

# Student Catalog



A.T. STILL UNIVERSITY  
SCHOOL OF HEALTH MANAGEMENT

ATSU

## **Contact**

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## **Regional Accreditation**

A.T. Still University is accredited by the Higher Learning Commission,  
a commission of the North Central Association of Colleges and Schools,  
230 N. LaSalle St.; Ste. 7-500; Chicago, IL 60604, phone: 800.621.7440.  
[www.ncahlc.org](http://www.ncahlc.org)

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# Prohibition of Discrimination, Harassment, and Retaliation

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

Employees may contact:	Students, members of the public, or beneficiaries may contact:
<b>Arizona campus</b> Ass’t Director Human Resources 5850 E. Still Circle Mesa, AZ 85206-3618 480.219.6007	<b>Arizona campus</b> Ass’t Vice President of Student Affairs 5850 E. Still Circle Mesa, AZ 85206-3618 480.219.6026
<b>Missouri campus</b> Director of Human Resources 800 W. Jefferson St. Kirksville, MO 63501 660.626.2790	<b>Missouri campus</b> Vice President of Student Affairs 800 W. Jefferson St. Kirksville, MO 63501 660.626.2236

## Anti-Harassment

Prohibited conduct includes unwelcome conduct, whether verbal, non-verbal, physical, or visual, that is based on or relates to an individual’s race, color, religion, sex (including pregnancy), national origin, disability, age, or any other status protected by applicable law, and 1) has the purpose or effect of creating an intimidating, hostile or offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual’s work or student performance; or 3) otherwise adversely affects an individual’s employment or education opportunities.

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

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

1. Submission to such conduct is an explicit or implicit condition of employment or education; or

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

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

## **Discrimination, Harassment, and Retaliation Grievance Procedures**

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

## **Anti-Retaliation**

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

## **Disclaimers**

The School of Health Management Student Catalog includes information and requirements that may be altered by the University at its sole discretion. The provisions of this catalog do not constitute a contract. The University reserves the right to change any provision or requirement at any time. ATSU complies with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

This catalog is supplemented by the ATSU Student Handbook. Students should refer to the University handbook for information regarding student records, student grievance procedures, code of academic conduct, code of behavioral standards, harassment, and electronic communications. All inquiries regarding the ATSU Student Handbook should be directed to the vice president of student affairs at [studentservices@atsu.edu](mailto:studentservices@atsu.edu) or 866.626.2878, ext. 2236.

For clarification of information in this catalog, students should consult their academic success coordinator. Students are responsible for regularly checking their ATSU email accounts and the ATSU Online Resources page within the ATSU Portal for updated information.

## About A.T. Still University

Established in 1892 by the founder of osteopathy, A.T. Still, MD, DO, ATSU began as the nation's first college of osteopathic medicine and has evolved into a leading university of health sciences. Today, ATSU is comprised of six schools: Kirksville College of Osteopathic Medicine, Missouri School of Dentistry & Oral Health, School of Osteopathic Medicine in Arizona, Arizona School of Health Sciences, Arizona School of Dentistry & Oral Health, and School of Health Management.

ATSU offers more than 20 master's degrees across allied healthcare disciplines; doctorates in health administration, health education, physical therapy, health sciences, and audiology; the doctor of dental medicine (DMD); and the doctor of osteopathy (DO).

## ATSU Mission Statement

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

In support of this goal and the University, SHM strives to:

- Provide comprehensive and relevant health instruction through high quality, innovative, online education
- Provide encouragement to health professions students as they engage in scholarly activities that both anticipate and address the health care needs of a diverse society

## School of Health Management Mission

The School of Health Management serves as a learning-centered school dedicated to preparing leaders in the health professions who promote socially responsible practice, policy, and research to improve prevention, wellness, and access.

## School of Health Management Vision

The School of Health Management will remain true to the University's mission and become known for preparing the world leaders in public health, health administration, health professions education, social and emotional welfare.



## Admissions

### Admissions Process & Policy

The admissions committee seeks individuals capable of meeting the academic standards of SHM. Completed applications that are in compliance with minimum admissions requirements are reviewed for academic performance, extracurricular or co-curricular activities, work and life experiences, recommendations, and interest in health education, health administration, and public health.

