work.

Where the University owns the Copyrighted Work or Patented Work, it may, in its sole discretion, acknowledge creators (including creators of works-for-hire) who have made a substantial creative contribution to the work.

2.2. Rights of Faculty and Staff – In keeping with longstanding academic custom, the University recognizes creator ownership of copyright in traditional works of authorship created by faculty and staff, such as textbooks, other works of nonfiction and novels, articles, or other

creative works, such as poems, musical compositions, and visual works of art, whether such works are disseminated in print or electronically, unless the works meet the criteria for University ownership given above.

2.3. Rights of Students – Students retain ownership in any work created as part of a class at the University. University personnel must obtain permission before copying or distributing a student’s work. However, students grant the University permission to submit their work to a service such as *Turnitin* to check for plagiarism.

2.4. Commercial Distribution of Creator-owned Works -- A faculty member, or other creator, who owns the copyright in his or her works under this Policy, other than course content or courseware, may commercialize those works, without the authority or permission of the University, so long as the University’s name is not used in connection with works so made available, other than to identify the creator as an officer of instruction or employee at the University.

2.5. Non-commercial Distribution of Creator-owned Works -- A faculty member, or other creator, who owns the copyright in works under this Policy, other than course content or courseware, may make the work freely available on non-commercial terms (that is, without remuneration to the author), for free or commercial redistribution, without the authority or permission of the University, so long as the University's name is not used in connection with works so made available, other than to identify the creator as an officer of instruction or employee at the University.

With respect to creator-owned course content and courseware, the creator may make the work freely available for academic and scholarly use, without the authority or permission of the University, to recipients who agree that they will not make commercial use of the material, so long as the University's name is not used in connection with works so made available, other than to identify the creator as an officer of instruction or employee at the University.

2.6. Categories of Works -- The following description of various categories of works indicates which works would generally fall into the categories of works in which ownership rests with the University.

2.6.1. University Works

Copyright in University Works is owned by the University.

(a) Examples of University Works are journals, periodicals, yearbooks, compendia, anthologies and films published by departments or programs within the University (even if the individual components do not constitute University Works), and works created for a specific University use. Works created by employees at the direction of the University for University purposes, such as materials for administrative use and computer software created by non-faculty University programmers for use by the University, are works-for-hire as defined by federal copyright law, and the University owns the copyright in such works.

(b) University Works also include some works produced as a collaborative effort under the aegis of a program or department; for example:(i) works created in a project initiated by a program or department, or (ii) works that are created and then developed and improved over time by a series of individuals, where authorship cannot be attributed to any one individual or group of individuals. An example of the latter would be certain kinds of software which are developed and then improved and updated over time by multiple creators.

However, not all works that are created as a result of a collaborative effort among a number of individuals would necessarily be considered University Works. As with other kinds of copyrightable works, the facts and circumstances of each case must be reviewed in order to determine whether the University would claim copyright ownership in accordance with this Policy.

2.6.2. Course Content and Courseware

Copyright ownership rights and control of course content and courseware are determined by the criteria given in 1.1 and 1.2. "Courseware" is the set of tools and technologies used to present course content, and are independent of the content itself. "Course content" is the intellectual content of the course, as taught at or through the University. As creation of courseware and course content are generally part of the creators' primary job responsibilities, copyright is usually owned by the University. However, copyright for any courseware or course content that results from a project, the contents of which a faculty or staff member would expect to own, is owned by the creator.

(a) *Videotapes and recordings* - Ownership rights in videotapes or other recordings of all courses, and the parts thereof, that are made at University expense rest with the University. Ownership of the videotape or recording itself does not mean that the University claims rights in the intellectual content presented on the tape or recording. Copyright ownership in the content is governed by the principles set forth above.

(b) *Use of course content and courseware at University*- Independent of copyright ownership, a faculty member has the right to use all course content and courseware he or she develops or creates in the normal course of teaching or research at University. This right includes the right to make changes to the works and the right to distribute such works to University students, faculty, and staff for teaching, research, and other non-commercial University purposes.

(c) *Use of University course content and courseware outside of University: commercialization* – A faculty member, notwithstanding copyright ownership, may not commercialize course content or courseware created or taught at the University, without the approval of the President.

(d) *Use of University course content and courseware after departure from University*- If a faculty member leaves the University, he or she may continue to use at another academic or not-for-profit research institution for teaching, research, and other non-commercial purposes, all course content and courseware he or she created or taught at the University, independent of ownership, provided the Adventist University name is not used in connection with the course content or courseware. A former faculty member may not commercialize any course content or courseware owned by the University. A former faculty member is free to make commercial use of course content and courseware that he or she owns the rights to, provided the Adventist University name is not used in connection with the course. The former faculty member who owns the copyright in course content or courseware accords the University the irrevocable, nonexclusive right to continue using, as part of its non-commercial educational activities, all course content and courseware that the faculty member made available to others while teaching at the University; *e.g.*, material given to students. This right includes the nonexclusive right to incorporate such course content and courseware into other University courses.

2.6.3. Works that Use the University Name

Use of the University name in connection with a work, other than by way of identification of the creator as a faculty member, researcher, other employee or student at University, is itself use of a significant University resource, thus triggering an interest on the part of the University. Additionally, use of the University name can affect the reputation and academic standing of the institution. Faculty members, researchers, other employees (as well as their respective departments and programs), and students may not participate in the creation or use of works that might give the impression of University sponsorship where there is none. Any use of the University name (other than to identify the creator by his or her title at the University) in connection with a work created by a faculty member, researcher, or other employee must be approved in advance by the President.

Similarly, if the name of the University is to be used in connection with any works created under collaborative agreements with outside entities (other than to identify the creator by his or her title at the University), such agreements must be approved in advance by the President.

2.6.4. Software

Ownership of both patentable and nonpatentable software is determined by the criteria in sections 2.1 and 2.2 of this Policy.

2.6.5. Discoveries, Inventions, and Other Patentable Works

Patentable works created by University faculty and staff are owned by the University, in accordance with Section 2.1 of this Policy.

2.6.6. Work Arising out of Consulting Agreements and Other Outside Activities

As set forth in the University Policy on Other Professional Employment, faculty members may engage in outside activities with permission of the appropriate Department Chair or Administrator. No use of University resources, financial support, or other University personnel may be made in the course of permitted outside activities. If a creator does not make any use of University resources in the course of his or her outside activities and complies with other applicable University policies, the University does not assert rights in works resulting from such activities.

2.6.7. Works by Non-employees

The ownership of works prepared for and at the request of the University by non-employees, such as consultants or subcontractors retained by the University, shall be governed by a written agreement prepared on a case-by-case basis.

3. Administration of Policy

3.1. Licensing and Revenue Sharing – The University, through the President's Office and with the assistance of the University's legal counsel, will provide appropriate services, including legal services, to commercialize works covered by these licensing and revenue sharing provisions. Any decisions concerning commercialization of the work will be made in consultation with the creator. The creator and the University will bring to the other's attention any licensing or other commercialization possibilities of which either becomes aware.

