



PARKINSON

SCHOOL *of* HEALTH SCIENCES
AND PUBLIC HEALTH

STUDENT HANDBOOK

Masters and Certificate Programs

Academic Year 2019-2020

Forward

Dear Students:

On behalf of the faculty and staff, we are delighted to welcome you to the Parkinson School of Health Sciences and Public Health, Loyola University Chicago. Our faculty members are dedicated to working with you to assist you in achieving your goals for graduate education. We anticipate that you will gain the knowledge and skills necessary for you to assume a leadership role in your chosen area and make a significant contribution to the profession and those whom you serve.

The purpose of this handbook is to introduce you to components of the MS and certificate programs and to guide you through essential policies and procedures related to your graduate study. Both general regulations of Loyola University Chicago and particular policies of our programs are included.

Each student is responsible for learning, understanding, and applying the information included in this handbook. Each student is also assigned a Program Director who will offer guidance and support throughout the program.

Congratulations on your positive decision to pursue your education at Loyola University Chicago's Parkinson School of Health Sciences and Public Health. You are embarking on an exciting journey that is intended to be both challenging and enriching. We wish you great success!

Sincerely,

A handwritten signature in black ink that reads "Elaine H. Morrato". The signature is written in a cursive, flowing style.

Elaine H. Morrato, DrPh, MPH, CPH
Professor and Dean
Parkinson School of Health Sciences and Public Health

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Overview and History

The Parkinson School of Health Sciences and Public Health (“the Parkinson School”) was founded in 2019. This new school brings together interdisciplinary professionals from Dietetics, Exercise Science, Health Informatics and Data Science, Healthcare Administration, Medical Lab Sciences, and Public Health for undergraduate and graduate programs.

Program Goals and Outcomes

Faculty and leadership are fully engaged in creating the educational setting for graduate students to become healthcare professionals who contribute to society. The Parkinson School offers MS in Dietetics, BS and MS in Exercise Sciences, MS in Health Informatics, BS in Healthcare Administration, MS in Medical Lab Sciences, and BS and MPH programs in Public Health.

Values

The Parkinson School integrates insights about the human condition and fundamental questions of meaning, purpose, and value with scientific study through creative curricula that integrates humanistic reading, moral formation, and self-reflective habit building as constituent of a well-informed health professional.

Faculty and students will strive to be leaders in their disciplines through programs that address the population and community health needs of society.

Academic Advising

Academic Advising and Program Planning

Upon admission, all students are assigned a Program Director with whom they are to consult for the duration of the program. The student confers with her/his Program Director to create a program plan, using the LOCUS Planner, for completion of required course work. Changes in the program plan must be negotiated with and approved by the student’s Program Director; revisions are entered into the LOCUS Planner.

Role of the Program Director

- The primary responsibility of the Program Director is to provide direct oversight of the educational components included in the student’s completion of the MS or certificate program.

- Following admission to the program, a program plan is created for each student, using the LOCUS Planner. Program plan changes are made in concert with the Program Director. Students are not permitted to make program plan changes without the Program Director's approval.
- The Program Director monitors the academic progress of the student through the program and is available to the student for guidance as needed.
- The Program Director assists the student who encounters problems that interfere with successful progression in the academic program, and makes appropriate decisions that will facilitate academic progression. This may include recommending a LOA, reducing course load, etc.
- The Program Director determines the student's progression in the program and course sequencing.

Role of the MS and Certificate Student

- The student is responsible for contacting her/his Program Director to make any needed changes in her/his program of study.
- The student is responsible for notifying the Program Director when he/she:
 - requests and then completes a grade of Incomplete.
 - needs to change the program plan of study.
 - needs to withdraw from or add a course in the current semester.
 - needs to request a LOA.
- The student is responsible for identifying an appropriate faculty member to serve as Comprehensive Exam or Capstone Advisor, and to collaborate with this Advisor during all phases of the process.
- The student holds responsibility for knowing all policies in this student handbook.

Grades and Academic Policies

Academic Integrity

A basic mission of a university is to search for and to communicate the truth as it is honestly perceived. A genuine learning community cannot exist unless this demanding standard is a fundamental tenet of the intellectual life of the community. Students of Loyola University Chicago are expected to know, to respect, and to practice this standard of personal honesty.

Academic honesty is an expression of an ethic of interpersonal justice, responsibility, and care, applicable to Loyola University Chicago faculty, students, and staff, that demands that the pursuit of knowledge in the university community be carried out with sincerity and integrity. Academic dishonesty is the failure to apply this ethic, (i.e., any action whereby faculty, student, or staff misrepresents the ownership of academic work submitted in her or his own name).

Academic dishonesty can take several forms, including, but not limited to, cheating, plagiarism, copying another student's work, and submitting false documents.

Academic cheating is a serious act that violates academic integrity. Cheating includes, but is not limited to, such acts as:

- Obtaining, distributing, or communicating examination materials prior to the scheduled examination without the consent of the instructor.
- Providing information to another student during an examination.
- Obtaining information from another student or any other person during an examination.
- Using any material or equipment during an examination without consent of the instructor or in a manner not authorized by the instructor.
- Attempting to change answers after an examination has been submitted.
- Removing examinations from the classroom.
- Unauthorized collaboration, or the use, in whole or part, of another student's work, on homework, lab reports, programming assignments, and any other course work that is completed outside of the classroom.
- Falsifying medical or other documents to petition for excused absences or extensions of deadlines.
- Any other action that, by omission or commission, compromises the integrity of the academic evaluation process.

Plagiarism is a serious form of violation of the standards of academic dishonesty. Plagiarism is the appropriation of ideas, language, work, or intellectual property of another, either by intent or by negligence, without sufficient public acknowledgement and appropriate citation that the material is not one's own. It is true that every thought probably has been influenced to some degree by the thoughts and actions of others. Such influences can be thought of as affecting the ways we see things and express all thoughts. Plagiarism, however, involves the taking and use of specific words and ideas of others without proper acknowledgement of the sources and includes the following:

- Submitting as one's own material copied from a published source, such as print, internet, CD-ROM, audio, video, etc.
- Submitting as one's own another person's unpublished work or examination material.

- Allowing another or paying another to write or research a paper for one's own benefit.
- Purchasing, acquiring, and using for course credit a pre-written paper.

The above list is in no way intended to be exhaustive. Students should be guided by the principle that it is of utmost importance to give proper recognition to all sources. To do so is an act of both personal and professional courtesy as well as intellectual honesty. Any failure to do so, whether by intent or by neglect, whether by omission or commission, is an act of plagiarism. Students are very strongly encouraged to avail themselves of the more detailed description of this issue, found at <https://www.luc.edu/english/writing.shtml>, *Use and Misuse of Source Materials*. Generally speaking, student papers are submitted to TurnItIn®, a plagiarism detection software program accessed via the Sakai course management system.

In addition, a student may not submit the same paper or other work for credit in two or more classes without the expressed prior permission of all instructors. A student who submits the same work for credit in two or more classes without the expressed prior permission of all instructors will be judged guilty of academic dishonesty and will be subject to sanctions described below. This applies even if the student is enrolled in the classes during different semesters. If a student plans to submit work with similar or overlapping content for credit in two or more classes, the student should consult with all instructors prior to submission of the work to make certain that such submission will not violate this standard.