Students from the Arizona School of Dentistry & Oral Health (ASDOH), the Missouri School of Dentistry & Oral Health (MSDOH), or the School of Osteopathic Medicine in Arizona (SOMA) who apply to the Master of Public Health-Dental Emphasis (MPH-DE) or the Master of Public Health-SOMA (MPH-SOMA) programs, as appropriate, will be considered for admissions based on their cumulative grade point average (cGPA) in their respective ATSU programs at the time of their application, rather than their undergraduate, or other graduate, GPA.

Students who withdraw from their program of study, after completing a minimum of 16 credit hours, and apply through admissions for re-entry into that program, will be considered for re-entry based on their cGPA in the program when they left, rather than their undergraduate, or other graduate, GPA.

### Admissions Requirements

1. Students seeking a **doctorate degree** must have earned, at minimum, a master's degree or higher from an accredited university recognized by the Council for Higher Education Accreditation. Please refer to each program's guide for specific programmatic admissions requirements.
  2. Student's seeking a **master's degree** must have earned, at minimum, a bachelor's degree or higher from an accredited university recognized by the Council for Higher Education Accreditation.
- Applicants who have graduated from a university outside the United States must provide a degree level equivalency evaluation for admission. This evaluation is paid for by the prospective student.

- The following evaluating services are recommended:

Educational Credential Evaluators, Inc.

PO Box 514070

Milwaukee, WI 53202-3470

P: 414.289.3400 F: 414.289.3411 [eval@ece.org](mailto:eval@ece.org)

Josef Silny & Associates, Inc. International Education Consultants

7101 S. W. 102 Ave.

Miami, FL 33173

P: 305.273.1616 F: 305.273.1338 [info@jsilny.com](mailto:info@jsilny.com) [www.jsilny.com](http://www.jsilny.com)

World Education Services, Inc. PO Box 5087

Bowling Green Station

New York, NY 10274-5087

P: 212.966.6311 F: 212.739.6100 [info@wes.org](mailto:info@wes.org) [www.wes.org](http://www.wes.org)



- Applicants required to have a completed degree-level equivalency are also required to complete the Test of English as a Foreign Language (TOEFL) for applicants when English is a second language. The Computer Based Test (CBT), Internet Based Test (iBT), or Paper Based Test (PBT) is accepted.
    - The following are the minimum required score based on test type:
      - CBT - minimum total score of 213
        - ♦ Min. 22/Reading Skills section | Min. 26/Writing Skills section
      - iBT - minimum total score of 80
        - ♦ Min. 22/Reading Skills section | Min. 24/Writing Skills section
      - PBT - minimum total score of 550
        - ♦ Min. 57/Reading Skills section | Min. 61/Writing Skills section
    - Applicants who feel the TOEFL requirement should be waived may petition the program chair in writing.
3. Completed admissions application
  4. Official transcripts from the qualifying degree institution
  5. Non-refundable application fee submitted with application
  6. Minimum Cumulative Grade Point Average (CGPA) of 3.0 (4.0 scale) at the qualifying degree institution. Students who did not attend an institution where a GPA system was utilized will be required to petition the program chair.
  7. Completion of required online orientation course and background check.
  8. Technology compatible with Blackboard for the purposes of accessing online courses any time/any place:
    - a. Minimum dual core
      - i. Preference is given to a machine that is no more than two years old
    - b. The latest Mac OSX 10.4, 10.5, 10.6; Windows XP; Vista; or 7
    - c. Minimum 2 GB RAM
    - d. Minimum 100GB hard drive
    - e. Compatible browser
      - i. Preferred browser is the latest version of FireFox
    - f. Java ([www.java.com](http://www.java.com))
  9. Webcam, speakers, and microphone for video conferencing
  10. High-speed internet connection such as DSL or Cable
  11. Microsoft Office Suite (Word, PowerPoint, Access, Excel)
  12. Adobe Reader (download free from [www.adobe.com](http://www.adobe.com))

## Deferring Admission

Students are required to begin courses the quarter for which they are accepted. If it is necessary for a student to defer his/her admission, a written deferral request should be submitted four weeks prior to the start of the semester for which they are accepted. In cases of extenuating circumstances, the request may be submitted up to the day before the start of the semester for which they are accepted. A student may request to defer one time only prior to matriculation and may not defer for a length of time longer than one admission cycle. Deferral requests will be reviewed by the department chair/program chair, and a decision will be provided no more than five business days after receipt of the deferral request.

## Admission Status

New students withdrawing from all courses during the first week (module) will be required to re-apply to the program via admissions.