Works covered by these licensing and revenue-sharing provisions include any works designated as works-for-hire under section 2.1 of this Policy, excluding courseware and course content, and any patentable works. The decision of whether or not to share any revenues that

arise from the commercialization of such works with the creators, along with the exact distribution of such funds, will be made by the University president on a case-by-case basis.

The licensing of books, articles, and other non-institutional works described in section 2.2 is under the control of the faculty or staff members creating such works. However, if any article or other such work is to be published, the creator shall seek to reserve the right to provide the University with a royalty-free right to use a reasonable portion of the published work within the University for teaching, research, and other non-commercial purposes. If the creator is successful in retaining such right, the creator shall grant such right to the University.

Faculty and staff members are entitled to any revenues derived from the application of expertise acquired during the creation of a work owned by the University; e.g., professional presentations or consulting.

3.2. Responsibilities of Creators -- In order to ensure that a proper determination of ownership is made, creators will promptly disclose to the University all works in which the University may claim or assert rights under this Policy. Part of the disclosure by creators shall include a disclosure of the circumstances under which the work was created, a description of any University resources that were used, and any financial or other relationship with a third party that might affect the University's rights in the work (for example, any consulting agreements or third party funding agreements pursuant to which a work was created).

If the creator is uncertain whether the University would claim copyright ownership in a work, the work should be disclosed.

Creators will cooperate with the University in protecting ownership and other proprietary rights in the works (for example, executing assignments to the University and any other necessary documents).

The disclosure requirement does not presuppose copyright ownership by the University, and creators are not surrendering any of their rights by disclosing works of authorship. A discloser allows the University to work to protect the rights of everyone involved. Ownership of a work will be decided in accordance with this Policy.

3.3. Intellectual Property Agreement -- This Policy constitutes an understanding that is binding on the University, and on its faculty, staff, students, and other covered individuals as a condition of their participating in University research, educational and other programs, or their use of University facilities or resources. The University may require formal agreements to implement the Policy as appropriate, but the absence of such executed agreements shall not invalidate the applicability of the Policy.

3.4. Transfer of Intellectual Property to Creator -- The creator of a work may request that the University transfer ownership in the work to the creator, subject to an irrevocable royalty-free license to the University to use the work for its own non-commercial purposes. Such a request must be made to the President. In certain circumstances, the University may require reimbursement by the creator for out-of-pocket expenses the University has incurred in connection with the work, including legal and marketing expenses (if any). The University will act as expeditiously as reasonably possible in considering such requests by creators. Notwithstanding the foregoing, final decisions regarding transfer of Intellectual Property to Creator shall be made in the sole discretion of the University.

3.5. Making University-owned Works Freely Available to the Public -- If a creator of a work whose copyright is owned by the University, including a creator of a work-for-hire, wishes to make a work freely available to the public, through non-commercial licensing or other means, the University, subject to the terms of any applicable agreements with third parties under which the work was created, will accommodate such wishes as long as it determines that the benefits to the public of making such works freely available outweigh any advantages that might be derived from commercialization. The University will act as expeditiously as reasonably possible in making such determination.

Adventist University's Intellectual Property Policy is based on policies adapted, with permission, from Barnard University.

Jury Duty

The individual course instructor will make reasonable accommodations for any student required to fulfill jury duty obligations. This includes providing additional time to complete assignments, tests, or quizzes missed during this absence. Students should submit a copy of their jury duty notice to the course instructor.

Laptop Initiative

The University now requires all new students to have a laptop. ADU is in the process of transitioning into using more technology in the classrooms and because of this, all students must have this equipment. You may bring your own laptop or purchase one from the University. If you choose to bring your own laptop, you must have access to:

- An 802.11 b/g network card
- All work submitted in an Office 2007-compatible format
- Antivirus software that is current and kept updated
- An updated version of JAVA installed
- The current FLASH version installed

If your laptop does not have all of these features, you may purchase one from the University through your student account (financial aid may be applied to this if eligible).

Policy Statements on Tobacco, Alcohol, Legally Obtained Substances, and Illicit Drugs

Tobacco-Free Campus

Adventist University of Health Sciences (ADU) is committed to the principles of health and healing. Tobacco-related illnesses are a major cause of preventable disease and death. Because of this, Adventist University of Health Sciences is a tobacco-free environment. The use of tobacco in any form on the University campus or during any school-sponsored activity or event is prohibited; this includes the use of electronic cigarettes.

Alcohol-Free Campus

Adventist University is committed to providing a learning environment that is focused on student success and safety. Adventist University believes that the use of alcohol is counterproductive to a successful and safe environment. Therefore, the possession, use, or being under the influence of alcoholic products on any Adventist University property or during any University event is strictly prohibited. Failure to abide by the stated policy will result in disciplinary actions.

Legally Obtained Substances

The use or misuse of any legally obtained substance to render oneself intoxicated or in a state of euphoria is strictly prohibited. Students found under the influence, using, manufacturing, or distributing said substances for this purpose will face disciplinary actions up to and including permanent dismissal.

Legally obtained substances are defined as natural or manufactured substances that can be obtained legally and without a prescription and when misused will render the users intoxicated. Examples are: over-the-counter medicines, bath salts, synthetic drugs, aerosols, cocktails of natural plants.

Drug Policy

Adventist University of Health Sciences is committed to providing a drug-free learning environment. The manufacture, distribution, possession, or use of illegal drugs and drug paraphernalia is strictly prohibited. In addition, the intentional misuse of prescription drugs is considered an infraction of this drug and alcohol policy. By enrolling at ADU, all students agree to submit to random drug testing. In addition, Adventist University students and their possessions are subject to search and surveillance at all times while on University property.

All students enrolled at ADU are expected to remain drug free. If at any time a faculty, staff, or administration person has reasonable suspicion or evidence of drug use by a student, he or she may request that a drug and alcohol screening be performed on the student. All random drug tests requested by ADU will be performed at a Florida Hospital Centra Care at a location and time determined by Adventist University. Refusal to submit to a drug and/or alcohol test is presumed to be a positive result, and the refusal will be handled in the same manner as any other positive test results.

In addition to the ADU drug and alcohol policy, students enrolled in clinical professional programs are also held to the drug and alcohol standards of their appropriate professional organizations and the healthcare facilities in which they perform clinical services. It is customary for clinical sites to request a drug test prior to a student's beginning his or her clinical rotation, and students must adhere to such request. If at any time during a student's clinical experience a clinical faculty or supervising facility has reasonable suspicion or evidence of illegal or inappropriate drug use, the student will be subject to the disciplinary actions outlined by the respective clinical facility, as well as disciplinary actions by Adventist University.

- **Drug Testing**

While Adventist University of Health Sciences reserves the right to require a student to submit to a drug test for any reason, the three main reasons for drug testing are found below:

- 1) Suspicion or evidence of drug use by a student.
- 2) A student's name is randomly chosen from a student population.
- 3) Required drug testing for the clinical environment.

