



Student  
Handbook

2019-

2020

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HEALTH INFORMATION MANAGEMENT and  
TECHNOLOGY PROGRAM

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## Introduction

Welcome to University of Detroit Mercy (Detroit Mercy) Undergraduate Program of Health Information Management and Technology (HIMT). This *Student Handbook* is intended to be used as a reference for questions regarding policies and procedures related to the HIMT program. It should be referred to as you continue through the program. In addition to the policies and procedures in this handbook, students are expected to adhere to all policies in the:

### **Detroit Mercy Student Handbook**

<http://www.udmercy.edu/life/policies/index.php>

### **Detroit Mercy Current Undergraduate Catalog**

<http://www.udmercy.edu/catalog/>

## Important Contact Information

### **Program Address**

Health Information Management and Technology  
College of Health Professions  
University of Detroit Mercy  
4001 W McNichols Rd  
Detroit, MI 48221-3038

### **Administration**

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## **Policy Development and Change**

Revisions of existing policy may be made at any time for corrections, clarifications, additions or up-dates. Substantial revisions will be disseminated to students in a timely manner.

## **Detroit Mercy**

### **History**

<http://www.udmercy.edu/about/history.php>

The University mission evolved from the educational traditions of its sponsors, the Society of Jesus and the Sisters of Mercy. These Catholic traditions emphasized concern for the dignity of the person and for the common good of the world community. The Society of Jesus (Jesuits) founded the University of Detroit in 1877. The Sisters of Mercy, Province of Detroit, founded Mercy College of Detroit in 1941. Together these religious congregations created a partnership in higher education to establish the University of Detroit Mercy in 1990. Each religious congregation brings its spirit to the mission of the University. The spirit includes commitment to quality education, the service of faith, promotion of justice, and compassionate service to persons in need.

### **Mission**

<http://www.udmercy.edu/about/mission-vision/>

University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent, student-centered undergraduate and graduate education in an urban context. A Detroit Mercy education seeks to integrate the intellectual, spiritual, ethical and social development of students.

### **Vision**

<http://www.udmercy.edu/about/mission-vision/>

University of Detroit Mercy will be recognized as a premier private university in the Great Lakes region, distinguished by graduates who lead and serve in their communities.

## **Accreditation**

<https://www.udmercy.edu/about/accreditation.php#>

University of Detroit Mercy is accredited by the Higher Learning Commission (HLC), an independent organization that accredits higher education institutions. The **Higher Learning Commission (HLC)** is an independent corporation and one of two commission members of the North Central Association of Colleges and Schools (NCA), which is one of six regional institutional accreditors in the United States. The Higher Learning Commission accredits degree-granting post-secondary educational institutions in the North Central region.

Last Reaffirmation of Accreditation: 2016-2017

Next Reaffirmation of Accreditation: 2026-2027

## **College of Health Professions**

<http://healthprofessions.udmercy.edu/about/index.php>

### **Mission**

The College of Health Professions, in the Mercy and Jesuit traditions, prepares professionals to lead individuals, families, and communities to optimal health and well-being.

### **Vision**

The College of Health Professions is an Urban Center of academic excellence that prepares graduates to lead and serve the complex health care needs of our local and global communities and will be recognized for leadership and innovation in higher education.

### **Guiding Principles**

The guiding principles of the College of Health Professions exemplify living our mission and moving toward our vision:

- Passion for Excellence and Lifelong Learning
- Valuing the unique contributions of each member of the CHP
- Integrity and Ethics
- Social Justice and Needs of the Underserved
- Accountability to the Community
- Responsiveness to the State of Practice, and the Foundational Sciences



## **HIMT Program**

### **Mission**

The Health Information Management and Technology program at the University of Detroit Mercy will provide industry relevant training and education in health information management and information technology within the Jesuit and Mercy tradition of intellectual, spiritual, ethical and social development. Graduates of the Health Information Management and Technology program at the University of Detroit Mercy will be equipped with the knowledge, skills and abilities to improve healthcare delivery and patient safety by utilizing technology to manage patient information and data.

### **Vision**

The vision of the Health Information Management and Technology program at the University of Detroit Mercy is to produce globally prepared leaders in health information management and technology profession who are able to transform, interpret and administer healthcare data to improve healthcare delivery and patient safety and security.

### **HIMT Program Goals:**

1. To prepare students to professionally and ethically practice health information technology within a global healthcare system
2. To prepare students to organize and manage healthcare data, perform quality assessment and performance improvement and apply the principles of organizational and human resources management to health information technology.
3. To prepare students with the knowledge, skills and characteristics needed to successfully earn the Registered Health Information Management Administrator credential.

### **HIMT Program Objectives:**

Graduates of the University of Detroit Mercy Health Information Management and Technology Bachelor of Science program will be proficient in the following areas-

1. Knowledge: Demonstrate the principles and best practices of health information management in planning, designing, managing and evaluating healthcare data systems.
2. Research/Critical Thinking: Apply research and critical thinking skills to problems within healthcare data.
3. Operations: Apply best practices in the leadership, management and decision-making processes of health information.
4. Ethics/Professionalism: Demonstrate ethical, professional and legal behavior in the practice of health information management.

## **Philosophy of HIMT Faculty**

Consistent with Mercy and Jesuit traditions, the faculty of the Health Information Management and Technology program will promote a values-based education to foster the spiritual, intellectual, social, and psychological growth of the learner. The faculty is committed to faith based social justice especially for vulnerable populations.