### Accepted Degree Seeking Status

- Student meets all general admissions requirements and has been approved for admissions by the department chair/program chair and/or admissions committee

### Probation Accepted Degree Seeking status

- Student has not yet met all general admissions requirements and has been provisionally approved as outlined in their probation criteria set by admission committee

### Non-Degree Seeking Student

- Student is in process of completing his/her baccalaureate degree or has earned his/her degree
- Minimum Cumulative Grade Point Average (CGPA) of 3.0 on a 4.0 scale from his/her current program of study or the last degree earned (bachelor's or higher)
- Student may take up to three SHM courses, but he/she is not eligible for federal financial aid
- To become a degree seeking student, a student with a non-degree status will need to reapply and meet all applicable admissions criteria



## Academic Affairs

### Academic Calendar

The academic calendar is available on the SHM website at [www.atsu.edu/SHM/calendar](http://www.atsu.edu/SHM/calendar).

### Enrollment Period

SHM operates under a 22-week semester system. Each semester contains two 10-week blocks. There are two semesters per calendar year: Fall Semester (Fall Block 1 and Fall Block 2) and Spring Semester (Spring Block 1 and Spring Block 2).

### Registration

The registration process at SHM is completed automatically each semester block based on the student's Academic Degree Plan (ADP). If a student desires to make changes to his/her ADP, he/she must contact the SHM academic success team. SHM students must make ADP changes prior to the ADP change deadline posted on the SHM academic calendar.

### Books

The book list is posted at Matthews Bookstore Online at <http://webmedbooks.com/shm/default.aspx> and on the ATSU Portal four weeks prior to the start of each semester block. Students should order books from this list only for the semester block they are entering. Students may purchase their books from any bookstore; however, SHM can only assist students with book issues if the books were ordered from Matthews Bookstore Online, the official bookstore of SHM.

It is a requirement of the program that students have their books on day one of class.

### Course Access

Students are granted course access on the Monday before the first day of class, provided they have paid their tuition in full and have completed all admission requirements.

### Code of Academic Conduct

See the ATSU Student Handbook.

### Code of Behavioral Conduct

See the ATSU Student Handbook.

### Excused Absence Policy

See the ATSU Student Handbook.

## Participation/Attendance

Attendance is defined by each individual instructor based on his or her participation guidelines in class. Failure to abide by the participation guidelines may result in course failure. Students who do not log in to each currently enrolled course during the first week of the semester block, and have not obtained an excused absence for that week will be dropped from those respective courses. After the first week, a student's non-participation does not constitute an official withdrawal. As outlined in the University Student Handbook, if a student does not attend courses after the first week and fails to officially withdraw, an F grade will be awarded for each course that the student failed to attend. For information on excused absences, please see the excused absence policy.

## Grades

Official SHM grading scale:

90% - 100%	A
80% - 89.9%	B
70% - 79.9%	C
0% - 69.9%	F

*\*The School of Health Management does not round scores up to the nearest whole number.*

Grades are assigned by faculty members and are based on the total points possible in any given course. Final grades will be posted in the CampusVue Portal 14 days after the last day of the semester block.

To access grades:

- Visit <https://my.atsu.edu>
- Log into the ATSU Portal
- Click on "My Tools"
- Click on "CampusVue Portal"
- Click on the "Academics" tab

## Satisfactory Academic Progress

A student's satisfactory academic progress (SAP) is determined by the following factors:

- A student must maintain a 3.0 cumulative GPA.
- A student must successfully complete 66.6% of all courses attempted. Withdrawals after week six of the semester block will count against credits earned.
- Academic progress is evaluated after the Fall 2 and Spring 2 blocks. If a student only attends one block during this period, then progress is checked after that term.

It should be noted that the following activities may have a direct affect on an individual student's SAP:

- Failing a course
- Withdrawing from a class or program after week six of the semester block
- Retaking courses

If SAP probation occurs more than twice during your academic program, termination from the student's program may occur.

## Academic Probation

If a student fails to meet the requirements of Satisfactory Academic Progress (SAP), he/she will be placed on Academic Probation. There are two phases of Academic Probation.

**Phase I Academic Probation** is issued when a student fails to meet SAP.

During the probationary period, the following must occur:

- Student is limited to a maximum of two courses per semester block
- Student must earn a 3.0 GPA or above in the probationary semester. (If a student receives a grade of W or WE during the probationary semester, he/she automatically fails to meet the requirements of probation.)
- Student's CGPA must be a 3.0 or above at the end of the probationary semester block

If a student meets the requirements of the probationary period and SAP, he/she will be removed from Academic Probation and returned to good academic standing.