In all cases of joint authorship, individuals working together should previously establish the criteria for co-authorship. Final determination of authorship should reflect effort and contribution and not rank or status.

Academic Integrity Violations

Plagiarism or any other act of academic dishonesty will result minimally in the instructor's assigning the grade of "0" for the assignment or examination. The instructor may impose a more severe sanction, including a grade of "F" in the course. All instances of academic dishonesty must be reported by the instructor to the Dean.

The Dean may constitute a hearing board to consider the imposition of sanctions in addition to those imposed by the instructor, including a recommendation of expulsion, depending on the seriousness of the misconduct. In the case of multiple instances of academic dishonesty, the Dean may convene a hearing board. Students have the right to appeal the decision of the hearing board to the Dean. The decision of the Dean is final in all cases except expulsion. The sanction of expulsion for academic dishonesty may be imposed only by the Provost, upon recommendation of the Dean. Students have a right to appeal any finding of academic dishonesty against them. The Academic Grievance Procedure may be found in the Appendix.

The Parkinson School maintains a permanent record of all instances of academic dishonesty. The information in that record is confidential. However, students may be asked to sign a waiver that releases that student's record of dishonesty as a part of the student's application to a graduate or professional school, to a potential employer, to a bar association, or to similar organizations.

Academic Grievance Procedure

Students, faculty, and administrators are strongly encouraged to discuss informally and resolve problems they encounter in the academic process. Irresolvable issues or violations of the institution's ethical standards may require the implementation of the grievance procedure. The Academic Grievance Procedure can be found in the Appendix. Steps in this process must be followed.

Grades

The grading standard for each course is published in the course syllabus, provided to students at the beginning of the academic semester. Students are expected to maintain a cumulative grade point average of not less than 3.0 GPA. No grades of D or F are counted as fulfilling program requirements. These grades, however, will be calculated in the grade point average. If a student earns a grade of D or F in a required course, that course must be repeated. No student is permitted to graduate from the MS or certificate programs with lower than a 3.0 cumulative GPA. MS students must successfully complete the Master's Comprehensive Examination or Capstone project for the degree to be conferred.

B- Grades

No more than six semester hours of grades lower than B- will be accepted while a student is completing requirements toward an MS degree or certificate. If a student receives more than six semester hours of grades lower than B-, the student must take another course equal to the number of hours over the six semester hours of lower than B- grades allowed. NOTE: Students must still maintain an overall GPA of 3.0 to remain in good standing.

Additionally, each program has identified required courses as covering essential material, and students must receive a B- grade or higher in order to continue in the program. If a student receives lower than a B- grade in any of the required courses, the course must be repeated. Furthermore, if a student repeats the course and earns a grade lower than B-, the student will be dismissed from the program. If a student withdraws from a course and subsequently earns a grade lower than a B- in that course (or vice versa), only one additional attempt may be made to successfully pass that course.

Incomplete Grades

Students are expected to complete course assignments by the final date of the semester. However, extenuating circumstances may require that students request an extension in the form of a grade of

Incomplete (“I”). Students are encouraged to avoid the use of “I” grades if at all possible. The student must submit a written request for an “I” to the course professor prior to the end of the semester in which the class is being taken; this form must be signed by both parties (see Form in Sakai site "Information for MS and Certificate Students"). Unless the “I” has been negotiated prior to the end of the course, the professor will assign a grade based on the course work completed by the last day of class. The negotiation for the “I” grade must include the length of time in which the outstanding work will be done. The completion date, as negotiated, is considered a contract. If the student does not fulfill the contract, a grade of “F” will be recorded on her/his transcript. The maximum time to clear the “I” is one semester, excluding the summer semester. If the course for which the student is requesting a grade of “I” is a prerequisite for another course, the student may not register for the succeeding course until the “I” is replaced with an evaluative grade. If a student has two or more “I” grades, progression to the next semester must be negotiated with the Dean.

Pass/Fail Grades

The Parkinson School issues Pass/Fail grades only for comprehensive exams, practica, and capstone projects. See individual course syllabi for more detail.

Electives

Electives are chosen under the guidance of the Program Director.

Examinations

It is expected that students will take course examinations at the scheduled time. The student should not enroll in a course if conflicts with the course schedule and/or examinations are anticipated. Absence from scheduled examinations is not excused except in cases of a serious emergency; in those cases, the student should contact the faculty member for possible options.

Probationary Status

Students who have been admitted to the program on strict academic probation receive specific instructions regarding coursework and required grades in the letter of admission.

All students must have a cumulative GPA of 3.0 or better in order to graduate. If a student’s cumulative GPA drops below 3.0 at any time during the program of studies, the student is placed on academic probation. In that case, the student is expected to raise her/his GPA to the required level of 3.0 or higher in the next two consecutive terms in which he/she is registered for classes or upon completion of nine semester hours, whichever comes first. A student may be placed on academic probation only once. The student will be dismissed if the GPA drops below 3.0 a second time. Additionally, students on academic probation may not enroll in a clinical or internship course.

Withdrawal from Courses

Once the term has begun and a student wishes to withdraw from a course, he/she informs both the course faculty. Students withdrawing from class will be assessed tuition based on the “Complete Withdrawal and Schedule Change Calendar” as noted on the University calendar. If a student withdraws from a course before the published withdrawal deadline, her/his transcript will show no record of the course. If the student withdraws after the withdrawal deadline, but before the WF deadline, her/his transcript will show a W for the course. If the student withdraws after the University’s WF deadline, s/he will receive a WF for the course. The WF is a penalty grade, and is calculated into the student’s GPA. Students are responsible for consulting the University academic calendar to determine withdrawal final deadline dates, paying particular attention to the date after which a grade of WF is assigned. A student may withdraw from the same course only once. The second withdrawal will result in dismissal. If a student withdraws from a course and subsequently earns a grade lower than a B- in that course (or vice versa), only one additional attempt may be made to successfully pass that course.

Information Regarding Clinical Experiences

Clinical Affiliation Agreements

An executed Clinical Affiliation agreement between Loyola University Chicago and the clinical agency is a requirement of every student’s clinical practicum or internship placement. In consultation with their Program Director, students may seek a clinical preceptor who is employed by a site not currently affiliated with Loyola University Chicago. In these cases, students complete the form titled “Information Worksheet for New Clinical Preceptors and Sites” which can be found in the Sakai site “Information for MS and Certificate Students”. Because this process can take a considerable amount of time, students must submit this completed form to their respective Program Director at least 6 months prior to the clinical rotation.

Dress Code and IDs

Recognizing that graduate students in our program serve as role models and represent the Parkinson School and the University, professional clothing and behavior is expected at all times. Professional dress regulations vary in specific clinical agencies; however, denim jeans, shorts, or mini-skirts in clinical are unacceptable. Body piercing other than a single earring in each ear must be removed while at the clinical agency. Students arriving at a clinical site in inappropriate clothing may be asked to leave the site.