If a student tests positive on a drug test:

- 1) The student will receive a letter from the Vice President for Student Services outlining the following policies and accountability items (these items must be successfully completed to continue as a student at ADU):
 - a. The student will be required to complete a minimum of two sessions with the counseling center over a six-week period. Additional sessions will be at the discretion of the counselor.
 - b. The student will be required to submit to unannounced drug testing for the remainder of his or her enrollment at the institution.
 - c. If the student testing positive is enrolled in a professional program or working within a clinical environment, he or she will be subject to additional disciplinary actions outlined by the respective professional programs or clinical organizations. Any required reports to licensing agencies will be submitted by the appropriate liaison.
 - d. A failure on any future drug test (including tests that may be required by clinical environments) will result in dismissal from ADU.

- 2) A student disciplinary folder will be created and filed in the office of the Vice President for Student Services. When not protected by privacy laws, all records pertaining to the performance of aforementioned accountabilities will be housed in this folder.

- **Cost of Drug Screening**

Students who are required to be screened because of suspicion or random selection will be charged for the drug screening only when the test results are positive. This charge will appear on the student's statement.

Any student violation of the drug and alcohol policy is grounds for disciplinary action—up to and including permanent dismissal. However, the sale, distribution, or manufacturing of drugs will result in immediate and permanent dismissal from Adventist University of Health Sciences.

Illegal Drugs Defined

Illegal drugs include such substances as opium derivatives, hallucinogens (e.g., marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, ecstasy, ketamine, codeine, heroin, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs that are being taken under a physician's care.

Health Risks Associated with Substance Use and Abuse

The health risks associated with the inappropriate use of drugs include, but are not limited to, the following: physical and psychological addiction; physical, psychological, and spiritual deterioration; disease; and, possible death.

Screening Requirements

Adventist University of Health Sciences (ADU) requires all new students to complete a background check, drug screening, and immunization form (see Health and Immunization

Requirements) before registering for the first time. This information is needed for participation in Service Learning projects and in clinical settings. The student is responsible for all costs incurred during this process.

Students should refer to www.adu.edu/enrollment/admission/screeningprocess for information on how to complete this process. A separate registration hold will be placed for each of the three processes listed above for all students upon acceptance. Each hold will be removed as it is satisfied. Background check reports or drug screening results from other sources will not be accepted.

Only one background check is required per degree for students unless they are not admitted to a professional program within two years of completing the first background check. If it has been more than two years, students will be required to complete a second background check. Adventist University alumni from one program will be required to complete a new background check, if they pursue another degree.

State Laws Concerning Illicit Drugs

There are substantial legal sanctions pursuant to state or federal law which may be levied against students for the unlawful manufacture, distribution, possession, or use of an illicit drug, controlled substance, tobacco, or alcohol. The law often treats drug offenses as a criminal matter, punishable by substantial fines, imprisonment, or other severe sanctions.

Complete information on Florida state laws regarding illicit drugs can be found at the following site:

2009 Florida Statute, Title XLVI, Chapter 893, Florida Comprehensive Drug Abuse Prevention and Control Act (<http://goo.gl/j81EA>)

Under state law, it is a crime for any person to possess or distribute controlled substances or drugs as described in Section 893.03, Florida Statutes, except as authorized by law. Punishment for such crimes ranges from first-degree misdemeanors (up to one-year imprisonment and up to a \$1,000 fine) to first-degree felonies (up to 30 years imprisonment and up to a \$10,000 fine).

Specifically, possession of less than 20 grams of marijuana is a first-degree misdemeanor punishable with imprisonment of up to one (1) year and a fine of up to \$1,000. Possession of more than 20 grams of marijuana is a third-degree felony punishable with imprisonment of up to five (5) years and a fine of up to \$5,000.

Possession of less than 28 grams of cocaine is a third-degree felony. Possession of more than 28 grams of cocaine is a first-degree felony punishable with imprisonment of up to 30 years and a fine of up to \$250,000. The privilege of driving an automobile also may be affected if any of the above crimes are committed.

Trafficking (distribution of specific large quantities of various controlled substances) is punishable by a minimum term of imprisonment of 3 to 25 years and a fine of \$25,000 to

\$500,000, depending on the particular illicit drug and the quantity involved. Penalties under federal law for drug trafficking generally are greater than penalties under state law.

Individuals who have been convicted of a felony involving the sale or trafficking in or conspiracy to sell or traffic in a controlled substance under certain circumstances may be disqualified from applying for state employment. Convictions on drug-related charges also may result in forfeiture of federal financial aid.

State Laws Concerning Alcohol

Complete information on Florida state laws regarding alcohol can be found at the following site:

2009 Florida Statute, Title XXXIV, Chapter 562, Alcoholic Beverages and Tobacco, Beverage Law: Enforcement (<http://goo.gl/K0Eus>)

Florida Statute 562.11 - Selling, giving, or serving alcoholic beverages to persons under age 21; providing a proper name; misrepresenting or misstating age or age of another to induce licensee to serve alcoholic beverages to person under 21; penalties.

It is unlawful for any person to sell, give, serve, or permit to be served alcoholic beverages to a person less than 21 years of age or to permit a person less than 21 years of age to consume such beverages on the licensed premises.

It is unlawful for any person to misrepresent or misstate his or her age or the age of any other person for the purpose of inducing any licensee or his or her agents or employees to sell, give, serve, or deliver any alcoholic beverages to a person less than 21 years of age.

Anyone convicted of violating either of the above provisions is guilty of a second-degree misdemeanor. If a driver's license (or an identification card issued by the Department of Highway Safety and Motor Vehicles) is used in violation of these provisions, additional penalties may be imposed, including suspension or revocation of the driver's license.

Florida Statute 562.111 – Possession of alcoholic beverages by persons under age 21 is prohibited. It is unlawful for any person under the age of 21 years to have in her or his possession alcoholic beverages. Convicted violators of this statute are guilty of a second-degree misdemeanor. Suspension or revocation of a driver's license may also be imposed.

Florida Statute 316.193 – Driving under the influence. A person is guilty of the offense of driving under the influence and is subject to punishment as provided in subsection (2) if the person is driving or in actual physical control of a vehicle within this state, and: The person is under the influence of alcoholic beverages, any chemical substance set forth in Section 877.111, or any substance controlled under Chapter 893, when affected to the extent that the person's normal faculties are impaired; the person has a blood alcohol level of 0.08 or more grams of alcohol per 100 milliliters of blood, or the person has a breath alcohol level of 0.08 or more of alcohol per 210 liters of breath.

Florida Statute 316.1936 – Possession of open containers of alcoholic beverages in vehicles is prohibited. It is unlawful and punishable as provided in this section for any person to possess an open container of an alcoholic beverage while operating a vehicle in the state or while a passenger in or on a vehicle being operated in the state. Convicted violators of this statute are guilty of a noncriminal moving traffic violation.

Florida Statute 856.015 – Open house parties. No adult having control of any residence shall allow an open house party (a social gathering at a residence) to take place at said residence if any alcoholic beverage or drug is possessed or consumed at said residence by any minor where the adult knows that an alcoholic beverage or drug is in the possession of or being consumed by a minor at said residence and where the adult fails to take reasonable steps to prevent the possession or consumption of the alcoholic beverage or drug. Convicted violators of this statute are guilty of a second-degree misdemeanor.