The HIMT faculty believes education is a dynamic, interactional process that involves changes in perception, thinking, feeling, and action. Education is the process of acquiring new knowledge, skills, attitudes, and values to meet the challenges of the contemporary world and the communities we serve. Building on Mercy and Jesuit traditions, the faculty is committed to creating a learning community of discourse and service, utilizing pedagogy that encourages ongoing reflection on our human experience. Faculty and students work together to further the social, political, economic and spiritual well-being of the human community. In that regard, the program strives to attract learners that are characterized by a diversity of cultural, racial, and ethnic backgrounds, and socioeconomic status. The HIM program actively recruits and values faculty and students who reflect this diversity. Partnerships in the community are developed and utilized to provide students with experiences of diversity in administrative settings.

The HIMT faculty strives to promote a sense of altruism, confidence and autonomy with accountability and a commitment to lifelong learning and professional competency. The Bachelor of Science is the foundation for health information professionals. To meet the complex, multifaceted role of the health information professional, education must integrate a strong liberal arts foundation with core competencies of clinical, information technology, leadership and management.

## **Accreditation**

The baccalaureate degree HIMT program is accredited by the Commission on Accreditation for Health Informatics and Information Management (CAHIIM).

This international accreditation allows graduates to take the Registered Health Information Administrator (RHIA) certification exam. Early test eligibility is available for students currently enrolled which provides the opportunity to sit for the RHIA exam during their last term of study.



## **Non-Discrimination**

The HIMT Program does not discriminate based on race, age, creed, gender, sexual orientation, color, national origin, marital status, religion, or any other factor prohibited by law. This applies to all aspects of its operations.

**RHIA®**

# College of Health Professions Policies and Procedures

## Academic Appeals

<https://healthprofessions.udmercy.edu/about/pph.php>

## Academic Advising

The HIMT program recognizes the need for guidance continues throughout the learning process. Faculty and academic advisors are available for students in the program. Academic advising in the HIMT program is a shared responsibility among students, advisors and faculty members. The shared responsibilities of students and advisors can be more specifically stated as:

### STUDENT RESPONSIBILITIES

- Identify advising and registration dates in the *Schedule of Classes*
- Identify your faculty advisor
- View course schedule at [www.udmercy.edu/classschedule](http://www.udmercy.edu/classschedule)
- Schedule an appointment with your advisor as early as possible and come **prepared** for advisement
- Maintain throughout the program an advising portfolio containing a copy of your program plan, grade reports, and other related information. Students are expected to bring their advising portfolio when meeting with their faculty advisor
- Plan registration according to the appropriate curriculum plan with adherence to listed course pre and co-requisites
- Consult with your advisor concerning course selection and program requirements.
- Register online after appointment with advisor
- Inform advisor of any changes or need for change in registration or issues concerning academic status
- Consult with your advisor regarding academic concerns or any issue that might influence academic performance and progress

**NOTE: Only Assigned Advisors or the Program Director May Approve and Sign Student Registration/Add-Drop Forms.**

## Communication

An important skill required by professional administrators is the ability to communicate with clients and colleagues. To contribute to a positive educational environment in the Health Information Management and Technology program, students, faculty, staff, and administrators need to be able to communicate clearly. Whether you are suggesting an alternative curriculum approach to a faculty committee, discussing your academic achievement in a course, or reviewing your program of studies with a faculty advisor, the communication process needs to convey messages accurately. Effective communication has a positive influence on our educational community. In order to foster communication in the HIMT program, the following have been established:

When sending an email to a professor include the name and section of the course, along with your name in the subject line.

- Make sure that your email is *professional* in tone.
- Email should be spell checked and grammatically correct. Always proofread your email messages prior to sending.
- All students are required to use the University of Detroit-Mercy email address for all course correspondence. The reasons for this policy are to:
  - protect your confidential information (by allowing the faculty member to identify you by your logon name)
  - manage spam on the university server
  - ensure you get a response; non-Detroit Mercy email addresses will be dumped into “junk” most of the time.
- Do not use abbreviations
- Allow time for a response- do not re-email until you have allowed a sufficient amount of time to respond.

### **Program Director and Faculty Office Hours**

Program Director and Full-time faculty members are available to students on an appointment basis. Specific times of availability are posted on a faculty member’s door. Email the Program Director and/or Faculty for an appointment.

Adjunct faculty members will generally schedule office hours in conjunction with courses they are teaching. If adjunct faculty are teaching online, they will offer online office hours which will be posted in their syllabus and the Blackboard site.

### **Faculty Mailboxes**

College staff is available from 8:30 AM to 5:00 PM, Monday through Friday, to accept messages or materials for faculty (Summer Hours - 8:30 AM to 4:30 PM). Do **NOT** slide assignments under a faculty office door.

### **Office Hours**

The Dean and Program Director are available to meet with students by appointment.

Appointments can be scheduled by calling the following numbers:

Dean, College of Health Professions - 313.993.3297

HIMT Program Director - 313.993.1565- but email is a better alternative.

### **Complaints Against the Program**

At any time during the regular academic year, a student with a complaint regarding course content, presentation of content, conduct of students, or conduct of faculty in the classroom is to directly address that complaint with the professor teaching the course. If, after meeting with the professor, the student believes that his/her concerns have not been adequately addressed, the student may pursue these concerns according to the following sequence:

- Review with Course Director
- Review with HIMT Program Director
- Review with Dean, College of Health Professions

The complaint process is to be followed in sequential order. Complaints not following within the sequential order may be referred back to the appropriate faculty member or administrator.

## Grading Policies

### Grading Scale HIMT Program

%	GRADE
100-95	A
94-91	A-
90-88	B+
87-84	B
83-81	B-
80-78	C+
77-75	C
74-72	C-
71-69	D+
68-65	D
64-0	F

### Course Grading

Successful completion of all HIMT courses, including supportive courses (HSA, BIO, CIS, CSI, STA) is dependent upon achievement of a minimum of C. The internship stands as an independent course separate from the theory/didactic courses and students receive separate grades for the internship. These grades are calculated into the cumulative GPA. A letter grade is awarded based on achievement of the course objectives.