SHM students not in good academic standing at the time of withdrawal from all courses in a semester block will be required to re-apply for admissions.

**Phase II Petition Academic Probation** is issued when a student fails to meet the requirements of Phase I Academic Probation. Phase II is not automatically granted.

Requirements for this phase include:

- Student must petition the Department Chair/Program Chair in writing within 5 days of notification
- Student is limited to a maximum of two courses per block
- Student must earn a 3.0 GPA or above in the probationary semester. (If a student receives a grade of W or WE during the probationary semester, he/she automatically fails to meet the requirements of probation.)
- Student's CGPA must be a 3.0 or above at the end of the probationary semester

Students must meet any additional criteria outlined by the program chair during the Phase II Academic Probation term. If a student meets the requirements of the probationary period and SAP, he/she will be removed from Academic Probation and returned to good academic standing.

Students who are on Phase I probation who do not meet SAP probation and requirements and fail to request Phase II probation will be administratively withdrawn from the program of study. Students denied Phase II probation or failing to meet SAP probation and on Phase II probation may be dismissed from the program of study.

## Incompletes

A student may request an incomplete from his/her instructor if he/she meets all of the following requirements:

- Student is unable to complete course work due to a circumstance beyond the student's control
- Incomplete was requested of the course instructor by the student prior to the last day of the course and was approved by the Department Chair/Program Chair

- Student attended the course at least 14 days prior to the end of the last day of the course
- Student's grade must be 70% or above at the time that the incomplete is requested

Incomplete process:

- A student will have up to 14 days from the last day of the semester block to complete his/her course work when an incomplete is granted
- At the end of the designated time period, a grade change form will be completed to change a student's "I" grade to the grade earned
- If a student fails to complete the terms of the incomplete process, the student's "I" will revert to the grade earned prior to the incomplete status

Incomplete grades for dissertation and practicum courses are subject to independent criteria dictated by the specific program. Contact the Academic Success Team for detailed criteria.

## Graduation Requirements

Students must complete all graduation requirements prior to participating in commencement ceremonies. Please refer to each program's guide for specific programmatic graduation requirements. Graduation requirements include:

- SAP requirements are met
- Credit earned in all required courses (to earn credit for a course a student must earn a grade of "C" or higher)
- Completion of the Petition to Graduate no later than the first week of the semester block in which the student will complete all coursework.
- Zero financial balance as determined by the Controller's Office
- Exit interview with Financial Services (if student received financial aid at ATSU)
- Graduate Exit Survey completed

## Course(s) or Program of Study Withdrawal

A student may decide to withdraw from a course or a program of study for many reasons; however, this may affect the student's SAP and Financial Aid eligibility.

**SHM students not in good academic standing at the time of withdrawal from all courses in a semester block will be required to re-apply for admissions.** SHM students not enrolled within a six-month time frame and/or two consecutive completed semester blocks (excluding practicum and/or dissertation) will be required to follow the Re-Admission Policy and Procedure outlined in the ATSU Student Handbook. New students withdrawing from all courses during the first week (module) will be required to re-apply to the program via admissions. Furthermore, students who are not enrolled more than two semester blocks may be required to enroll under the most current program version.

## Matriculated Students

Withdrawal from a course or exit from a program of study process:

1. A student should contact his/her program Academic Success Coordinator (ASC) by email to exit courses.

2. The ASC will email the student the official withdrawal link.
  - a. Course and/or program withdrawal may affect a student's SAP.
  - b. The official withdraw date is the date the official withdraw link is submitted by the student.
  - c. A student may not withdraw from his/her course after day 56. The grade the student has earned will appear on his/her official transcript.

## **Repeated Courses**

Repeating a course does not erase the first attempt from the student's official transcripts. The grade of the most recent attempt at taking the course will be used to calculate the student's cumulative GPA. Repeating a course will affect the student's SAP.

## **Program Re-admission**

SHM adheres to the Residential Re-admission Policy and Procedure outlined in the ATSU Student Handbook with one exception: a letter to Admissions shall be submitted at least eight weeks prior to the semester start date.

## **Re-admission/Re-entry Policy and Procedures**

In most instances\*, students withdrawn from ATSU, regardless of the reason, must apply for re-admission, consistent with University policy. To re-apply for admission, the applicant must submit a letter, application, and all supporting documentation (letters of reference, medical documentation) to Admissions by the admissions deadline for the semester in which the student wishes to re-enroll. Admissions deadlines may be found on the ATSU website.