Florida Statute 856.011 – Disorderly intoxication. No person in the state shall be intoxicated and endanger the safety of another person or property, and no person in the state shall be intoxicated or drink any alcoholic beverage in a public place or in or upon any public conveyance and cause a public disturbance. Convicted violators of this statute are guilty of a second-degree misdemeanor.

Florida Statute 768.125 – Liability for injury or damage resulting from intoxication. A person who sells or furnishes alcoholic beverages to a person of lawful drinking age shall not thereby become liable for injury or damage caused by or resulting from the intoxication of such person, except that a person who willfully and unlawfully sells or furnishes alcoholic beverages to a person who is not of lawful drinking age or knowingly serves a person habitually addicted to the use of any or all alcoholic beverages may become liable for injury or damage caused by or resulting from the intoxication of such minor or person.

Federal Penalties for Possession of Illicit Drugs

1st Conviction: Up to 1-year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed two (2) years and fined at least \$2,500 but not more than \$250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed three (3) years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provision for possession of crack cocaine: Mandatory at least five (5) years in prison, not to exceed twenty (20) years and fined up to \$250,000, or both, if:

- a) 1st conviction and the amount of crack possessed exceeds 5 grams.
- b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a)(2) and 881 (a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881 (a)(4)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal Benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one (1) year for first offense, up to five (5) years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

More complete information on Federal Trafficking Penalties can be found at:

- <http://www.usdoj.gov/dea/agency/penalties.htm>.

Miscellaneous

Revocation of certain Federal Licenses and benefits; e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Biannual Review

ADU Drug and Alcohol Policy will be reviewed biannually (a) to determine its effectiveness and to implement changes that may be needed; (b) to ensure that sanctions are consistently enforced, and (c) to meet the stated requirements for compliance with federal regulations.

School Publication Agreement

Students and employees are our best resources for promoting the Adventist University of Health Sciences. By attending or accepting employment by the University, students and employees authorize the use and reproduction or publication of any images taken of them, without compensation. All images created become the property of the University. Every reasonable effort will be made to respect the privacy of those who request it.

Sexual Harassment Definition and Policy

Adventist University of Health Sciences does not tolerate harassment on the basis of gender by a student against another student, faculty, or staff member. Violations of this policy may subject a student to discipline, up to and including dismissal from the University. Sexual harassment is defined as:

1. Threats made on the basis of gender, or unwelcome sexual advances.
2. Requests for sexual favors; and all other verbal, physical, or visual conduct of a sexual or otherwise offensive nature.
3. Sexual innuendo, suggestive comments, sexually oriented “kidding” or “teasing,” “practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, displays of foul or obscene printed or visual material.
4. Physical sexual misconduct that includes unwelcome touching which may involve, but is not limited to: fondling, patting, pinching, hugging, repeatedly brushing against, or other physical contact with a person without his or her consent.

Reporting a Violation

All students who encounter or are aware of sexual harassment shall report such incidents to the University Administration for investigation. Because of the sensitive nature of situations involving sexual harassment, restraint will be taken when discussing the matter and will be limited to those involved in the rectification of the problem. The procedure outlined below shall be followed when reporting a violation:

- A report of the incident must be submitted in writing to the University Administration.
- The matter will be investigated immediately and kept confidential to the extent practical. The student has an obligation to assist and cooperate with the University’s investigation.
- If the University determines that sexual harassment has occurred, the disciplinary process as outlined on page 47 will be enacted.
- A record of the action will be placed in the offender’s file.

Investigative Process of Reported Sexual Harassment

- The VP for Student Services will interview and collect statements from the alleged victim and the accused and corroborate the statements if possible.
- The VP for Student Services will present the information collected to the chair of the discipline committee, a meeting will be arranged. The disciplinary procedure will continue as outlined in the ADU student handbook, discipline procedure p. 46.
- The accused will be presumed not in violation of the sexual harassment policy until such time as the discipline committee determines that a violation has occurred.

Social Conduct

Students attending a Christian institution are expected to be professional and courteous toward faculty, staff, and fellow students both on campus and online. Aggressive, offensive, and inappropriate language or behavior toward faculty, staff, or students is unacceptable. (Failure to act or communicate in a professional and courteous manner may result in disciplinary action by the Adventist University Citizenship Committee.)

Social Networks

Social networking sites provide many positive opportunities for communication and connectivity. In keeping with the mission of the Adventist University of Health Sciences, students are encouraged to use the social networking sites for the development and maintenance of healthy relationships. Students should refrain from making derogatory, defaming, threatening

or profane comments against fellow students, staff, faculty and Adventist University. Students found to be posting such comments are subject to disciplinary action by the Adventist University Citizenship Committee and/or prosecution from the state or federal government. All students attending Adventist University are encouraged to understand the risk of poor behavior both online and on campus and the personal legal ramifications of said behavior. For more information on this topic visit: www.stopbullying.gov. Adventist University will vigorously pursue any reports of bullying, harassment, or stalking (see Student Bullying, Harassment, Stalking Statement).

Student Bullying, Harassment, and Stalking Statement

The term bullying is used at the elementary and secondary level. At the collegiate level “bullying-like” behaviors become a serious matter. These bullying-like behaviors are governed by federal and state statutes and are referred to as harassment, stalking, and hazing (see Hazing Statement pg. 43). To report incidence of harassment, stalking, or hazing, the student should file a written report with the Vice President for Student Services.

After a report is filed the Vice president for Student Services:

- Will contact Campus Security and alert them of the situation.
- Will investigate the charges.
- If the investigation shows that harassment, stalking, or hazing has occurred, disciplinary action will commence as outlined on pg. 42.

Student Computer Policy

All Adventist University electronic communication systems, including, but not limited to facsimiles, computers, network file servers, network or system peripherals, computer data and program files, Internet, and software available to students are the property of the Adventist University of Health Sciences and are intended for academic use only. It is important to remember that access to the Internet and shared system resources is a privilege and not a right.

In accordance with the Christian values of the institution, the following regulations apply to all ADU students regarding the use of the aforementioned systems. University Administration reserves the right to define and enforce the policies below:

- ADU prohibits the illegal duplication of software and documentation. Software may not be installed on ADU computers or networks without the approval of an appropriate University representative.
- Students are not permitted to use any code or password issued to another student or faculty member in order to access, view, or retrieve information from any computer, network file server, network or system peripheral, e-mail account, Internet site, computer or program file, either inside or outside the University's network system. You agree and understand that you are responsible for maintaining the confidentiality of passwords associated with any account you use to access the University services. Accordingly, you agree that you will be solely responsible for all activities that occur under your account. If

you become aware of any unauthorized use of your password or of your account, you agree to notify the University IT Department immediately at 407-303-8100.