### Incomplete Grade

A student may request an incomplete grade from the faculty if there is a legitimate reason acceptable to the professor; the student is progressing satisfactorily in the course and has completed at least 50% of the course work. The faculty and student agree on the time limit for completion of the course and sign the appropriate form. Requirements must be completed no later than the sixth week of the following semester. Failure to meet the stated requirements will result in an automatic grade of I/F. A student

will be withdrawn from the course if the 'I' grade from the previous semester is not completed at the end of week one.

### **Withdrawal**

Students who officially withdraw from a class after the 100% refund period and before 75% of the course has taken place will receive a grade of W. Students cannot withdraw from any course after 75% of that course has taken place. This date is calculated based on the published beginning and ending date for the course. A student in the HIMT program who needs to withdraw needs written approval of the advisor for the withdrawal. Permission for a student to withdraw after 75% of the course has taken place will be granted only for serious reasons. If a student is unable to complete any of his/her classes and is physically unable to come to file the Change of Registration, a letter to this effect should be sent by the student to the HIMT Program Director prior to the withdrawal deadline.

### **Forced Withdrawal**

In some cases a “Change of Registration” may be initiated by the HIMT Administration to remove a student from a course. This action is taken at the discretion of the Program Director after consultation with faculty any time the safety or well-being of that student, client, other students, or agency personnel is in jeopardy. The action will also be instituted if the student has failed to follow the procedures, regulations, prerequisites, or requirements of the College or when the student has gained registration in a class by misrepresentation (refer to Academic Advising section)



### **Honor Code**

<https://healthprofessions.udmercy.edu/about/pph.php>

Students in the College of Health Professions at the University of Detroit Mercy are expected to exhibit behaviors that epitomize academic, professional and personal integrity. They are committed to the traditions of the Sisters of Mercy and the Society of Jesus that emphasize values, respect for others, and academic excellence. Adherence to such high standards is necessary to ensure quality in education and clinical care in all College of Health Professions programs. A student's acceptance into a program of the College of Health Professions is conditional upon signing an affirmation of the Honor Code.

### **Academic Integrity**

It is the responsibility of a student in the College of Health Professions to complete all coursework and fulfill all course objectives ethically and appropriately. Students in the College of Health Professions will maintain the highest standards of integrity and academic honesty, adhering not only to the Honor Code but also to any other professional requirements and provisions of their respective programs. Refer to

the University of Detroit Mercy Academic Conduct Policy and your department handbook for further discussion and definition of academic misconduct and integrity.

Cheating by acts of commission or omission is not acceptable behavior for a student in the College of Health Professions. Misrepresentation in academic work includes but is not limited to:

- Submitting the same paper in more than one course without the explicit permission of the appropriate instructor.
- Any form of plagiarism, especially failure to acknowledge ideas or language taken from others, and submitting work prepared by others.
- Submitting scientific research that misrepresents the way in which the work was completed.
- Collaborating with others on projects expressly intended to be completed individually.
- Copying, transmitting or sharing examination materials without authorization of the instructor.
- Acquiring any materials that may provide an unfair advantage over fellow students.

### **Professional Integrity**

Behavior and performance are essential aspects of the educational process for students in the College of Health Professions. It is the student's responsibility to complete clinical and internship assignments and meet coursework objectives ethically and appropriately. Students must place the welfare of their patients as their highest priority in the clinical educational setting and deliver quality care in the clinical setting while maintaining the highest level of integrity and professional demeanor.

Unprofessional behavior in clinical and internship settings includes but is not limited to:

- Using clinical or internship site facilities or resources in an unauthorized way, including the theft of materials obtained from such sites.
- Violating the confidentiality of patients and their families.
- Jeopardizing the health and safety of clinical or internship site staff, students or patients by acts of omission or commission.
- Participating in behaviors that may obstruct, disrupt or interfere with student learning or clinical care.
- Failure to arrive for clinical or internship placements on time or arrival at such sites unprepared either mentally or physically.
- Falsifying or fabricating clinical results, research, or findings for personal gain.
- Misrepresentations of oneself as anyone other than a student.
- Engaging in any form of harassment.

### **Personal Integrity**

Students in the College of Health Professions are responsible for behaving ethically and appropriately with tolerance and compassion and to be personally accountable for their behaviors on campus, at clinical and internship sites, on-line, and in any other related setting.

Unacceptable personal behavior includes but is not limited to the following:

- Engaging in any form of harassment;
- Discriminating against others for reasons of race, ethnicity, religion, socio-economic status, gender or sexual orientation;
- Using illicit drugs or alcohol during school or clinical hours, or in a manner that would impair performance at the university or clinical site;
- Failure to report violations of the honor code;
- Knowingly bringing false complaints against fellow students to the Honor Council;
- Intentionally causing damage to university or clinical site property or resources;
- Tampering with documents, falsifying records or misrepresentation of critical data to university, clinical, or internship site personnel.

Having read the above statement of the College of Health Professions Honor Code, I affirm that I have understood and agree with its provisions and will conduct myself in a manner that upholds the highest values of this institution and my intended profession. I pledge to be responsible for fostering a climate of academic trustworthiness and integrity. I will behave in an ethical, honest and accountable manner and will report any violations of the Honor Code that come to my attention.