A Loyola University Health Sciences Campus (HSC) ID badge is required for all students seeking access to the Health Sciences Campus. This can be obtained from the Parking Office, located on the first floor

of the Mulcahy Building. Students interested in using the facilities at the LUC Lake Shore and/or Water Tower campuses may want to obtain a LUC ID. The LUC ID is a different card and ID number than the HDS ID. Students can obtain this ID from the Campus Card office. <http://www.luc.edu/campuscard/>

Professional and Safe Behavior in Clinical Practice

Students are expected to maintain professional behavior at all times while participating in the Parkinson School programs and clinical practice. Consistent with the mission of the Parkinson School mission, respect for clients, faculty, staff, and student colleagues is expected. Graduate students are expected to display professional behavior, such as honesty, punctuality, maturity, and respectful communication with faculty, preceptors and clients at all times. Unethical or unprofessional behavior may result in disciplinary action to the student, ranging from verbal or written warning, to withdrawal from the clinical setting, or to dismissal from the program.

All graduate students are responsible for implementing safe practice during the supervised practica. A pattern of behavior that demonstrates unsafe clinical practice is cause for removal from the clinical situation or internship and may provide grounds for failing the course and dismissal from the program. A student demonstrating any of the following behaviors and whose pattern of behavior endangers the client, colleague, or self in the practica area may be suspended immediately from the practica site. Documentation describing the behavior is placed in the student's file and the Dean is notified immediately.

General Policies For All Programs

Access to Records/Buckley Amendment

In accord with the Buckley Amendment, students are allowed access to their records, files, and other data directly related to them. To obtain access, a written request must be submitted to the Dean. Please allow a two-week interval after submission of the initial request for access to records. Records and files may not be removed from the Parkinson School.

Accessibility

Students who have disabilities which they believe entitle them to accommodations under the Americans with Disabilities Act should register with the Services for Students with Disabilities (SSWD) office. To request accommodations, students must schedule an appointment with an SSWD coordinator. Students should contact SSWD at least four weeks before their first semester or term at Loyola. Returning students should schedule an appointment within the first two weeks of the semester or term. The University policy on accommodations and participation in courses is available at: <http://www.luc.edu/sswd/>

Auditing of Courses

Students may register to audit a course with the permission of the instructor. Class attendance is required. If the student does not attend classes, a final grade of “W” will be recorded. Assignments are not required, but the student may participate in class discussions. The course does not count toward degree hours and is not considered in determining a student’s academic full-time or part-time status. The audit form may be obtained from the Parkinson School office and requires the signature of the Dean. The tuition rate for audited courses is in accordance with university policy.

Communication within the Program

All faculty and staff email communication with students is conducted via the Loyola University Chicago email account; students are responsible for consistently checking email throughout the program. To re-route Loyola email, students set a preferred email address using the LUC Password Self-Service tool.

Course Evaluations

At the end of every semester, students are provided with the opportunity, entrusted with the responsibility, and strongly encouraged to evaluate each course and each faculty member. Students are informed of the evaluation procedure before the end of the semester.

Course Sequencing

The student confers with her/his Program Director to create a program plan, using the LOCUS Planner, for completion of required course work. Sequencing requires that some courses be taken in a specific order. Any deviation from the course sequences listed below must be negotiated with the Academic Advisor. Unapproved deviations may result in delayed program completion.

Degree Conferral and Graduation

The conferral of the MS degree occurs after an audit confirms the following: 1) the student has completed all MS coursework with acceptable grades; 2) the student has met all MS degree requirements within the required time limit; 3) the student has completed and passed the MS Comprehensive Examination or Capstone project, where applicable; and 4) all financial indebtedness and other obligations to the University (e.g., closure of IRB protocol) have been satisfied. The MS degree is conferred following each semester on a date specified by Loyola University Chicago, and is noted on the student’s official transcript. Prior to that date, a student cannot claim the MS credential. Additionally, the Parkinson School does not endorse the use of (c) at any time during program matriculation [e.g., MS(c)] to represent candidacy for the degree.

The process of MS degree conferral is different than the application for, and participation in, the Loyola University Chicago graduation ceremony. All students must apply for graduation in LOCUS, regardless of the semester in which they complete the MS program, and regardless of their intent to participate in the ceremony.

Deadlines for graduation application are posted on the Loyola University Chicago website at http://www.luc.edu/regrec/graduation_diplomas.shtml. If a student applies for graduation but does not complete the MS degree requirements by the end of the intended graduation semester, that student must submit a new graduation application. The Loyola University Chicago graduation ceremony is held once each year, in May, at the Lakeshore Campus. Those students who have earned a GPA of 3.85 or higher are provided with an Honor Cord to be worn at the graduation ceremony.

Checklist for Program Completion and Graduation

- In the semester prior to the one in which the last course is being taken, meet with your Program Director to ensure that all course requirements have been met and that all “I” grades have been removed.
- All students must apply for graduation within LOCUS. The graduation application deadlines are:
 - Fall graduation: August 1
 - Spring graduation: December 1
 - Summer graduation: February 1
- Ensure that all outstanding fees/bills are paid and library books returned or official transcripts and diploma will not be issued.

Deferred Matriculation

Accepted students who wish to defer matriculation to a subsequent term must receive approval from the Dean. Admitted students may request deferral for one year. If the student does not enroll after one year, they must re-apply to the program. If approval is granted, the student will enter the Master’s program under the program requirements for the term of matriculation, rather than the initial terms of acceptance.

Formal Complaint

A formal complaint is defined by Loyola University Chicago’s (the “University”) Parkinson School of Health Sciences and Public Health (the “Parkinson School”) as any substantive complaint or concern, put forth in writing, by a student which requires a response from the administration of the Parkinson School.

Formal complaints may originate within the Parkinson School of Health Sciences and Public Health, or through a mechanism external to the Parkinson School of Health Sciences and Public Health, such as a University grievance process or the EthicsLine Reporting Hotline.

The Parkinson School adheres to all applicable University policies regarding the filing, review and resolution of formal complaints, as defined herein. The nature of the complaint dictates the review and resolution processes, as detailed further in this policy. See the general guidelines for this policy in the appendix.

Harassment (Bias Reporting)

It is unacceptable and a violation of university policy to harass, discriminate against or abuse any person because of his or her race, color, national origin, gender, sexual orientation, disability, religion, age or any other characteristic protected by applicable law. Such behavior threatens to destroy the environment of tolerance and mutual respect that must prevail for this university to fulfill its educational and health care mission. For this reason, every incident of harassment, discrimination or abuse undermines the aspirations and attacks the ideals of our community. The university qualifies these incidents as incidents of bias.

In order to uphold our mission of being Chicago's Jesuit Catholic University--a diverse community seeking God in all things and working to expand knowledge in the service of humanity through learning, justice and faith, any incident(s) of bias must be reported and appropriately addressed. Therefore, the Bias Response (BR) Team was created to assist members of the Loyola University Chicago community in bringing incidents of bias to the attention of the university. If you believe you are subject to such bias, you should notify the Bias Response Team at this link:

<http://webapps.luc.edu/biasreporting/>

Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that provides for the protection and privacy of personal health information. The Privacy Rule and the Security Rule of this law affect health care providers, including students enrolled in clinical education activities. The Privacy Rule of the HIPAA defines protected health information as:

“information, including demographic data, that relates to the individual’s past, present, or future physical or mental health or condition; the provision of health care to the individual; or the past, present, or future payment for the provision of health care to the individual; and, that identifies the individual or for which there is a reasonable basis to believe it can be used to identify the individual”

<https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html?language=en>

All students must follow the HIPAA Privacy Rules and Guidelines when participating in clinical educational activities. Compliance with these rules and guidelines includes, but is not limited to, maintaining confidentiality of paper and electronic health records and protected health information.