The letter must include reasons for withdrawal from school, activities involved in since withdrawal, and reasons to be considered for re-admission. The applicant may also include any supporting documentation that he/she feels the Admissions Committee should consider.

The Admissions Committee will consider the student's credentials on file with the registrar and all documentation submitted and may require additional documentation. The Admissions Committee has the right to conduct interviews, secure documentation, and evaluate past grades/performance. Given the various possible reasons for withdrawal, the information required by the Admissions Committee may vary. The Admissions Committee has the right to reject an applicant's request for re-admission. The Committee will consult with the Dean of the School of Health Management to establish program placement and academic conditions for re-admission.

During the re-admissions process, Admissions and student will work together to create an updated Academic Degree Plan (ADP) based on completed course work. Course-work that was completed seven or more years prior to the date of anticipated matriculation will not be eligible to count towards degree requirements.

Course work that was completed less than seven years prior to the date of anticipated matriculation may be applied towards the ADP and will remain applicable until a student graduates or is not enrolled for two or more consecutive semester blocks. In the case of deferral, the age of coursework will be reevaluated and a new ADP will be created.

All course work, regardless of its age, will appear on transcripts and count towards the student's cumulative GPA with the exception of repeated courses. Repeated courses will appear on transcripts; however, only the most recent attempt will be calculated in the student's cumulative GPA.

\*Students who have been withdrawn for less than two consecutive semester blocks may re-enter by contacting their Academic Success Coordinator prior to the Academic Degree Plan change deadline, which can be found on the academic calendar at [www.atsu.edu/SHM/calendar](http://www.atsu.edu/SHM/calendar). See "Course or Program of Study Withdrawal" for more information.

## **Transferring Programs**

Students who wish to transfer to another academic program within SHM must apply to that program through Admissions. Students applying to transfer programs will not be charged an application fee. To apply for admission to another academic program, the applicant must submit an application including an essay and all other supporting documentation (i.e. letters of reference, medical documentation, etc.) to Admissions by the admissions deadline for the quarter in which the student wishes to enroll. Admissions deadlines may be found on the ATSU website. The applicant may also include any supporting documentation that he/she feels the Admissions Committee should consider.

The Admissions Committee will consider the student's credentials on file with the Registrar and all documentation submitted and may require additional documentation. The Admissions Committee has the right to conduct interviews, secure documentation, and evaluate past grades/performance. Given the various possible reasons for transferring, the information required by the Admissions Committee may vary. The Admissions Committee has the right to reject an applicant's request for transfer. The Committee will consult with the Dean of the School of Health Management to establish program placement and academic conditions for transfer.

## **Change of Name/Address**

Students are responsible for providing up-to-date name, address, and phone number information to SHM. To update name information, contact an Academic Success Coordinator.

Contact information can be updated online via the Campus Vue Student Portal. For instructions, refer to: [www.atsu.edu/registrar/contactinformation.htm](http://www.atsu.edu/registrar/contactinformation.htm).

Questions concerning contact information may be directed to the Registrar's Office at [registrars@atsu.edu](mailto:registrars@atsu.edu).



## Transfer Credit

Transfer credit is evaluated only for admitted degree seeking students. Transfer credit is not accepted for certificate programs. The following criteria must be met for transfer credit to be approved:

- Course is a graduate level course, from an accredited university, recognized by the Department of Education of the United States
- If transfer credit is requested for courses taken outside the United States, a course-by-course evaluation must be provided at the student's expense (see page 2 for service providers)
- Course clearly meets the defined goals and objectives of a specific course being offered by SHM
- Student earned a B or higher in the course
- Transfer of credit will not be approved for more than four courses or 16 quarter credit hours, whichever is less
- Course is not more than seven years old

Transfer of credit applications may be found on the ATSU Portal. The application must be accompanied by a course syllabus or course catalog description and an official transcript issued by the university where the course was taken.

The Department Chair/Program Chair will review applications and make a determination related to acceptability within 30 days of receiving the completed application packet.

See the ATSU Student Handbook.

## School of Health Management Statement on Academic Integrity

As a school devoted to being preeminent in the education of health professionals, the academic integrity of the School of Health Management and the written work produced by its faculty and students must be beyond reproach. Violations of academic integrity are grievous offenses against the university community.