---

Student (Print Name)

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Date

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Student Signature



## **Honor Council**

### **Charge**

The function of the CHP Honor Council is as follows:

- To develop a keener understanding of such concepts as personal and professional honor and integrity within the student body of the CHP
- To identify and sponsor activities and events for the students and faculty of the CHP that promotes such understanding
- To ensure that all CHP programs disseminate the Honor Code to all incoming students and obtain their students' support of the Code's provisions
- To monitor and annually review the processes, policies, and procedures of the Honor Council and draft and submit to the CHP faculty for approval any necessary revisions
- To hear and investigate allegations of dishonorable conduct within the CHP and make recommendations to the Dean and/or Program/Department Directors and/or the Academic Progression Committee

### **Membership**

Faculty representation on the Council will consist of a total of three faculty members from the CHP. One of these three faculty members will be a faculty representative from the MSON-Grand Rapids faculty. All faculty members will be appointed by the Dean of the CHP and will serve a two-year term. Student representation will consist of representatives from each CHP program, as identified by the following:

- Health Services Administration (2 students)
- McAuley School of Nursing-Grand Rapids (1 student)
- McAuley School of Nursing-Detroit (3 students)
- Nurse Anesthesia (2 students)
- Physician Assistant (2 students)

Student membership will consist of a total of 10 CHP students, all of whom are appointed by the Dean to serve a two-year term. Both faculty and students will serve staggered terms, such that approximately one-half of the total membership changes with each academic year.

### **Complaints/Allegations**

Complaints or allegations of unprofessional or dishonorable conduct on the part of a student in a CHP program may be made directly to any or all members of the Honor Council. Complaints can be made in person, in writing, or via e-mail.

Regardless of the communication methods employed, within seven business days of making a complaint a complainant must come, in person, before a quorum of the Honor Council to answer questions regarding the complaint. A quorum will consist of a simple majority of Council members, with at least one of these being a faculty representative.

After completion of this initial meeting with the complainant, the Honor Council will vote as to whether or not the complaint constitutes an appropriate issue for the Honor Council to pursue. A decision will be reached by a simple majority vote. The outcome of this vote will either be to initiate a fuller investigation of the allegation, to refer the complainant to a more appropriate venue, or to decide that the complaint does not warrant further action.

A decision to further investigate the allegation will include, but not be limited to, an interview with the student or students against whom the complaint is made, as well as interviews with any advisor, faculty member, student, university staff member, or staff from any partner organizations. Within 30 days of receiving the initial complaint, a quorum of the Honor Council must meet to vote on the Council's final decision and recommendations. At this point, the Council will decide that no further action is indicated or that some manner of sanction against the student or students is indicated.

The Honor Council acts as a recommending body only. Recommendations of sanction may include anything from a verbal counseling to the dismissal of the student from their CHP program. Recommendations of the Honor Council are made directly to the Program or Department Director and the Dean of the College of Health Professions. All proceedings of the Honor Council are to be kept in strict confidence. The Director and/or the Dean may share Honor Council recommendations with the faculty involved, when necessary. Violations of the confidentiality rights of students and faculty within the CHP would constitute unprofessional and dishonorable conduct on the part of the individual or individuals making the disclosure.

## **Professional and Ethical Conduct**

The HIM program has established standards for determining the professional and ethical conduct of students. All students enrolled in this program are expected to adhere to a standard of behavior consistent with the high standards of their profession. Compliance with all institutional rules and regulations, city, state and federal law is expected.

Student conduct includes the following considerations:

- **Concern for the welfare of patients** (real or simulated) as evidenced by a thoughtful and professional attitude in obtaining information and primary or secondary data from patients and/or patient medical records.
- **Concern for the rights of others**, shown by: dealing with class peers, professional and staff personnel, and with all other members of the health team in a considerate manner and with a spirit of cooperation; respectful of all people despite differences encountered in a classroom setting or a professional capacity regardless of race, religion, gender, sexual orientation or disability; assuming an appropriate and equitable share of duties among peers.

- **Responsibility to duty**, which involves: effectively undertaking duties with enthusiasm and persevering until complete. If this is not possible, or student will be late or absent, student must notify responsible persons with an explanation.
- **Trustworthiness**; being truthful and intellectually honest in communication with others; acceptance of responsibility for meeting multiple demands by establishing proper priorities and by completing work; discerning accurately when supervision or advice is needed before acting; maintaining confidentiality of information concerning patients.
- **Professional demeanor**, which means: neat and clean appearance in attire that is acceptable as professional; maintaining equilibrium under pressures of fatigue, professional stress, or personal problems; avoidance of the effects of alcohol or of drugs and following the internship site's tobacco use policies.

**It is not possible to enumerate all forms of inappropriate behavior.**

The following, however, are examples of behavior, which would constitute a violation of professional standards:

- Harassment, harm, abuse, damage, or theft to or of any person or property including copying of copyrighted materials and software on University of Detroit Mercy grounds or property owned by any hospital/clinic, affiliated institution/organization, or individual to which the student may be assigned.
- Entering or using internship site facilities without authorization or disrupting teaching, administrative, or employee functions of the internship site.
- Falsifying internship hours, internship records, or internship experiences.
- Contacting agency personnel outside of the internship learning experience without authorization.
- Conviction of a felony.
- Participating in academic or internship endeavors of University of Detroit Mercy or its affiliated institutions while under the influence of alcohol, a controlled substance, or illicit drugs or unlawful use, possession, or distribution of illegal drugs and alcohol.
- Placing a patient in needless jeopardy or unethical disclosure of privileged information.
- Behavior or grooming which elicits a lack of respect and confidence from faculty or colleagues.
- Abusive or disrespectful conduct toward members of the faculty, administrative or professional staff, employees, students, patients, or visitors to University of Detroit Mercy and/or its affiliated internship sites.

### **Professional Disciplinary Sanctions**

Students who fail to meet the standards specified in the program policy on attendance, professional decorum, clinical conduct, academic misconduct or dishonesty or professional ethics are subject to sanctions including, but are not limited to, warning, reprimand, probation and dismissal. The Director of HIM will adjudicate all matters involving dismissal for professional misconduct.