All students are required to complete HIPAA training, as mandated by their educational program. In addition to program-specific training, all students are required to complete any additional training mandated by the clinical facility where their clinical education is occurring.

When a concern is raised that a student has violated the confidentiality and privacy of patient information, the concern is addressed through the formal disciplinary process of the student's school or college of Loyola University Chicago.

Health Insurance Coverage

Students are expected to maintain adequate health, accident, and hospitalization insurance coverage, either through an insurance agent of the student's choice or through Loyola University Chicago. Information on the Loyola-sponsored student health insurance plan may be obtained from the Wellness Center at the Lake Shore or Water Tower Campus. Evidence of health insurance must be presented before entry into the clinical courses.

Independent/Directed Study

Students may petition to take an Independent Study course prior to the semester in which the Independent Study is intended to be conducted. The student completes the Independent Study form (see Form in Sakai site "Information for MS and Certificate Students") that is signed by the instructor and Program Director and then submitted to the Dean for approval. The Independent Study will not be approved if this procedure is not followed. The title of the independent/directed study is listed on the form and included on the student's transcript upon completion of the course. Courses that are regularly offered cannot be completed as an Independent Study unless the scheduled course offering was cancelled in the semester that the student needed the course for degree requirement completion.

Intellectual Capital

Each and every student is the owner of her/his own intellectual capital. However, the relationship between a student and her/his faculty member can have an enriching effect on the intellectual capital of both individuals. For those times that a faculty member and student collaborate on research, projects, articles for publications, videos, and other forms of communication of this intellectual capital, it is in the student's best interest to clearly negotiate with the faculty member or other student colleague (if that be the partnership) the nuances of such matters as who is principle director/investigator of a project or research study, who is first author on a publication, etc. In addition, students who produce exemplary work are often asked by faculty whether they would be

willing to make their work available to other students as exemplars for their learning. Faculty obtain written documentation regarding a student's agreement to share her/his intellectual capital.

Leave of Absence

It is expected that a student will maintain continual registration in the University from the time of initial matriculation up to completion of the program. If this is not possible, a leave of absence (LOA) must be requested. A LOA should be requested prior to the anticipated date of the leave. Failure to request a LOA will mean that those semesters in which the student does not take courses will be included in the time limit (five years) set for completion of the program.

Students may request a leave of absence that is not to exceed two academic years (four terms, not including summer semesters) consecutively or interspersed throughout the program. Accruing more than two years of LOA will result in automatic dismissal from the program. Students must complete a Request for a Leave of Absence form (see Form in Sakai site "Information for MS and Certificate Students"); the form is provided to the Dean for approval.

Professional Behavior and Conduct

Students are expected to maintain professional behavior at all times while participating in the Parkinson School programs. Consistent with the mission of the mission, respect for clients, faculty, staff, and student colleagues is expected. Goals of the Parkinson School are to nurture an atmosphere of collegiality among students, preceptors, and faculty in order to foster a positive learning environment. Graduate students are expected to display professional behavior, such as honesty, punctuality, maturity, and respectful communication with faculty at all times. Unethical or unprofessional behavior may result in disciplinary action to the student, ranging from verbal or written warning, to withdrawal from the theory course or clinical setting, or to dismissal from the program. See the general guidelines for this policy in the appendix under Unprofessional Behavior and Conduct.

Representation on Parkinson School of Health Sciences and Public Health Committees

Each academic year, graduate student representatives are needed for various campus committees and/or organizations. Students may submit their names to the Dean to be considered for committee appointments.

Time Limits for Completing Required Course Work

Students must complete all MS degree or certificate program requirements within five years of beginning the first course at Loyola University Chicago. A student may request an extension of time

for completion of degree requirements due to special circumstances (*i.e.*, medical, personal, professional, or research related reasons). A student requesting an extension completes an Extension of Time Limit for Completion of Degree Requirements form to the Dean. If an extension is approved, an official letter is sent to the student from the Dean. Extensions are ordinarily limited in duration to one full academic year. Students are expected to complete certificate programs not associated with certification and licensure within three years.

Transcripts

Students obtain official academic transcripts from the Office of Registration and Records. Students may request official transcripts through LOCUS, and obtain unofficial transcripts through LOCUS on Loyola's website.

Transfer Courses to the MS Program

Students may apply for acceptance of transfer course credit during the first semester of the MS program. The Parkinson School of Health Science and Public Health's decision regarding approval of hours for transfer credit is based on the grade earned in the course; the time interval since the completion of the course; and the applicability of the course to the student's current program of study at Loyola University Chicago.

Only those courses for which the student received a grade of B- or better will be considered for transfer credit, and clinical courses cannot be considered for transfer credit. Standards of recency apply: courses completed within the past 5 years can be considered for transfer credit. In cases where the time interval between prior course work and matriculation in the Parkinson School is longer than 5 years, consideration of transfer credit requires confirmation that the content of the course meets the current standards of the field. A syllabus including the course description and course outcomes must be submitted for any course to be considered for transfer credit. For probation and graduation purposes, transfer credit is not computed in the cumulative Grade Point Average. Acceptance of transfer course credit includes the completion of the Parkinson School 'Transfer Credit Form' that becomes part of the student's permanent academic record.

Students may request to have nine credits from an outside accredited university to be applied to the MS degree prior to matriculation. Additional transfer credits may be granted with the discretion of the student's Program Director and the Dean.

Once the student has started course work in the program, courses leading to the Master's Degree must be taken at Loyola University Chicago unless special approval is granted by the Dean.

Registration

Registration is completed through LOCUS (Loyola's Online Connection to University Services) at <http://www.luc.edu/locus>. Locus is a web-based, self-service system that enables students to access information and services online. Students consult LOCUS for class offerings by semester. PDF Help instructions for LOCUS can be found at <https://locus.luc.edu/psp/pa91prd/?cmd=login> in the LOCUS Help area.

Continuous Registration

All students are required to register during the regular academic year, not including summer sessions, until all degree requirements are met, unless they have received an approved leave of absence.

Logon ID

Students receive a student logon ID and password from the Graduate Enrollment Management office following admission to the Master's and certificate programs. This ID is necessary to register for courses in LOCUS, access student email, and log-in to Sakai. Students encountering problems with registration involving logon should contact the HelpDesk at 773-508-7190.

Funding and Financial Aid Information

Office of Student Financial Assistance

The Office of Student Financial Assistance houses resources and references about financial aid for students, at the Lake Shore and Water Tower campuses.

Office of Student Financial Assistance <http://www.luc.edu/finaid/graduate.shtml>, 773.508.7704, lufinaid@luc.edu.

In order to determine eligibility for financial assistance students must complete the Free Application for Federal Student Aid (FAFSA). If a student receives federal loans they must be enrolled at least half-time. A graduate student must be enrolled in at least 4 graduate semester hours in the fall and spring semester and at least 2 semester hours in the summer semester to be considered half-time. Full-time enrollment is defined as 8 graduate semester hours in the fall and spring semester and 6 semester hours in the summer semester. However, when students enroll in clinical practicum courses, they are classified as full-time status.

Assistantships on Faculty Research Grants

Research assistants paid from funds on individual faculty grants are of two types:

- Research assistantships where tuition and a stipend is paid by a faculty grant.
- Research assistantships in which an hourly wage is paid for specific grant-related tasks. There is no tuition remission.