- Students shall not gain or attempt to gain access to any electronic communication, e-mail account, and Internet sites, either inside or outside the University's network system without specific authority or rights to such access. This includes any unauthorized and illegal peer-to-peer file sharing. (Florida Statutes, Title XLVI, Chapter 815, Section 815.04, H.R. 4137).
- Students shall have no expectation of privacy regarding computer files, e-mail, or Internet usage. ADU reserves the right to monitor all computer files, e-mail and Internet use without prior notice to the student.
- ADU may restrict or discontinue access to some or all Internet and/or network resources at any time without prior notice to students.
- Students shall not download, view, store, or forward obscene, offensive, or illegal materials.
- ADU prohibits the use of computers, Internet access, or any other electronic communication system in ways that are disruptive, offensive, or harmful to others. This misuse shall include, but is not limited to, ethnic slurs, racial comments, off-color jokes or anything which may be construed as harassment, disrespect of others or may lead to the creation of a hostile educational environment.
- ADU prohibits its students from using its electronic communications system for commercial gain or profit or as an advertising medium for any non-Adventist University interest.
- While ADU makes every attempt to insure that systems are fully functional and error-free, it does not provide a guarantee or warrantee of any kind regarding system reliability.
- ADU does not provide a guarantee or warrantee of any kind that any information obtained from its electronic communications system is correct and free of errors.
- ADU is not responsible for any personal damage as a result of loss of data, inaccuracy of data, delays in processing of data or non-delivery of data over its electronic communications system.
- ADU prohibits the use of its electronic communications system for any illegal activity.

Student Deportment and Dress Policy

Deportment

Adventist University of Health Sciences is a Christian-based institution where each student, faculty, and staff is valued as one of God's unique creations. These are evidenced by the way in which students, faculty, and staff converse and conduct themselves. Care should be taken to present oneself as a Christian professional; this can be achieved in part by avoiding cursing, inappropriate innuendos, and belligerent behaviors.

Dress

In keeping with the mission to educate healthcare professionals in a Christian environment, Adventist University requires that students not yet enrolled in professional programs **dress modestly** while attending classes on campus and **dress professionally** when representing the

University in public. As students progress into professional programs, the dress code becomes more defined, requiring that students adhere to their **program's professional dress code** as outlined in their department's publications.

Modest Dress includes but is not limited to:

- Garments that are made from opaque material (no see-through materials)
- Shirt or blouse that covers midriff (no tank tops or spaghetti straps)
- Skirts and dresses that come to or below the knee
- Shorts that are at least mid-thigh in length
- Undergarments that are covered
- Proper-sized garments
- Clothes in good repair
- Clothes in good taste

Items to avoid:

- Garments with inappropriate slogans or representations
- Tight-fitting spandex-type garments (i.e. Leggings, biking shorts, etc.)
- Clothes that do not completely cover cleavage and buttocks
- Oversized, ostentatious earrings (body piercings should be covered and/or removed)

Professional Dress includes:

- Suit or sport coat and dress slacks (for men)
- Business suit (dress or pant) or a quality skirt and blouse ensemble (for women)
- Collared shirt and tie (for men)
- Dress shoes with coordinated socks (required for men) or nylons (optional for women)

Professional Program Dress: (see appropriate departmental dress code)

Faculty and staff members are empowered to speak with any student relative to his or her appropriateness of dress and/or department. It is expected that the student will follow such suggestions. Failure to follow given directives relative to dress and department may result in disciplinary action taken by the Adventist University Citizenship Committee.

Student Grievance Policy

Students with grievances which are not covered under the Academic Appeal policy (*Academic Bulletin*) or the Discipline policy (*Student Handbook*) are encouraged to take appropriate steps to resolve the issue informally by discussing it directly with the individual(s) involved. If informal resolution is not possible, or the issue was not resolved, students may submit a written grievance to the Vice President for Student Services within ten business days of the incident. The Vice President for Student Services will investigate the case and respond to the student in writing within ten business days.

Weapons Policy

Possession of firearms, and/or other weapons intended to inflict grave bodily harm, are strictly prohibited while on the University Campus, properties leased, rented, or utilized for University purposes. Infraction of this policy will result in immediate dismissal from the Institution.

FREQUENTLY ASKED QUESTIONS

ACT Assessment

Why do I need to take the ACT?

Your ACT score is one of the requirements for admission to ADU's professional programs. The University reviews ACT scores for academic advising and placement.

How do I register to take the ACT at Adventist University of Health Sciences?

1. Complete and turn in the ADU application for admission to the University;
2. Select an ACT testing date;
3. Purchase the ACT test permit from the Financial Services Office;
4. Take a copy of your receipt to the Center for Academic Achievement to secure your place on the testing roster;
5. Upon purchasing the test permit, you will receive an ACT information sheet and web course log-on information.

What study materials are available for the ACT?

1. Web Course – A preparation course, which takes at least a month to complete, is available online once you have paid for the ACT.
2. ACT website – Offers practice examinations to prepare for the ACT.
3. ACT Exam Books – Available at public libraries, bookstores, and the FHCHS Library and Bookstore.

Enrollment Services

How do I apply to a professional program?

Each degree program has its own application deadline. All application materials, including a separate program application for on-campus AS and BS programs, must be received by this date in order to be considered for admission. Files completed after the deadline will be reviewed only if there are still openings available. Contact the Office of Enrollment Services prior to the program application deadline date to ensure that your file is complete. Complete information

regarding admission requirements for professional programs can be found in the current *Academic Bulletin* or online at www.ADU.edu.

Students who have completed 12 or more credits at ADU will be required to submit an additional recommendation form completed by any ADU faculty member, adjunct professor, tutoring coordinator, chaplain, or academic coach/advisor. You may contact the Office of Enrollment Services if you have any other questions.

How do I change my degree program?

Submit a program application if you are planning to apply to one of the on-campus AS or BS programs. You can access these applications through your student page. Once you have logged in, click on Enrollment Services, then Program Applications.

Program Application Deadlines

Each degree program has its own application deadline. After this date, completed application files will be reviewed for admission or readmission.

Applications may be submitted after the posted deadline dates; however, they will not be guaranteed consideration by the Admissions Committee. These dates, along with the trimester in which the program begins, are listed below and are available online.

	Admission Deadline	Program Begins
General Studies	July 1, 2013 November 1, 2013 March 1, 2014	Fall 2013 Spring 2014 Summer 2014
Graduate General Studies	November 1, 2013 March 1, 2014	Spring 2014 Summer 2014
Post-Baccalaureate	July 1, 2013 November 1, 2013 March 1, 2014	Fall 2013 Spring 2014 Summer 2014
Non-Degree	July 1, 2013 November 1, 2013 March 1, 2014	Fall 2013 Spring 2014 Summer 2014
Degree Programs	Admission Deadline	Program Begins
A.S. Degrees:		
Diagnostic Medical Sonography- General Ultrasound	December 15	Summer
Diagnostic Medical Sonography- Cardiovascular Ultrasound	December 15	Summer
Occupational Therapy Assistant	May 1	Fall
Pre-Professional Studies	Rolling Admission	Fall, Spring, Summer
Radiography	December 1	Summer
B.S. Degrees:		
Biomedical Sciences	Rolling Admission	Fall, Spring, Summer
Health Sciences	Rolling Admission	Fall, Spring, Summer
Nuclear Medicine Technology	May 15	Fall
Nursing (4-Year)	April 15 August 15 December 15	Fall Spring Summer
M.S. Degree		
Healthcare Administration	July 1	Fall
Nurse Anesthesia	April 1	Spring
Occupational Therapy	March 1	Fall

Note: Admission dates are subject to change. Contact the Office of Enrollment Services for further information or check the University website for up-to-date information.