## **Warning**

A warning is a written letter to a student for misconduct that is found to be isolated, promptly correctable, and does not violate a specific program, University policy or jurisdictional law. A warning may be issued by any faculty member, or any representative of University of Detroit Mercy. Warnings are reported to the Program Director for informational purposes. Temporary entry is made into the student record and made permanent if further action is required. Warning letter(s) is/are removed upon successful completion of education.

## **Reprimand**

A reprimand is a written letter to a student for misconduct that is found to be more serious than the above, but is still felt to be isolated, promptly correctable, and does not violate a specific program, University policy or jurisdictional law. Reprimand may be issued by any faculty member through the Director. Reprimands are reported to the Dean of the College of Health Professions for informational purposes. A copy is placed in the student's record.

## **Probation**

In a more serious breach of professional standards, a student may be placed on (professional) disciplinary probation. The Office of the Director will decide provisions included in probation, such as the duration and conditions of the probation on a case by case basis. Such provisions may include a requirement that the student obtain medical (including psychiatric) consultation and treatment, or other requirements that will remedy the misconduct and prevent its recurrence. Examples of such requirements may include community service or University service.

Students may or may not be allowed to continue classes while on probation, and may not be allowed to continue in the internship. Student on professional disciplinary probation will be required to meet with the faculty member, advisor or HIM administrative personnel as outlined in the probation contract. Failure to comply with any part of the probation contract, including regularly scheduled meetings, may result in the student being dismissed from the HIM program. Likewise, repeated professional disciplinary probation can result in dismissal as described below.

## **Dismissal**

Dismissal is a permanent separation from the program. Dismissal may be imposed with or without the right to reapply for admission to University of Detroit Mercy at a later date. A student may be immediately dismissed for a serious breach of conduct or: Two (2) successive or three (3) aggregate terms of professional probation. The dismissal from the program will be noted on the student's transcript.

## **Consultation**

When medical or psychiatric consultation is required or recommended, all parties will respect patient/provider confidentiality. However, documentation of enrollment and/or completion may be required as a condition for reinstatement.

# Detroit Mercy Policies and Procedures

## Academic Integrity Policy

All students in the University assume an obligation to conduct themselves in a manner compatible with the rights and responsibilities outlined in University of Detroit Mercy *Student Handbook*. <http://www.udmercy.edu/life/policies/index.php>

Sanctions for violations of these policies are also outlined in the *Student Handbook*. Students are also subject to the policies, rules and regulations of the colleges/schools in which they are enrolled or taking classes. All academic grievances are handled by the Office of the Dean in the individual college/school.

## Academic Dishonesty

As members of an academic community engaged in the pursuit of truth and with a special concern for values, students are expected to conform to high standards of honesty and integrity in their academic work. The fundamental assumption under which the University operates is that work submitted by a student is a product of his or her own efforts. Following are some examples of academic dishonesty:

- **Plagiarism.** Among the most serious academic offenses, plagiarism is submitting the words or style of another author or source without acknowledgement or formal documentation. Plagiarism is occurring when specific phrases or entire passages, whether a sentence, paragraph, or longer excerpt, are incorporated into one's own writing without quotation marks or documentation. One also plagiarizes by paraphrasing the work of another that is retaining another writer's ideas and structure without documentation. Students are advised to always set off another writer's exact words by quotation marks, with appropriate references. Students avoid plagiarism by concentrating on their own words and ideas and by fully crediting others' work and ideas when they find their way into the writing. Whenever in doubt, cite the source. Students who purchase essays from other students or agencies or who copy from one another or from prohibited sources commit the most serious type of academic dishonesty. The consequences of plagiarism, or any act of academic dishonesty, may range from failure in a course to dismissal from the University.
- **Cheating on examinations.** This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, theft of exam copies, or other forms of misconduct on exams.
- **Falsifying records** or providing misinformation in documentation of internship hours and experiences or in one's credentials.
- **Unauthorized collaboration** on assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own.

- **Presenting work completed for a course taken in the past**, or work currently being completed for another course may not be submitted for a current course unless permission is given to do so.
- **Theft** of another student's course material, notes or other data or the interference with another student's academic pursuits.

### **Disciplinary Sanctions**

Suspected academic misconduct (e.g., plagiarism, cheating on exam, falsifying records, unauthorized collaboration, presenter, theft) is subject to disciplinary sanctions. Reports of such behavior may be initiated by faculty, staff, students or agency personnel and forwarded to the Program Director. No grade is given until reviewed by the Program Director and faculty. Review of academic misconduct violations will be conducted by the Program Director and faculty.

**Step 1** The appropriate Program Director will meet with the person initiating the report of suspected academic misconduct. The faculty and the Program Director will investigate the allegation.

**Step 2** The Program Director then will meet with the student to identify the problem or cause for concern and to review the policy in the *HIM Student Handbook*.

**Step 3** If this is a graded assignment, no grade shall be assigned.

**Step 4** The student's work in question will be forwarded to the HIM faculty not teaching the course with accompanying documentation from faculty who taught the course.

**Step 5** Faculty teaching the course will meet with the other HIM faculty to review the suspected violation.

**Step 6** The student will meet with the faculty and/or Director.

**Step 7** The recommendation from the faculty and Director will be correlated to meet the degree of the offense but could range from a "0" for the assignment, to failure in a course or to dismissal. Other recommendations could include community service, an additional paper, etc.

Students may repeat the course once and must earn a passing grade. A student may only appear before the Director and HIM faculty one time for an offense of plagiarism. Any further allegation of such will lead to dismissal.

The consequences of plagiarism, or any act of academic dishonesty, depending on severity, may range from failure in a course to dismissal from the University.