When available, information about research opportunities is posted on the Sakai site “Information for MS and Certificate Students”.

Tuition and Fees

Information on current tuition and fees is available each semester on the Loyola University Chicago Bursar Office website. It is the student’s responsibility to be aware of the University’s policy on tuition and fees.

For more information about the Office of the Bursar, visit their website at <http://www.luc.edu/bursar/> or call 773.508.7705.

Tuition Term Payment Plans

The University offers students tuition payment plan options--Term Payment Plan (TTP) and the Employer Reimbursement Plan and Deferred Tuition Plan (ERP). Information on these plans is available through the Office of the Bursar at the Lake Shore and Water Tower campuses.

- **Term Payment Plan:** This plan enables students to pay for each term’s tuition and fee charges in installments. Semester students may choose from the available two, three, or four month plans. A schedule of available plans is included with the application.
- **Employer Reimbursement and Deferred Tuition Plan:** The ERP plan is designed to enable students who are eligible for tuition reimbursement from their employer to defer payment of tuition until reimbursement is received. Applications are available at the Student Business Office.

Student Success Resources

Academic Center for Excellence (ACE)

The mission of ACE is to enhance the academic performance of all students at the HSD campus by providing evidence-based advising and support for coursework, through individual and group services.

For more information about ACE, visit their website at (<http://ssom.luc.edu/ace/aboutus/>) or call 708-216-8166.

HSD University Ministry

The Office of University Ministry has a three-fold mission that focuses on the members of the Loyola University Chicago Health Sciences Campus. Inspired by Ignatian values and the practical spirituality of finding God in all things we work towards:

- **Shaping Community:** Through educational programs and events; prayer and worship; hospitality and outreach; social activities and attention to the needs of the individual we build a welcoming and inclusive community for students, staff and faculty.
- **Seeking Faith:** We journey with the people who teach, learn and work at the Health Sciences Division by providing spiritual formation and faith development while facilitating individual and communal prayer. True to our experience of the Gospel, we welcome and engage individuals regardless of their faith background or tradition to grow into becoming men and women for others.
- **Serving Broadly:** By embracing a worldview that is both local and global we facilitate and sponsor opportunities for members of the Health Sciences Division to work with underserved communities in the greater Chicago area and beyond.

For more information about the HSD Ministry, visit their website at (<http://hsd.luc.edu/ministry/>) or call 708-216-3245.

Library Services

The Loyola Health Sciences Library (HSL) has a wealth of resources for you to use during your academic career. The library is located on the 1st floor of the Marcella Niehoff School of Nursing. Students have 24-hour online access. Staffed hours include: Monday-Thursday: 8:30am-7pm and Friday 8:30am-5:00pm

- **Accessing HSL Resources:** Whether on-campus or off, access the library's licensed resources using "Single Sign On" in which students need to register for a login ID.

- Go to the library website: <http://library.luhs.org/hslibrary/>
 - Click on a resource such as Cinahl. When the Connect page opens, click on the gold registration box and request a login ID.
 - Your ID will be sent to you via email within 24 hours when the library is staffed. Questions? Call 708-216-9192.
- Library Resource Links for Parkinson Students
 - <http://hslguides.luc.edu/nutrition-dietetics>
 - <http://hslguides.luc.edu/MSMLS>
 - <http://hslguides.luc.edu/publichealth>
 - <http://hslguides.luc.edu/c.php?g=584163>
 - <http://hslguides.luc.edu/durable-links>
 - Links to library resources such as:
 - Locating Journals and electronic books in the library
<http://tb2lc4tl2v.search.serialssolutions.com/ejp/?libHash=TB2LC4TL2V#/?language=en-US&titleType=ALL>
 - Databases <http://library.luhs.org/hslibrary/e-resources/databases.html>
 - Using Refworks: Refworks is a Web-based program that allows to allow you to manage and organize citations, saving time in preparing bibliographies for your research paper. http://library.luhs.org/hslibrary/resources_for/refworks.html
 - If you would like a librarian to assist you in using these resources, contact the Information Services and Instruction Librarian: (708) 216-9192, hsl@luc.edu.
 - Lakeshore/Cudahy Resources from home
 - Flagship is the Lakeshore proxy server. Your login is your Loyola Universal ID/Password. If you have difficulty logging into Flagship, you can contact Tara Radniecki (tradniecki@luc.edu, 773-508-2658).

Perspectives for Students

Perspectives for Students is a resource to help with “issues of everyday living.” Just about any concern imaginable can be addressed, ranging from simple to complex. Some of the issues covered:

- Anxiety
- Depression
- Relationship Difficulties

- Family and Parenting Problem
- Stress
- Alcohol, Drug or Other Addictions
- Grief and Loss
- Child/Elder care
- Change and Transition

Perspectives for Students is free, confidential and provides unlimited 24/7 toll-free access to Masters-answered Call Center counselors to access information, resources and crisis support. To access supportive services or speak to a counselor 24/7, students should call the Perspectives Call Center at (800) 456-6327.

Onsite counseling is also available at the HSD campus by licensed masters level clinicians for assessment, counseling of up to 5 sessions per issue, with referral to additional resources (including the school sponsored psychiatrist) where necessary and follow-up. To schedule an appointment with a counselor, calls should be made during business hours, Monday through Friday from 8:00am to 6:00pm. The Call Center Counselor will start the assessment process and determine the most appropriate next steps (i.e.: supportive telephonic counselor or scheduling an in-person assessment) to assist students. Some problems are more complex and not appropriate for short term counseling. In those cases, the counselor will locate appropriate providers under the student's own insurance plan or through community resources.

Access to Perspectives Online, an interactive website providing access to articles, self-guided wellness assessments, calculators, child/elder/pet care provider databases, skill building courses, expert audio clips and information in the following areas: Emotional Well Being, Work/Life, Legal/Financial, Wellness and the Workplace. For online resources, go to <http://saplogin.perspectivesltd.com> and enter LUC500 for your User ID and "perspectives" for the password.

Services for Students with Disabilities (SSWD)

The Student Accessibility Center's mission is to support, service, and empower Loyola University Chicago students with disabilities. SAC is committed to providing support for students with disabilities through innovative services, programs, and partnerships. SAC leads the campus community in its commitments to recognize disability as a valued aspect of diversity, to embrace access as a matter of social justice, and to design more welcoming and inclusive environments. If individuals encounter academic, physical, technology, or other barriers on campus, SAC staff is available to help implement reasonable accommodations or partner to find good solutions.

In order to receive academic, meal plan, or housing accommodations, students must be registered with SAC. Please visit their website www.luc.edu/sac or contact them directly at 773.508.3700.

Writing Center

Writing Center services are available face to face at the Lake Shore Campus and online. In order to help students improve their writing skills, tutors are available to help out during any point of the writing process, from brainstorming to organizing to putting the final touches on any assignment.

For more information about the Writing Center, or to schedule an appointment for a tutoring session, visit the Writing Center website (<http://www.luc.edu/writing/>) or call 773.508.7708.

General Information

Change of Personal Information

It is the responsibility of the student to change her/his name, address, phone number, or any other pertinent information in the LOCUS system. Failure to comply with this requirement may result in returned mail or email, thereby causing the student to miss valuable announcements or information.