Plagiarism is the presentation, whether intentional or unintentional, of another's work as if it were one's original work. Proper and complete citation and reference, in accordance with formal style guidelines, is required of all student work. Specific examples of plagiarism include:

- Cutting and pasting or re-entering information from a source into a document without correct citation or attribution;
- Attributing material to a source other than the original;
- Submitting work authored by someone else as original work;
- Submitting previously prepared original material to a course without an instructor's knowledge or permission;
- Paraphrasing is not substantively different from the original source;
- Missing or infrequent or citations, or
- Missing or incorrectly formatted references

Consistent with best practices (Council of Writing Program Administrators, 2003) a first academic integrity offense involving any of the above examples is classified as a misuse of sources resulting from a lack of familiarity with the expectations of scholarly writing and inexperience using formal style guidelines. Students, in courses offered by the School of Health Management, whose misuse of sources is beyond minor, occasional errors, will be asked to participate in the University Writing Center's Proper Use of Sources tutorial. After completing the tutorial, a student may revise the assignment that prompted the tutorial and resubmit it for a reduced grade. Students who choose not to participate in the tutorial or fail to complete the tutorial within the deadline will receive a grade of zero on the assignment.

Subsequent serious violations will not be attributed to ignorance or naiveté and will be construed as plagiarism. Consequences of committing plagiarism include, but are not limited to, a failing course grade or expulsion from ATSU. Students have the right to appeal as outlined in the Student Handbook.

## **Reference**

Council of Writing Program Administrators. (2003). Defining and avoiding plagiarism: The WPA statement on best practices [PDF]. Retrieved from <http://wpacouncil.org/files/wpa-plagiarism-statement.pdf>

## **Transcript Requests**

All transcript requests are made by contacting the Registrar's Office.

## **Grievances**

See ATSU Handbook.

## **Tuition Refunds**

For information about the tuition refund policy, Financial Aid, SAP, etc., refer to [www.atsu.edu/financial\\_aid/SHM.htm#Refund](http://www.atsu.edu/financial_aid/SHM.htm#Refund).

## **Student Billing Accounts**

Students may view their account on the ATSU Portal under the "CampusVue Portal" link. Payments are made to the Controller's Office. Payments may be made online, or by phone, fax, or email. Billing questions should be directed to the Controller's Office. Students will not be granted access to their online courses until their tuition bill is paid in full and all admission requirements have been met. Tuition is due 14 calendar days prior to the first day of class. For specific tuition deadlines, refer to the academic calendar at [www.atsu.edu/shm/calendar](http://www.atsu.edu/shm/calendar).

Contact your Academic Success Coordinator for information regarding employee and alumni tuition discounts.

## **Student ID Cards**

Student ID cards are issued upon acceptance and matriculated students upon request. The ID card is issued without a picture. Contact your Academic Success Coordinator for information regarding replacements or photo ID'S.

## **Library**

SHM students have 24-hour access to the A.T. Still Memorial Library. Students may access the library via the ATSU Portal.

## **University Writing Center (UWC)**

A.T. Still University's University Writing Center is a free resource for all ATSU students seeking writing assistance. The UWC offers web-based resources covering a variety of common writing topics, as well as review of papers and dissertation chapters for common writing errors. Access the UWC via the ATSU Portal.

## **Academic Support and Success**

SHM is dedicated to student success. Any questions or issues may be addressed to the Department Chair/Program Chair at any time. The Academic Success Team will also be in contact with you during each semester block to answer any questions you may have or to provide academic advising.

## **Accommodations**

Students may find that disabilities diminish academic performance. The University can make accommodations for students with documented disabilities who are otherwise qualified. Students with disabilities are encouraged to contact Student Resources. Requests for accommodations must be made in writing to the Director of Student Resources. The contact information for the Director of Student Resources is:

Director of Student Resources  
800 W. Jefferson St.  
Kirksville, MO 63501  
660.626.2424  
studentresources@atsu.edu

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

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

## **Technical Support**

Students experiencing technical difficulties with the ATSU Portal or online classroom may contact the ATSU Help Desk at [helpdesk@atsu.edu](mailto:helpdesk@atsu.edu) or 866.626.2878, ext. 2200 for assistance.

## **Course Descriptions**

See the SHM website at [www.atstu.edu/SHM](http://www.atstu.edu/SHM) for the Program guide with complete course descriptions. This guide contains specific course and program requirements.