Who is my academic advisor?

The student will receive a letter from the Advising Coordinator approximately three (3) weeks after acceptance to the University. The letter will contain the name and contact information for the student's academic advisor.

How do I withdraw?

To withdraw from a course, from all courses in a given trimester, from a program, or from the University, students must obtain a Withdrawal Form and complete the following:

1. Meet with their appropriate department representative(s).
2. Meet with representatives from the Financial Aid and/or Business Office.
3. Submit the Withdrawal Form with completed signatures to the Office of the Registrar.

Students will be placed on academic leave between the dates requested, but their student status will remain unchanged. Students who attend other institutions after leaving will be asked to provide an updated official transcript for evaluation upon re-entry to ADU.

When are my grades available?

Grade reports are available on the ADU website on or before the following dates:

Fall trimester	December 21, 2013
Spring trimester	April 26, 2014
Summer trimester	August 16, 2014

How do I get a transcript?

The Office of the Registrar issues transcripts of a student's ADU academic record upon written and signed request of the student. Requests for transcripts should be received by the Office of Registrar at least ten business days before they are needed. Telephone or e-mail requests cannot be honored. Official transcripts will not be issued to students with unpaid accounts, those who are in default on federal loan payments, and/or who owe a repayment on any federal grant, unless the student can provide official documentation showing arrangements have been made with the lending institution.

Financial Aid

What is the Federal School Code for Adventist University of Health Sciences?
031155

What types of Financial Aid are available?

- Amelia Roeder Scholarship
- Ben Field Memorial Scholarship
- Bussing Family Scholarship
- Don and Helen Bradley Scholarship
- Emily Reeves Tremmel Scholarship
- External Scholarships
- Federal Pell Grant
- Federal Graduate PLUS Loan
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Stafford Loan – Subsidized and Unsubsidized
- Federal PLUS Loan (Parent Loan)
- Femmes de Coeur Scholarship

- Florida Student Assistance Grant (FSAG)
- Florida Resident Access Grant (FRAG)
- Florida Bright Futures Scholarship
- Florida Hospital Credit Union Scholarship
- Florida Pre-Paid Plan
- Florida Scholarship for Children and Spouses of Deceased or Disabled Veterans and Service members
- Frances and William J. Green Trust Scholarship
- Helen Beam Scholarship
- Hubbell Family Scholarship
- Jean Gould Scholarship
- Jean W. Iles Scholarship
- Jose Marti Scholarship Challenge Grant
- Joseph L. Riley M.D. Scholarship
- Katie Pluta Franklin Scholarship
- Marley and Beverly Soper Scholarship
- Paula Curren Scholarship
- Soler Family Scholarship
- Susan J. Kintner Scholarship
- Trent Tindell Scholarship
- Veteran's Benefits
- William H. Coleman and the West Orlando Rotary Club Scholarship
- Winter Park Memorial Hospital Auxiliary Scholarship

When do I apply for Financial Aid?

You need to apply every year starting in January. We recommend that your *Federal Income Tax Forms should be completed before applying for Financial Aid.*

When are the Financial Aid deadlines?

July 22, 2013: Financial Aid Application Deadline - Fall 2013 trimester.

November 15, 2013: Last day to submit ADU Financial Aid Applications for Fall 2013 trimester, if not returning Spring 2014 trimester.

November 15, 2013: Financial Aid Application Deadline for Spring 2014 trimester.

March 31, 2014: Financial Aid Deadline - Summer 2014 trimester.

March 31, 2014: Last day to submit Financial Aid Application - Spring 2014 trimester if not returning Summer 2014 trimester

April 7, 2014: Deadline for obtaining the best Financial Aid award for 2014-2015. (After this date, students can apply for Financial Aid, but scholarships and grants will be limited.)

July 21, 2014: Financial Aid Application Deadline for Fall 2014 trimester.

What initial items are necessary to apply for Financial Aid?

Go to <http://www.adu.edu/financialinformation/financialaidinformation/howapplyfinancialaid>

- *The Free Application for Federal Student Aid (FAFSA)* can be completed online at www.fafsa.ed.gov. If applying without a PIN, please print the signature page, and submit to the address indicated. All students must complete the FAFSA if applying for any type of financial aid.
- *The ADU Financial Aid Application*. Verification documents, if selected for verification.
- Master Promissory Note (MPN) and entrance loan counseling, if applying for a loan for the first time at ADU.

When will I hear what my Financial Aid award is?

It can be anywhere from 2 - 6 weeks from the time the Financial Aid Office has received *all* of the above items until you receive a response.

What does it mean if I have been chosen for verification?

It means that you/your parent will need to supply one or more of the following items to the Financial Aid Office so they can verify the information you filled out on the FAFSA:

- Child support verification.
- Documentation that you/your parents are separated.
- Household verification.
- Identify and Educational Purpose Verification.
- Income Explanation.
- Income Verification.
- IRS Federal Income Tax Transcript and W-2s for you, your spouse, or your parents.
- SNAP verification.
- Untaxed income verification.
- Verification of citizenship or immigrant status.

When will I receive my Financial Aid?

Financial Aid will be posted on your student account after the end of the drop/add period, if the Financial Aid Office has received all required documents.

How much can I borrow in loans?

The total combined amounts a student may borrow in subsidized and unsubsidized Stafford loans may not exceed the annual loan limits or aggregate limits, which are specified in federal regulations. Annual loan limits are determined by class standing (freshman, sophomore, etc.) and dependency status. Students who will be finished with their program during the award year and do not enroll for three trimesters will have their loan prorated.

Annual Limits

Dependent

Class Standing	Credits Earned	Maximum Subsidized	Additional Unsubsidized	Combined Subsidized & Unsubsidized
Freshman	0-31	\$3500	\$2000	\$5500

Sophomore	32-61	\$4500	\$2000	\$6500
Junior/ Senior	62-124	\$5500	\$2000	\$7500

Independent

Class Standing	Credits Earned	Maximum Subsidized	Additional Unsubsidized	Combined Subsidized & Unsubsidized
Freshman	0-31	\$3500	\$6000	\$9500
Sophomore	32-61	\$4500	\$6000	\$10500
Junior/ Senior	62-124	\$5500	\$7000	\$12500
Graduate			\$20500	\$20500

Aggregate Limits

The cumulative amount that a student can borrow through the years is called the aggregate limit. A student who exceeds the aggregate loan limit is ineligible to receive any Title IV funding. The graduate aggregate loan limit includes any loan amount borrowed during undergraduate study.

	Dependent Undergraduate	Independent Undergraduate	Graduate (Includes undergraduate amount)
Maximum Subsidized	\$23000	\$23000	
Combined Subsidized and Unsubsidized	\$31000	\$57500	\$138500

Do I have to complete entrance loan counseling?

Yes, if you are a first-time borrower at ADU.

Do I have to complete exit loan counseling?

Yes, if you drop to less than a half-time student, plan on graduating, or will no longer be enrolled at ADU.

Where do I complete the entrance and exit loan counseling?

Loan counseling can be completed online at www.studentloans.gov.