Information Technology Services

Assistance for students can be found on-line at <https://www.luc.edu/its/services/technologyroadmap/newstudents/>

Parking

Parking is limited on all campuses, and public transportation is encouraged. Parking and traffic regulations are enforced by the issuance of traffic citations that provide for a fine. A car in violation may be towed when circumstances warrant such action. For further parking information, contact:

- Health System Campus - 708-216-9092
- Lake Shore Campus - 773-508-7036
- Water Tower Campus - 312-915-6698

Security

The Security Department strives to maintain a safe environment on the various campuses of the University, 24 hours a day, and seven days a week. Escort service is available on the Health System and Lake Shore campuses. Students should report any suspicious or hazardous conditions on or near campus to the Security Department.

- Health System Campus: 708-216-9077
- Lake Shore Campus: 773-508-6039

Directory

PARKINSON SCHOOL OF HEALTH SCIENCES AND PUBLIC HEALTH

2160 South First Avenue, Maywood, IL 60153

Phone: 708-216-0990

Fax: 708-216-5881

Program Directors

Dr. Joanne Kouba	Dietetic Internship	708-216-4132 jkouba@luc.edu
Dr. Kamran Mirza	Medical Lab Sciences	708-327-2571 kamran.mirza@lumc.edu
Dr. Anthony Deldin	Exercise Science	773-508-3249 acdeldin@luc.edu
Dr. Kathy Bobay	Health Informatics and Data Science	708-216-5737 kbobay@luc.edu
Dr. David Shoham	Public Health	708-327-9006 dshoham@luc.edu
Dr. Lara Dugas	Clinical Research Methods and Epidemiology (CRME)	708-327-9027 ldugas@luc.edu

Other Important Phone Numbers

Office of the Bursar, Lake Shore Campus	773-508-7705 773-508-8727 Fax
Office of Student Financial Assistance, Lake Shore Campus	773-508-7704 773-508-3397 Fax
<u>Libraries</u> Cudahy, Lake Shore Campus Information Commons, Lake Shore Campus Lewis Library, Water Tower Campus Loyola University Medical Center Campus	773-508-2632 773-508-8000 312-915-6622 708-216-9192 708-216-8115 Fax
<u>Parking/Student ID</u> Loyola University Health System Campus	708-216-9092
Registration and Records, Water Tower Campus	312-915-7221 312-915-6452 Fax
<u>Security</u> Loyola University Health System Campus Lake Shore Campus Water Tower Campus	708-216-9077 773-508-6039 312-915-6677
<u>School of Nursing</u> Loyola University Health System Campus Lake Shore Campus	708-216-9101 708-216-9555 Fax 708-216-9486 Secure Fax 773-508-3249 773-508-3241 Fax

APPENDICES

Academic Grievance Procedure

The Parkinson School has developed an Academic Grievance and Appeals Process that is consistent with the Loyola University Chicago (the “University”) Academic Grievance Procedure ([http:// www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml](http://www.luc.edu/academics/catalog/undergrad/reg_academicgrievance.shtml)) and the University’s Graduate School Academic Grievance Procedure (https://www.luc.edu/gradschool/academics_policies.shtml). This process is meant to supplement, and may not supersede, any portion of the University or Graduate School Academic Grievance Procedures.

The Parkinson School Academic Grievance and Appeals Process provides specific direction for the academic grievance hearing and for appeals and is designed to achieve clarity, uniformity, and fairness in the handling of all academic disputes involving individual student complaints regarding course grades and accusations of academic dishonesty. Any Parkinson School student may initiate the formal academic grievance procedure in order to have a complaint or appeal regarding a course grade or charge of academic dishonesty reviewed in an impartial and thorough manner. Students enrolled in degree programs housed in the Graduate School may also invoke the procedures under the Parkinson School Academic Grievance and Appeals Process to address disputes relating to dismissal from a program. In accordance with best educational practices and University policy, this process must be based on relevant information and afford both parties (student and involved faculty member(s)) an equal voice in the proceedings.

Consistent with the University Academic Grievance Procedure, a disputed grade will be changed only if the grading meets one or more of the following criteria:

1. Is found to be in significant violation of clearly established written school policies; or
2. Is a result of improper procedures; or
3. Is found to be capricious. Capricious grading is the assignment of a grade to a student which is:
 - a. Based partially or entirely on criteria other than the student’s performance in the course; or
 - b. Based on standards different from those standards of grading applied to other students registered in the same course; or
 - c. Based on a substantial departure from the announced grading standards for the course.

Pre-Hearing and Hearing Procedures within the Parkinson School of Health Sciences and Public Health:

1. In all cases, a sincere attempt should be made by the student to resolve the problem through discussion with the involved faculty member(s). The student first discusses the grade or charge of academic dishonesty with the involved faculty member(s) of the course. Every attempt is made by the involved faculty member(s) to answer fully the student's concerns at this level. If the involved faculty member(s) decides that a change-of-grade is appropriate (e.g., due to error by the involved faculty member(s)), the involved faculty member(s) will submit a grade-change request via the student information system. The grade change will be reviewed by the Dean.
2. If the attempt(s) to resolve the dispute (described in #1 above) fails, the student may submit a written request for an academic grievance hearing to the student's Program Director. If the student's Program Director is also the instructor, the written request would go directly to the Dean. This request must be submitted within 1 month after the beginning of the following semester. The student's written request must:
 - a. Specify the nature of the dispute; and
 - b. Identify how the issue falls within the established criteria for an academic grievance (e.g., the grading was in significant violation of clearly established written school policies); and
 - c. Describe the attempts made to resolve the matter; and
 - d. Attach all relevant information or documentation to support the grievance.
3. If a student has been accused of plagiarism or dishonest examination behavior, and the student denies the charge, the student may request an academic hearing review. The Dean will then constitute a hearing committee composed of a Chairperson and four faculty members ("Hearing Committee") to review the evidence of academic dishonesty and to consider the imposition of additional sanctions beyond failure in the course. This process is delineated in #6 below.
4. For instances of grade disputes, and upon receipt of the written request, the Program Director will ensure completeness of the above requirements (#2 a-d) and forward the request to the Dean. The Dean may decline to forward the case for a hearing if the dispute is not an academic dispute subject to the Parkinson School's Academic Grievance Process, or the written request fails to allege any of the necessary criteria for a disputed grade to be changed. In such instances, the Dean must justify, in writing, the reason for this decision and communicate the decision to the student, involved faculty member(s), and the Program Director.
5. If the Dean determines that the academic grievance is sufficient to proceed with a hearing, within two weeks, the Dean shall appoint a Chairperson and four faculty members to a Hearing Committee. Every effort shall be made to appoint faculty to the Hearing Committee who are not familiar with the student. It is recommended that the Hearing Committee members be familiar with the course outcomes and expectations that are the subject of the grievance.