***If no violation is found, all records and documentation shall be destroyed and information regarding the matter may not be entered or placed in either the student or***

*the respondent file. If a violation is found, all records and documentation shall be placed in the respective file.*

## **Class Cancellation/University Closure**

<https://www.udmercy.edu/life/public-safety/closing.php>

The decision to delay or cancel classes or close the University due to bad weather or other threatening circumstances will be made by the President upon the recommendation and advice of the Associate Vice President for Facilities Management based on road and parking conditions and on safety issues. The Facilities Management AVP will consult with other sources for information as needed. In the President's absence, the decision to delay or cancel classes or close campuses will be made by the Vice President for Academic Affairs, or the Vice President for Business and Finance.

## **Emergency & Safety Alerts**

Students are encouraged to sign up for RAVE at:

<https://www.udmercy.edu/life/public-safety/rave.php>

## **Evaluations - Course and Faculty**

Detroit Mercy provides a secure, anonymous and easy to use resource for submitting your faculty/course evaluations. Faculty/course evaluations are used to gather information, which aids faculty in improving courses and the curriculum. Evaluation of faculty and their courses is a part of the overall faculty evaluation and accreditation processes.

The tool is completely anonymous; there is no method by which your evaluation can be linked back to you.

To use the online evaluation tool, go to the course evaluation site at <https://www.udmercy.edu/evaluate/>. A student will sign into the system using their TitanConnect login. CHP Faculty/Course evaluations for the standard 15-week course sections may be completed during the week before final exams to the end of final exam week (from Monday, at 12:00 am - Sunday, at 11:59 pm).

## **Family Educational Rights and Privacy Act Information (FERPA)**

<http://www.udmercy.edu/registrar/ferpa>

Link will provide the full FERPA Policy Statement.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

At Detroit Mercy, the Registrar coordinates the inspection and review procedures for student records which include admissions, personal, academic and financial files as well as cooperative education and placement records.

**No one outside the institution** may have access to, nor will the institution disclose any information from, students' educational records without the written consent of the student, *except*: to personnel within the institution, to officials of other institutions in which the student seeks to enroll, to persons or organizations providing student financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order or subpoena; and to persons in an emergency in order to protect the health or safety of students or other persons.

## **Religious Observance Statement of the University of Detroit Mercy**

It is the policy of the University of Detroit Mercy to respect the faith and religious obligations of each student. Students with exams and classes that conflict with their religious observances should ***notify their instructor at the beginning of the semester*** in order to work out a mutually agreeable alternative. Please note that, regardless of whether an absence is “excused” or “unexcused,” the student is responsible for all missed course content and activities.

## **Graduation**

### **Application**

[http://www.udmercy.edu/registrar/forms/pdf/Banner\\_app\\_for\\_graduation3.pdf](http://www.udmercy.edu/registrar/forms/pdf/Banner_app_for_graduation3.pdf)

Early during the semester in which you plan to complete your degree requirements, you need to complete an [Application for Graduation](#). Summer graduates need to complete the application in the semester before they graduate in order to be eligible to participate in Commencement. Due dates are published in the Schedule of Classes or the Academic Calendar.

The [Application for Graduation](#) is also available in your College/School office or the Office of the Registrar. This application must be approved before you are considered a candidate for graduation and is a requirement before your degree can be certified.

Applications received after the deadline may result in denial to participate in the Commencement ceremony and/or delay in the date of graduation.

### **Senior Residency Rule**

Candidates for the bachelor’s degree are to complete the last 30 credit hours of their program at University of Detroit Mercy. Any exception to this rule must be petitioned in writing to the Student Affairs Committee.

### **Quality Point Average**

Candidates for a bachelor’s degree must maintain a cumulative grade point average of 2.0 quality points.

### **Guest Application**

<https://www.udmercy.edu/current-students/registrar/files/MichiganUniformGuestApplication.pdf>



Students planning to enroll in courses at another college or university must complete a Michigan Guest Application form to be approved by the HIM Program Director or HIM Academic Coordinator prior to enrollment. Guest Application approval will be granted to currently matriculated students under the following circumstances:

- 1) The course is not offered by the University of Detroit Mercy and/or the inability to take the course that term would interfere with the student's progress in the program.
- 2) The University of Detroit Mercy course is scheduled in conflict with an HIM course offering.
- 3) The student is NOT in the last 30 hours of the program.

The application is to be submitted to the Academic Affairs Coordinator, HIM Program Director or HIM Academic Coordinator. **Students may not bring in a form and wait for signature. Forms will be ready for pick up after 24 hours.**

## **Liability Insurance**

Detroit Mercy supplies coverage which applies to all students.

## **Services for Students with Disabilities**

<https://www.udmercy.edu/current-students/support-services/disability.php>

Link will provide information about services for students with disabilities.

The mission of Disability Support Services is to assist in creating an accessible community where student with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. Because of our belief in the dignity of each person, and through compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act as amended in 2008, we strive to promote students' independence and to ensure recognition of their abilities, not disabilities.

Disability support services are available to currently enrolled students who have a documented disability that substantially limits them in one or more major life activities. Individuals eligible for services include, but are not limited to, the following types of disabilities: mobility, orthopedic, hearing, visual, learning, psychological, and attentional.

If you require accommodations based on a disability, you should request services in advance of your first semester at Detroit Mercy or as early as possible thereafter. In general, in order to be considered reasonable, requests for accommodations should allow enough time for the DSS process to be completed, and for appropriate arrangements to be made.