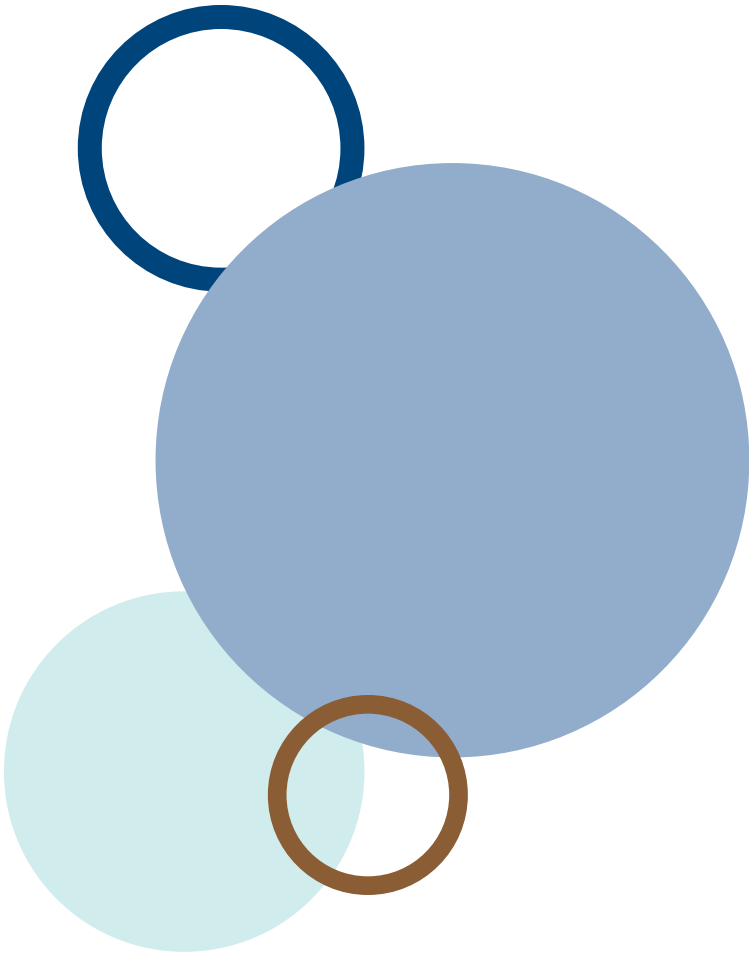
## Contact Information

Department	Phone & Address	Service
Controller	866.626.2878, ext. 2495 c/o Controller's Office A.T. Still University 800 W. Jefferson St. Kirksville, MO 63501	<ul style="list-style-type: none"><li>• Tuition billing</li><li>• Tuition payment</li></ul>
Financial Aid	866.626.2878, ext. 2529 c/o Financial Aid A.T. Still University 800 W. Jefferson St. Kirksville, MO 63501	<ul style="list-style-type: none"><li>• Federal loan assistance</li><li>• Private loan assistance</li></ul>
Registrar	866.626.2878, ext. 2356 registrars@atsu.edu c/o Registrar's Office A.T. Still University 800 W. Jefferson St. Kirksville, MO 63501	<ul style="list-style-type: none"><li>• Transcripts</li><li>• Enrollment verification forms</li><li>• Change of: <ul style="list-style-type: none"><li>◆ Name</li><li>◆ Address</li><li>◆ Phone</li><li>◆ Email</li></ul></li></ul>
Academic Success	877.626.2820 Academic Success A.T. Still University School of Health Management 800 W. Jefferson St. Kirksville, MO 63501 shmacademicssuccessteam@atsu.edu	<ul style="list-style-type: none"><li>• Academic advising</li><li>• Limited technical issues</li><li>• Program questions</li><li>• Scheduling questions</li><li>• Student ID card</li><li>• Transfer of credit</li></ul>
Help Desk	866.626.2878, ext. 2200 helpdesk@atsu.edu	<ul style="list-style-type: none"><li>• ATSU Portal issues</li><li>• Blackboard issues</li><li>• ATSU email issues</li></ul>

### Photos

Page 4: ATSU's Missouri campus

Page 7: Two graduates receive diplomas from SHM.



ATSU

A.T. STILL  
UNIVERSITY

866.331.8444 | [shmonlineadmissions@atsu.edu](mailto:shmonlineadmissions@atsu.edu) | [www.atstu.edu](http://www.atstu.edu)