6. All parties, including the student, involved faculty member(s), and Hearing Committee members, will receive the student's name, written request for a grievance hearing, information identifying the charge of academic dishonesty and related information submitted by the student in #2 a-d above, and information related to the hearing date/time/location, at least three business days in advance of the scheduled hearing date. Both the student and involved faculty member(s) will be advised of their right to request assistance in presenting the case at the hearing by any member of the University community other than an attorney. No individual from outside the University may attend the hearing, including any legal representative for the parties involved in the dispute. The student and the involved faculty member(s) will be notified of their right to present witnesses at the hearing. If this notice is not provided at least 3 days prior to the hearing, or a party is unavailable to attend, the hearing will be re-scheduled.
7. Pre-Hearing Preparation:
 - a. Responsibilities of the student: At least three business days prior to the hearing, the student shall provide the Hearing Committee Chairperson with:
 - i. The documentation identified in #2 a-d above
 - ii. The names of any witnesses the student wishes to present and the name of any representative of the University community who will assist the student in presenting his/her case at the hearing.
 - b. Responsibilities of the faculty member(s): At least three business days prior to the hearing, the involved faculty member(s) shall provide the Hearing Committee Chairperson with:
 - i. A copy of the course syllabus to include course outcomes, if the hearing is focused on a grade dispute.
 - ii. Documentation and relevant information pertaining to the student's performance in the course or clinical learning experience or related to the allegation of the student's academic dishonesty.
 - iii. The names of any witnesses the involved faculty member(s) wishes to present and the name of any representative of the University community who will assist the involved faculty member(s) in presenting his/her case at the hearing.
 - c. Responsibilities of the Hearing Committee: The Hearing Committee Chairperson may request additional materials from the student and involved faculty member(s) at any time during the hearing process.
8. The hearing will include the student, involved faculty member(s), and designated representatives of the University community who will assist in presenting an individual's case. Witnesses are typically excused from the hearing, except when their statements are needed. The hearing will be private and all persons present at the hearing will consider all information presented to be confidential. Individuals appearing before the Hearing Committee have the responsibility of presenting truthful information. The Hearing Committee, in reaching its

decision, will evaluate the credibility of the parties and any witnesses. The student and involved faculty member(s) may make an opening statement. Presentation of evidence will only be made during the hearing. During the hearing, the Hearing Committee members may address questions to any party or witness. Both the involved faculty member(s) and the student may present materials described in item #6 above (or as included with the student's request for grievance hearing) before the Hearing Committee and in the presence of the other party. The conduct of the hearing is informal, and the Hearing Committee is not bound by rules of evidence or court procedures. Matters of procedure will be decided by the Chairperson of the Hearing Committee.

9. Within three business days of the hearing, the Hearing Committee will render a decision.
10. Within two weeks of the Hearing, the Chairperson of the Hearing Committee will communicate a summary of the Hearing Committee's findings and decision, in writing, to the student, faculty member(s) involved, Program Director, and Dean. E-mail is permitted.
11. In cases of a grade dispute, if the Hearing Committee renders a decision in support of the student's petition, the faculty member submits a grade-change request consistent with the Hearing Committee's findings. If the Hearing Committee finds that the student's petition is without merit, the grade shall remain unchanged.
12. If a student is grieving a grade associated with a clinical experience, and the Hearing Committee determines that the faculty grading was in significant violation of clearly established written school policies, or the result of improper procedures, or was capricious, the Hearing Committee will communicate the decision to the Dean. Notwithstanding this decision, the Hearing Committee and/or the Dean may require an independent re-evaluation of the student's performance (knowledge, skills, or behavior).
13. If it is judged by the Hearing Committee or the Dean that an independent reevaluation of the student's performance is warranted, the Dean will communicate the need for the evaluation to the Program Director, who will arrange for an independent reevaluation of the student that may involve a clinical, lab, or simulation session by a faculty member not known to the student. This independent reevaluation summary will be forwarded to the Hearing Committee and the Dean for a final determination of the course grade.

Appeals Process:

The procedure for an appeal of a Hearing Committee decision varies depending on whether the student is enrolled in a program in the Parkinson School or if the student is enrolled in a degree program housed in the Graduate School.

1. Students enrolled in a program in the Parkinson School have a right to appeal in writing to the Dean within 30 days of notice of the Hearing Committee's decision. The decision of the Dean is final (except in cases of expulsion, in which case the sanction may be imposed only by the Senior Academic Officer upon recommendation of the Dean).

2. Students in the Parkinson School enrolled in degree programs housed in the Graduate School may appeal the Parkinson School's Hearing Committee decision by requesting a Graduate School hearing in accordance with the Graduate School's Academic Grievance Procedure at http://www.luc.edu/gradschool/academics_policies.shtml. The request must be made to the Graduate School Dean within 30 days of the decision by the Hearing Committee and must specify the nature of the grievance and prior attempts to resolve the matter. A party may appeal the decision of the Graduate School hearing board to the Graduate School Dean in writing within 30 days of notification of the Graduate School hearing board's decision and must include an explanation of the basis for the appeal. The Graduate School Dean's decision is final in all cases (including dismissal from a Graduate School program), except those involving possible expulsion from the University, which may be imposed only by the Senior Academic Officer.

Formal Complaint Policy by Student

A formal complaint is defined by Loyola University Chicago's (the "University") Parkinson School of Health Sciences and Public Health (the "Parkinson School") as any substantive complaint or concern, put forth in writing, by a student which requires a response from the administration of the Parkinson School.

Formal complaints may originate within the Parkinson School, or through a mechanism external to the Parkinson School, such as a University grievance process or the EthicsLine Reporting Hotline.

The Parkinson School adheres to all applicable University policies regarding the filing, review and resolution of formal complaints, as defined herein. The nature of the complaint dictates the review and resolution processes, as detailed further in this policy.

General Guidelines

- Student Complaints Related to Academic Issues.
 - Formal student complaints related to academic disputes involving the appropriateness of course grades and accusations of academic dishonesty are addressed through the Parkinson School's Academic Grievance and Appeals Process. Students enrolled in degree programs housed in the Graduate School may also invoke the procedures under the Parkinson School Academic Grievance and Appeals Process to address disputes relating to dismissal from a program. Students enrolled in degree programs housed in the Graduate School whose disputes are related to course grades, accusations of academic dishonesty, or dismissal from a program, are not resolved after a hearing within the Parkinson School may continue the academic grievance process in accordance with the Graduate School's Academic Grievance Procedure at http://www.luc.edu/gradschool/academics_policies.shtml.

- Formal student complaints relating to decisions affecting undergraduate academic standing or progress are addressed through the University's General Academic Appeals process at http://www.luc.edu/media/lucedu/academics/catalog/undergrad/pdf/version_6_16_1.PDF.
- Formal student complaints relating to undergraduate changes of academic records or dismissal for poor scholarship are addressed through the University's Special Academic Appeals process at http://www.luc.edu/media/lucedu/academics/catalog/undergrad/pdf/version_6_16_1.PDF.

Student Complaints Related to Non-Academic Issues.