For Information on How to Request Services, go to:

<https://www.udmercy.edu/current-students/support-services/disability.php>

Or Contact:

### **Detroit Campus**

Disability Support Services

McNichols Campus Library, Room 328

Phone - (313) 993-1158 to schedule a meeting

## **Sexual Harassment Prevention Policy**

[https://www.udmercy.edu/life/public-safety/files/Sex\\_Misconduct\\_Policy.pdf](https://www.udmercy.edu/life/public-safety/files/Sex_Misconduct_Policy.pdf)

Link will provide the full Sexual Harassment Policy Statement.

### **Statement of Purpose**

University of Detroit Mercy is committed to promoting an environment which supports its educational mission and Jesuit and Mercy traditions. In addition, the University seeks to create a climate which preserves the safety and dignity of its members. In particular, the University views, with the utmost seriousness, offenses against an individual such as stalking, sexual harassment, inappropriate sexual touching, sexual assault and any other form of non-consensual sexual activity.

The University experience includes learning to make wise choices. The decision-making process can be a challenge and an opportunity for students, faculty and staff. At the University of Detroit Mercy, choices are framed by an ethical and moral commitment to honesty, to the dignity of the individual and to responsibility to others.

This policy addresses Sexual Misconduct. It provides information on the University's prevention, education and resources related to dealing with sexual misconduct. Once made aware of potential sexual misconduct, this policy addresses how the University will proceed consistent with its institutional policies and values, its legal obligations under Title IX and other applicable state and federal laws. There is a separate policy and protocol for reporting alleged Sexual Harassment that can be found at <http://www.udmercy.edu/hr/current-employees/sexual-harrassment/index.htm#policy>.

Sexual Misconduct is unwanted conduct of a sexual nature that constitutes sexual harassment, sexual assault, relationship violence (including domestic violence and dating violence) or stalking, and includes related acts of retaliation.

### **Social Media Policy**

<https://www.udmercy.edu/faculty-staff/mpa/social-media.php>

Social media tools, which facilitate both one-to-many communications and presumably private communications, have grown to become a significant part of how people interact via Internet. Because social media are widely used as promotional tools, personal postings on public media sites can sometimes blur the line between the individual and the institutional voice. This policy provides guidance for members of the University community to protect both their personal reputations and the public image of the institution.

There are substantial differences between individuals representing themselves on public social media sites, individuals representing the University on public social media sites, and individuals using University-hosted social media. This policy is not intended to regulate how individuals conduct themselves in their personal social media actions and interactions. However, it is clear that even a single instance of improper or ill-considered use can do long-term damage to one's reputation, career and to the University. Furthermore, although not intended, never forget as faculty, staff, or an administrator you may always be perceived as a representative of the University. It is

therefore in the best interest of the University and all members of the University Community to provide its employees and students with a roadmap for safe, smart use of social media.

The University has a significant investment in University-owned public social media pages and personal sites on University-hosted services, as content on these pages and sites reflects directly on the institution and how it is seen by the general public. Therefore, this policy regarding posting content must be strictly adhered to in these contexts.

While this document will provide more specific guidelines to help navigate particular interactions, all these spring from a set of basic principles:

1. Be respectful.
2. Assume anything you post is public, regardless of privacy settings.
3. Assume anything you post is permanent.

### **Social Media Policy Guidelines**

Detroit Mercy students and employees are personally responsible for any content they post on Twitter, blogs, wikis, or other social media venues. In light of this comment...

#### **Be aware of liability**

You are legally responsible for what you post. Take care not to infringe on copyright, defame or libel others, or otherwise violate the law when posting.

#### **Respect copyright**

The University supports and respects the intellectual property rights of copyright holders. Content posted on the internet must conform to copyright law. Contact the Detroit Mercy Libraries for help posting copyright-compliant content.

#### **Respect confidentiality**

Any number of laws and policies (such as HIPAA and FERPA) may affect the confidentiality of information. Be aware of and conform to these laws, as well as broader institutional policies regarding confidentiality of information and good ethical judgment, when posting to social media sites.

#### **Respect privacy**

Do not discuss situations involving named or identifiable individuals without their consent. Do not post images, audio, or video of individuals without their consent.

#### **Appropriate use of University logos & branding**

University logos and branding should only be used on pages maintained by the University.

University of Detroit Mercy has established guidelines for the appropriate use of University logos and branding. Please refer to the Detroit Mercy Identity Standards page [http://www.udmercy.edu/mpa/id-style/id\\_standards/index.htm](http://www.udmercy.edu/mpa/id-style/id_standards/index.htm) when using University branding.

### **Be transparent**

Detroit Mercy students and employees should feel free to identify themselves as such when posting to social media sites. The association of a University email address with a social media account does not imply University endorsement of content. An individual must make it clear when they are expressing the opinions of the institution. Add a disclaimer if comments *may appear* to be coming from the University. Employees should be in coordination with their supervisor prior to initiating a social media account on behalf of their origination (unit/college).

### **Be a valued member of the community**

When participating in an online community, content of postings should benefit the community as a whole. Consider the nature of the community and the expectations of its members when contributing. Do not use membership purely as a means of promoting yourself or your organization. Do not use the name of the University to endorse products, causes, political parties, or candidates.

### **Do no harm**

Postings, both in content and in substance, must not harm either the University network or the social networks themselves. Do not overload these networks with content that is repetitive, promotional, or will otherwise devalue the service for the rest of the community.

### **Be respectful of others**

Keep a cool head when discussing and debating online. Be passionate on matters about which you are passionate, but always be constructive, exercise discretion, and be respectful of those with whom you disagree.

### **No stalking, flaming, or bullying**

Abusive language, behavior, and content are not appropriate in any context. Do not insult, attack, threaten, or otherwise harass others. Remember that how a message is intended is less important than how it is perceived. If another individual indicates they find behavior threatening, cease this behavior immediately.