Where can I find other sources of Financial Aid?

Other sources of financial aid may be found at a library or on the Internet. Some helpful websites include:

www.finaid.org

www.fastweb.com

www.Universityquest.com

www.Universityboard.com/paying

www.Universityanswer.com

I have applied for Financial Aid at another institution. How do I transfer the information to ADU?

Correct your FAFSA and put in the ADU Federal School Code (031155), and the University's name and address by using one of the following methods:

- Visit www.fafsa.ed.gov and select "Make Corrections" to a processed FAFSA.
- Call 1-800-433-3243. You must have your DRN number from your SAR.
- Enter the corrections on your SAR and send to the Department of Education or the ADU Financial Aid Office.
- Complete the *ADU Aid Application*. If you are eligible for any state grants, please notify the University's Financial Aid Officer.

What is the e-mail address for Financial Aid?

finaid@adu.edu

Financial Services**When do I pay for classes?**

The Business Office requires a minimum payment of 50 percent of tuition and fees during registration. All accounts must be settled or arrangements made with the Business Office prior to registering for a new trimester. Any remaining balance must be settled before transcripts or diplomas are released.

Can I register for classes if I have not paid my bill?

Students with an unpaid balance will have a Business Office hold placed on their record which will not allow them to register for classes. Students must see the Business Office for clearance. Adventist University of Health Sciences reserves the right to deny admission to classes and/or hold official student records for nonpayment of student accounts.

How are University-housing costs processed, and when is payment due?

The student account is charged for the full trimester upon receipt of the housing record. Charges may be paid in full at the beginning of the trimester or paid monthly. All housing costs must be settled or arrangements made with the Business Office prior to registering for a new trimester. There are no refunds for moving out of University housing prior to the end of the trimester.

How do I make a payment on my bill?

Payment can be made at the Financial Services Department by cash, check, credit card (Discover, Master Card, American Express or Visa), or money order. Credit card payments may be made by phone (407303-1631), online, or payments can be mailed to:

Adventist University of Health Sciences
Financial Services Department
671 Winyah Drive
Orlando, FL 32803

There will be a \$25 fee charged to the student’s account for returned checks.

I receive Financial Aid. How is this applied to my account?

Each trimester, after the end of the drop/add period, the Financial Aid Office will apply the appropriate amount of approved financial aid to your account. If the approved amount does not fully cover trimester expenses, arrangements must be made to pay the remaining balance. If the approved amount exceeds expenses, the credit will be issued to the student or parent within fourteen days by Sallie Mae. In order for the funds to be issued quicker, it is recommended that the student sign up for the debit card/Sallie Mae Free Checking Account or the direct deposit (ACH) option. Students or parents who want the credit to stay on the account must provide written notification to the Financial Aid Office. Students or parents who have given the school permission to hold their credit and then change their mind must provide written authorization of the change to the Financial Aid Office. A check for excess non-federal funds can be issued to you from Financial Services upon written request.

How is a third-party payment (e.g. Vocational Rehabilitation) credited to my account?

Upon registering for classes, submit the third-party billing form to the Student Accounts Manager in the Financial Services office for processing and billing. The third party will be invoiced at the end of the drop/add period. Any remaining balance after the third-party has paid must be settled.

Monies received will be applied to your account according to their payment specifications.

How often will I receive a statement of my account balance?

A statement will be available monthly. Please note that a finance charge of one percent per month will be assessed on all outstanding accounts. You can also access your student account/student ledger through *my.ADU.edu*.

Can I cash personal checks on campus?

We are unable to accommodate this service.

ADU DEPARTMENTS AND OFFICE HOURS

ADU Department	Days	Office Hours
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Campus Bookstore	M-Th Friday	7:30 a.m. – 5:00 p.m. 7:30 a.m. – 3:00 p.m.
University Offices	M-Th Friday	8:00 a.m. – 4:30 p.m. 8:00 a.m. – 3:00 p.m.
Library	M-Th Friday Sunday	8:00 a.m. – 9:00 p.m. 8:00 a.m. – 3:00 p.m. 3:00 p.m. – 9:00 p.m.
The Learning Co-op	M-Th Friday	8:00 a.m. – 4:30 p.m. 8:00 a.m. – 3:00 p.m.
N.E.S.S. Café	M-Th Friday	7:30 a.m. – 7:00 p.m. 7:30 a.m. – 3:00 p.m.

Note: Office hours are subject to change.