- The University admits students without regard to their race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law to all the rights, privileges, programs, and other activities generally accorded or made available to students at the school. The University does not discriminate on the basis of race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs, or in any aspects of its employment of faculty and staff. Students within the Parkinson School with questions about this policy or who believe they have been discriminated against because of their race, color, religion, sex, age, sexual orientation, gender identity, national or ethnic origin, ancestry, disability, marital status, parental status, military/veteran status, or any other characteristic protected by applicable law, may contact the EthicsLine Reporting Hotline at (855) 603-6988 or submit a report online at www.luc.edu/ethicsline.
- Questions regarding Title IX may also be referred to the University's Title IX Coordinator, Thomas M. Kelly, Senior Vice President for Administrative Services, Lewis Towers, Suite 1500, who can be reached at (312) 915-6400 or tkelly4@luc.edu, or to the Department of Education's Office for Civil Rights.
- Questions regarding Title VI of the Civil Rights Act of 1964 ("Title VI") may also be referred to Tobyn L. Friar, Interim Director of Financial Assistance, Sullivan Center, Suite 190, who can be reached at (773) 508-8636 or friar@luc.edu, or the Department of Education's Office for Civil Rights.
- Questions regarding Section 504 of the Rehabilitation Act of 1973 ("Section 504") may also be referred to Shawna Cooper-Gibson, Assistant Provost for Student Academic Services, Sullivan Center, Suite 255, who can be reached at (773) 508-7067 or scoopergibson@luc.edu, or the Department of Education's Office for Civil Rights.]

- Complaint Referral.
 - University administrators may refer certain formal complaints from Parkinson School students, including complaints made through the EthicsLine Reporting Hotline, to the Parkinson School Dean’s office for appropriate action, including assistance in the investigation of a report. Where appropriate, the Dean will assign an administrator from the Parkinson School to assist in the investigation. Such assignments are made with consideration of the need for the investigation to proceed in an objective and non-biased manner.
- Complaints Received through the EthicsLine Reporting Hotline.
 - The EthicsLine Reporting Hotline exists as a means for University faculty, staff, students, administrators or other concerned parties to report activities that involve misconduct or violation of University policies. Reports may be made online at www.luc.edu/ethicsline or by dialing 855-603-6988.
 - As explained at www.luc.edu/ethicsline:
 - The University is committed to the highest ethical and professional standards of conduct as an integral part of its mission of expanding knowledge in the service of humanity through learning, justice and faith. To achieve this goal, the University relies on each community member's ethical behavior, honesty, integrity and good judgment. Each community member should demonstrate respect for the rights of others.
 - The University strongly encourages all faculty, staff, students, administrators or other concerned parties to use this Reporting Hotline to report suspected or wrongful acts of conduct by Loyola University Chicago community members. No University administrator, faculty, staff or student may interfere with the good faith reporting of suspected or actual wrongful conduct; no individual who makes such a good faith report shall be subject to retaliation, including harassment or any adverse employment, academic or educational consequence, as a result of making a report.
 - All reports to the EthicsLine Reporting Hotline are made available to specific individuals within the University on the University’s EthicsLine Reporting Hotline Resource Team (the “Resource Team”) who are charged with carefully reviewing and evaluating the report and assigning it to an appropriate case manager/investigator on the Resource Team, based on the type of alleged violation and location of the incident. The EthicsLine Reporting Hotline System does not create a new category of prohibited behavior or a new process for members of the University community to be disciplined or sanctioned. The Resource Team has no authority to discipline any student or member of the faculty or staff. When reported conduct is subject to existing University disciplinary or judicial procedures, appropriate referrals will be made by the Resource Team.

- Reports submitted through the EthicsLine Reporting Hotline are handled as promptly and discreetly as possible, with facts made available only to those who need to investigate and resolve the matter. Individuals filing a report may follow-up online on the status of a report and to determine if further information is needed to proceed with an investigation.

Unprofessional Behavior and Conduct of Parkinson School of Health Sciences and Public Health Students

Exemplary behavior of students in Loyola University Chicago's (the "University") Parkinson School of Health Sciences and Public Health (the "Parkinson School"), consistent with the standards of the nursing and health professions, is expected at all times. Students in the Parkinson School are expected to abide by the policies regarding professionalism in applicable student handbooks as well as the syllabi for each course, including professional behaviors with respect to attendance, punctuality, dress, demeanor, integrity and ethical conduct relative to the nursing and health professions. Professional conduct by the student facilitates learning opportunities and fosters good working relationships within the Parkinson School and between the Parkinson School and clinical agencies or institutions.

Complaints related to unprofessional behavior and conduct by students within the Parkinson School may originate from faculty, staff, other students, or from outside the University, such as a clinical site.

Issues of unprofessional behavior or conduct that occur during a clinical learning experience are addressed through the evaluation of student performance in the course, as detailed in the course syllabus. If a student believes the grading related to his/her professional behavior and conduct is the result of a significant violation of clearly established written school policies, is the result of improper procedures, or is capricious, the student may pursue a grievance in accordance with the Parkinson School Academic Grievances and Appeals Procedure as written in the Undergraduate and Graduate Program Student Handbooks.

Complaints of unprofessional behavior or conduct within a classroom, simulation, or lab experience, or outside a clinical learning experience, are addressed through a formal complaint resolution process, as specified below.

1. The first attempt at resolution of the complaint should occur between the student and the other parties involved.
2. If the complaint of unprofessional behavior or conduct is not resolved among the parties involved, a formal complaint, in written form, is forwarded to the Program Director of the student's degree program.
3. The Program Director reviews the complaint, any supporting documentation submitted by any of the parties, and meets with the parties involved individually. If the Program Director is directly involved in the complaint, the complaint instead is forwarded to the Dean.

4. If the complaint is not resolved at the level of the Program Director, the Program Director submits a recommendation for any action to be taken, along with any supporting documentation, to the Dean with jurisdiction over the degree program in which the student is enrolled.
5. The Dean, upon review of the recommendation, complaint and supporting documentation, meets with the parties to the complaint.
6. The Dean may dismiss the complaint or, upon finding that the student has engaged in unprofessional behavior and conduct, institute progressive corrective action with the student. Progressive corrective action typically begins with a verbal warning (documented) to the student, which details the nature of the complaint, corrective actions to be taken, and notifies the student that failure to correct the unprofessional behavior or conduct may result in more severe corrective action. The nature of the behavior dictates the severity of the action. The behavior may warrant immediate action beyond a verbal warning.
7. If the unprofessional behavior or conduct continues, the Dean may issue a written warning, which details the nature of the continuing concern related to unprofessional behavior or conduct, further corrective actions that are required, and notifies the student that failure to correct the unprofessional behavior or conduct may result in the student's withdrawal from a course or a recommendation for dismissal from the academic program. The decision to recommend a withdrawal or dismissal is based on the nature and severity of the unprofessional behavior.
8. If the unprofessional behavior or conduct continues, the Dean will either withdraw the student from a course or make a recommendation for dismissal from the academic program.
9. If the student is withdrawn from the course, the student will receive a W or WF for the course depending on the time the decision is made.
10. The Dean may recommend the student's dismissal from the academic program, after the verbal and written warning steps are completed, if the unprofessional behavior or conduct continues. The Dean may authorize the student's dismissal from the program of study, in all cases except where expulsion from the University is also recommended (see #12 below).
11. A student who wishes to appeal a decision impacting his/her academic standing or progress at the University may make a written request for an appeal within 30 calendar days of the disputed decision being rendered, consistent with the University's policy on General Academic Appeals at http://www.luc.edu/media/lucedu/academics/catalog/undergrad/pdf/version_6_16_1.PDF. The appeal will be reviewed and considered by the Dean within 30 calendar days of the receipt of the written student request for an appeal. The appeal decision made by the Dean is final and is ineligible for further appeal.
12. In cases where a student's expulsion from the University for Unprofessional Behavior and conduct is considered, the Dean reviews all relevant information. An action of expulsion from the University rests with the Senior Academic Officer, upon a recommendation from the Dean.