Health Services Education Policies

ACADEMIC ADVISING

Upon admission to the Division of Health Services Education, students are assigned to an Academic Advisor who is available to assist with educational goals, learning formats, Regis resources, and degree program requirements. For questions specific to assignments, grading, attendance, and other class-related activities, contact the faculty directly.

ATTENDANCE AND PARTICIPATION

Students in an eight-week class who have an unexcused absence from the classroom one week or fail to participate in one week's online class, may receive a failing grade depending on the professor's discretion. Students in a semester class who have three unexcused absences or fail to participate in three weeks of online class may receive a failing grade depending on the professor's discretion.

GRADING SCALE AND EQUIVALENT PERCENTAGE

Letter Grade	Percentage	Grade Point
A	93-100	4.0
A-	90 to less than 93	3.67
B+	88 to less than 90	3.33
B	83 to less than 88	3.00
B-	80 to less than 83	2.67
C+	78 to less than 80	2.33
C	73 to less than 78	2.00
C-	70 to less than 73	1.67
D+	68 to less than 70	1.33
D	63 to less than 68	1.00
D-	60 to less than 63	0.67
F	Less than 60	0.00

Health Services Education requires students earn at least a C+ to have the course count toward the degree or certificate requirements.

INCOMPLETE GRADES

The following process is to be applied according to the policy for incompletes as stated in the Course Catalog. "A grade of incomplete or "I" denotes that the required work for the course is incomplete due to unforeseen circumstances. Unforeseen circumstances mean, for example, that an accident, an illness, a death, or a major life transition has occurred." Work responsibilities do not constitute a reason for issuing a grade of incomplete. If unforeseen circumstances occur earlier in the course, the student may request a Registration Status Appeal or withdraw from the

course. Student who are registered with Disability Services may be granted extra time to complete assignments based on accommodations granted through Disability Services; however, there is no provision for granting an incomplete on this basis. An incomplete request contract needs to be created by the faculty, signed by the student, and approved by the HSE Assistant Dean.

LATE ASSIGNMENTS/ASSIGNMENT REVISIONS POLICY

Faculty will provide specific late assignments/assignment revision policies not to exceed the maximum official policy of the Division of Health Services Education. Occasionally, work, health, and family obligations have priority over course work. If you experience these issues, notify the faculty in advance. If an assignment is due, make every effort to submit your assignment on time. In the case of a negotiated absence or delay, assignments turned in by the agreed upon due date will receive full credit. If you have not negotiated with the faculty, assignments turned in late will be graded, and then reduced in accordance with the policy.

SYLLABUS FLEXIBILITY

Posted syllabi in the Division of Health Services Education are intended to give students guidance in what may be covered during the semester. Course activities listed in the syllabus will be followed as closely as possible. The instructor, however, reserves the right to modify, supplement and make changes to the syllabus as course needs arise in accordance and in alignment with course outcomes.

SELF-PLAGIARISM

Students are not allowed to submit work completed for any course in which they previously were enrolled to fulfill a requirement of the course in which they currently are enrolled without prior approval of the instructor of the current course. Duplicating any portion of work that was completed for a course taken previously violates the **Academic Integrity Policy**, even if that course is being repeated. Specifically, students who are repeating a course for a higher grade or are enrolled in a course from which they withdrew are required to get the current instructor's approval before resubmitting an assignment or any portion of an assignment submitted when they previously took the course. Based on the nature of the assignments, the instructor of the current course will provide direction to ensure self-plagiarism does not occur.

UNIVERSITY POLICIES, SERVICES AND PROCEDURES

- Academic Integrity — Defining responsibility, plagiarism, student awareness, violations, levels/sanctions, procedures, confidentiality, and more.
- Dayton Memorial Library
- Diversity, Equity and Inclusive Excellence — Building a community that values inclusion, dignity and the contributions of all members
- Electronic and Information Technology Accessibility
- Equal Access and Disability Services — Student Disability Services and University Testing

- [Final Grades](#) — Final grades for current students are available online through [WebAdvisor](#) after the completion of each [Academic Session](#) (calendar).
- [Human Subjects Review (IRB)](#) — Research and student class projects
- [Inclement Weather and Class Cancellation](#)
- [Nondiscrimation and Sexual Misconduct Policy](#)
- Non-Public, Confidential or Proprietary Information Policy — For class projects that relate to a student's employment, the student is responsible for complying with all applicable policies of the employer, including those related to non-public, confidential or proprietary information.
- [Student Conduct](#)
- [Transcripts](#) — Policies and procedures governing the issuance of transcripts are as follows:
  1. Financial obligations to the University must be satisfied.
  2. As required by the [Family Education Rights and Privacy Act](#) of 1974, as amended, requests for transcripts must include the student's signature for release of this confidential information. Transcript requests via phone or email will not be accepted.
  3. Transcript fee information is available at 303.458.4394.
- [WorldClass System Requirements](#)
- [Writing and Tutoring Assistance](#)
- Additional resources — See main page for [Regis University policies and procedures](#), or search for [Regis University Offices and Services](#)