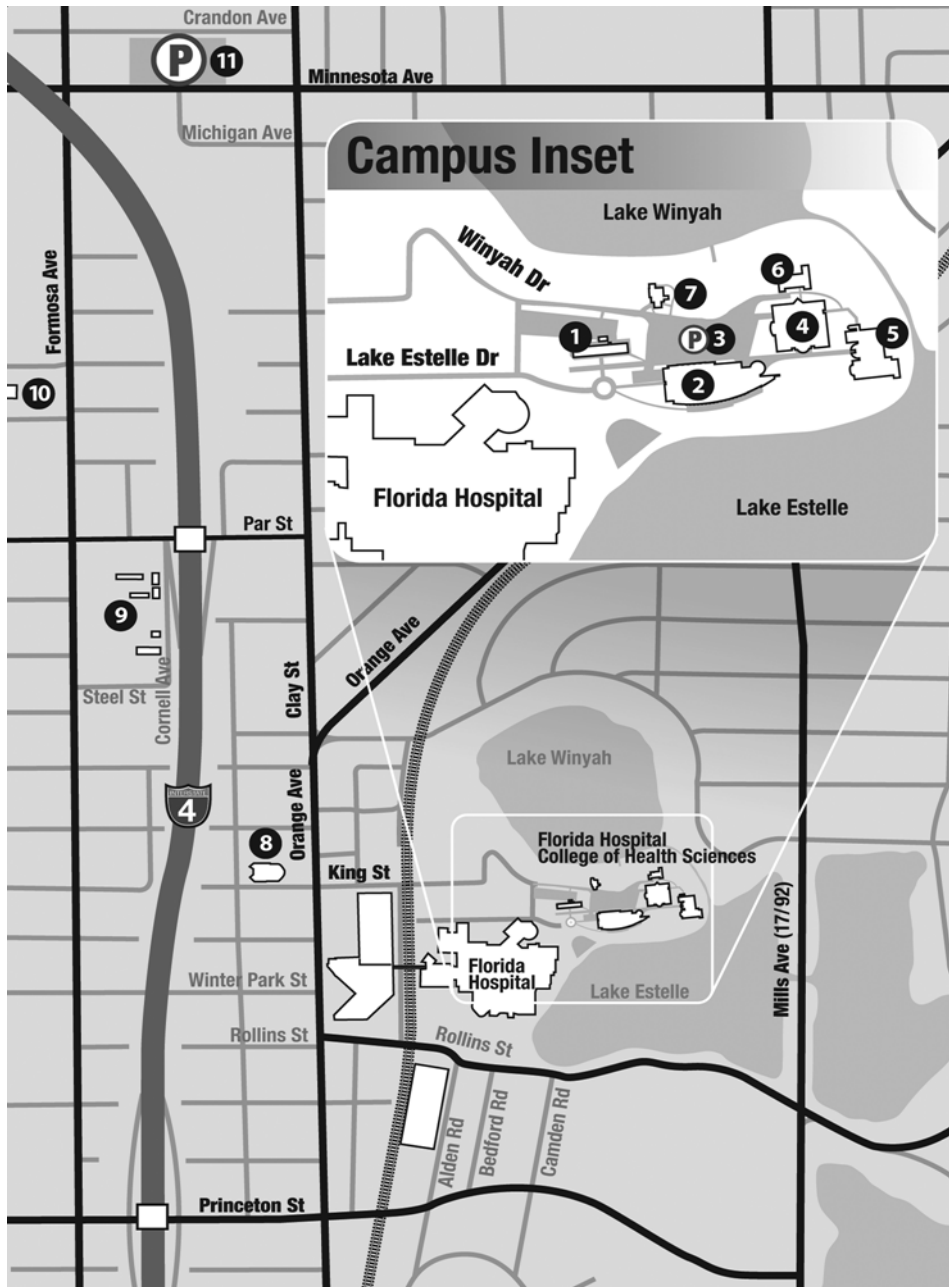
LOCAL CHURCH DIRECTORY

CHURCHES		
Altamonte Springs SDA Church 455 Maitland Ave. Altamonte Springs, FL 32701 407- 834-6789	Apopka SDA Church 340 Votaw Rd □ Apopka, FL 32703 □ (407) 889-2812	Apopka Spanish SDA Church 301 Old Dixie Hwy. Apopka, FL 32712 407- 814-0663
Beracah French Speaking SDA Church 1517 Mercy Dr. Orlando, FL 32808 407-295-4154	Bethel SDA Church 2809 Forest City Terrace Orlando, FL 32810 407-291-4850	Calvary Assembly 1199 Clay St. Winter Park, FL 32789 407-644-1199
Church in the Son, Inc 4500 N. John Young Pkwy. Orlando, FL 407-246-0001	Emmanuel Episcopal Church 1603 E. Winter Park Rd. Orlando, FL 32803 407-894-1641	First Baptist Church of Orlando 3000 S. John Young Pkwy. Orlando, FL 407-425-2555
First Church of Christ 915 N. Ferncreek Ave. Orlando, FL 32803 407-896-0770	First Presbyterian 106 E. Church St. Orlando, FL 407-423-3441	Florida Hospital SDA Church 2800 N. Orange Ave. Orlando, FL 32804 407- 898-0451

Forest City Spanish SDA Church 1238 Bunnell Rd. Altamonte Springs, FL 32714 407- 293-2971	Forest Lake SDA Church 3909 E. Semoran Blvd. Apopka, FL 32703 407-862-8411	Journey Christian Church 1965 S. Orange Blossom Tr. Apopka, FL 407-884-7223
Kissimmee SDA Church 2391 Fortune Rd. Kissimmee, FL 34744 407- 348-2226	Kress Memorial SDA Church 746 Formosa Ave. Winter Park, FL 32789 407-644-4115	Markham Woods SDA Church 505 Markham Woods Rd. Longwood, FL 32750 407-862-7578
Mt. Olive SDA Church 804 E. Cleveland St. Apopka, FL 32703 407-886-0430	Mt. Sinai SDA Church 2610 Orange Center Blvd. Orlando, FL 32805 407-298-7871	North Orlando SDA Church 4125 N. Hiawasse Rd. Orlando, FL 32858 407-299-1342
Northland, A Church Distributed 530 Dog Track Rd Longwood, FL 32750 407-949-4000	Orlando Chinese Church 1300 N. Bumby Ave. Orlando, FL 32803 407-896-7288	Orlando Spanish SDA Church 445 N. Goldenrod Rd. Orlando, FL 32807 407- 658-2065
Orlando Vietnamese SDA Church 4417 N. Powers Drive Orlando, FL 32818 407- 298-1119	Patmos Chapel Worship Center 821 W. Swoope Ave. Winter Park, FL 32789 407-629-7005	Pine Hills SDA Church 4955 Rose Ave. Orlando, FL 32808 407-291-4816
Present Truth SDA Church 1822 Sheeler Ave. Apopka, FL 32703 407-886-8077	St. James Catholic Cathedral 215 N. Orange Ave Orlando, FL 407-422-2005	St. Thomas More Catholic Church 550 Riverview Sanford, FL 32771 407-872-1007
South Orlando SDA Church 1112 W. Oak Ridge Rd. Orlando, FL 32809 407-855-8722	Vineyard Youth Ministry 601 E. Rollins St. Orlando, FL 32803 407-529-7379	Winter Park Spanish SDA Church 3700 Dike Rd. Winter Park, FL 32792 407-679-2278
Winter Springs SDA Church 555 Markham Woods Road Longwood, FL 32779 407-327-1190	Christ Church of Orlando 2200 S. Orange Ave. Orlando, FL 32806 407-856-4999	Orlando World Outreach Center 741 N. Mills Avenue Orlando, FL 32803 407-506-6055

*Information is subject to change. For current listings, please refer to Churches in the local yellow pages or visit http://www.yellowpages.com/orlando-fl/churches-places-of-worship?from=ip2orlcv_church_local+church

CAMPUS MAP



Adventist University of Health Sciences is located between Lake Winyah and Lake Estelle, east of Florida Hospital, Orlando, Florida. The campus is easily reached by taking the I-4 Princeton Street exit. Drive east two blocks and then north on Orange Avenue to the Hospital. Turn right on King Street. Follow the signs to the campus.

1. Campus Center Building
 - Administration
 - Bookstore and Café
 - Campus Security
 - Classrooms
 - Department of Diagnostic Medical Sonography
 - Department of Occupational Therapy Assist
 - Department of Nurse Anesthesia
 - Department of Radiologic Sciences
 - Radiography
 - Nuclear Medicine Technology
 - Enrollment Services
 - Faculty Offices (Adjunct)
 - Financial Services
 - Marketing and Public Relations
 - Student Lounge
 - Student Services
 - Dean of Students
 - Campus Ministries
 - Center for Academic Achievement
 - Counseling and Testing
 - Disability Services
 - Tutoring Services
2. Visitor Parking
3. Nursing Building
 - Auditorium
 - Campus Operator
 - Classrooms
 - Department of Nursing
 - Distance Education/echelon
 - The Learning Co-op
 - Nursing Learning Center
 - Nursing Simulator Laboratory
4. General Education Building
 - Classrooms
 - Department of Health and Biomedical Sciences
 - Robert A. Williams Library
 - Science Labs
5. Andersen House
 - Faculty Lounge
 - Grant Management
 - Institutional Effectiveness
6. Lake House
 - Registrar and Records
7. Florida Hospital Seventh-day Adventist Church
8. Bay Run Apartments

9. LaSalle Arms Apartments
10. Student Parking

Parking for commuter students is at the Calvary Assembly Church parking lot off Clay Street on Minnesota Avenue. A shuttle bus transports students to and from the campus.

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Adventist University of Health Sciences
671 Winyah Drive
Orlando, Florida 32803
407-303-9798 or 800/500-7274
www.ADU.edu