### **Think before posting**

Nothing posted on the internet is truly private. Anything put online can easily be shared and re-shared, and archiving systems preserve even content that has been deleted. As a result, content posted privately now may appear in search results for many years to come. Post only content you are comfortable sharing with the general public, including current and future employers.

### **Maintain your social media pages**

When a site or page provides space for the community to interact, usually through comments or other feedback systems, it is important to keep these spaces free of spam and abusive content. Postings in these spaces should be edited to ensure there are no liability issues (e.g., removing links to content that violates copyright or breaks confidentiality rules), but should not be edited because their content is disagreeable.

## **Student Complaint Policy & Resolution Center**

<http://udmercy.edu/about/consumer-info/complaint-policy.php>

Link will provide the full Student Complaint Policy & Resolution Center Statement.

Consistent with its mission, **University of Detroit Mercy** (Detroit Mercy) welcomes feedback from students about our policies, programs and services in an effort to promote a successful learning environment. To that end, Detroit Mercy is committed to providing prompt and fair resolution of all student complaints. We are accountable to our students, constituents and accrediting agency to provide a process by which students may lodge complaints in a nonthreatening manner, free from retaliation of any kind whatsoever.

## **Student Health Insurance**

It is strongly recommended that all students carry health insurance coverage for the duration of the program experience. Health insurance for students is available for purchase. Information regarding the Detroit Mercy student insurance plan is available at <https://www.udmercy.edu/life/health/insurance.php>.

Limited services are available through the Student Health Service. Students are responsible for any health care costs. The University assumes no responsibility for the medical care of a student. <https://www.udmercy.edu/life/health/index.php>

**STUDENTS ARE RESPONSIBLE FOR ALL HEALTH CARE COSTS (INCLUDING EMERGENCY CARE) THAT MAY BE INCURRED DURING THEIR ENROLLMENT IN THE HIM PROGRAM.**

## **Title IX**

[Detroit Mercy Title IX](#)

Detroit Mercy is committed to fostering a safe, productive learning environment. Detroit Mercy's Title IX policy prohibits sex and gender-based discrimination including sexual or gender-based harassment, sexual exploitation, sexual assault, intimate partner violence/dating violence, stalking, cyberstalking, and retaliation.

If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), you are encouraged to report this to the Title IX coordinator.

### **McNichols Campus**

Marjorie Lang, JD, MA, LLPC

Title IX Coordinator and Equity and Compliance Specialist

[langma@udmercy.edu](mailto:langma@udmercy.edu)

313.993.1802

McNichols campus, Fisher Administrative Center, 5th floor

## **Student Success Center**

<http://www.udmercy.edu/current-students/support-services/success-center>

Student Success Center provides a variety of academic support services such as the following:

- Free tutoring for freshman level and some upper division courses
- Supplemental Instruction (SI) groups for math and science
- Placement testing
- Experiential learning assessment
- Study Table for Detroit Mercy athletes in the Learning Center
- Disability support services including, but not limited to, note-takers, enlarged text, test proctoring, alternative testing site, assistance with accessible facilities and readings on tape for students with special needs
- Reference materials including writing style guides, dictionaries, textbooks, etc.

313.993.1143, fax 313.578.0342

Monday - Friday 8:30am-8:30pm, Saturday 10am-3pm

## **Tuition and Fees**

The tuition and fee schedule for the University is distributed at registration and is available in Student Services and through the College Office. Course fees vary per course. Included in course fees are liability insurance, equipment and technology services.

## **Tuition Refund Petition**

The University permits a student to apply for a tuition refund in the event of unusual circumstances preventing timely withdrawal from a course. The student must initiate and complete the "Petition for Refund Form" (Registrar). It is the student's responsibility to provide any documentation needed. The student may request support from the Office of the Dean for the petition. The student will be notified of the decision for refund reimbursement after review by the Variance Committee.

## **Course Policies and Procedures**

### **Assignments (Written or Oral)**

All assignments must be completed and submitted on the day they are due. Arrangements for an extension of time for an assignment must be made before the date the assignment is due and will be given only for serious reasons.

For late assignments, the faculty have the option to:

- Maintain the required due date or time of the assignment
- Change the required due date or time of the assignment
- Change the assignment
- Lower the grade of late assignments
- Refuse to accept the late assignment and assign a failing grade

The original paper and a copy of all reference materials must be submitted for written assignments. The original is to be duplicated, as the paper may not be returned to the student.

All written assignments must follow American Psychological Association (APA) format.

### **Electronic Devices (cell phones, pagers, tablets, etc.)**

No recording devices of any type will be allowed during any in-seat class, virtual or face-to-face meeting between instructor and student, telephone conversation between instructor and student or any Blackboard Collaborate session. There will be no recording of class lectures, discussions, etc. whether the lecture, discussion, etc. takes place face-to-face or virtually. If a student records a lecture, discussion, etc. on his/her personal recording device he/she has exhibited behavior which is unacceptable and will be referred to the honors council for discipline and possible university dismissal. Also, the photographing, texting or emailing of papers, screen shots, exams, assignments, etc. are not allowed and considered unethical behavior unless approved by the professor for educational and learning purposes only. The photographing, texting or emailing of papers, assignments or screen shots must be approved by the professor prior to photographing, texting or emailing.

### **Ethical Blackboard Behavior**

It is noted that the integrity of any online class is promoted through the ethical behavior of the students. If students do not act ethically and promote an environment of academic integrity, the online class environment will not sustain the high academic standards needed to promote the scholarship expected at the university level. As students of the University of Detroit Mercy, it is expected you will adhere to the highest ethical standards in regards to ethical and acceptable behavior in the use of an online learning management system (Blackboard) during your participation in this class. The following behavior is not permitted. If it is suspected a student has participated in this unethical behavior, the student may be subject to disciplinary action.

1. Using any type of device (cellphone, camera, portable scanner, etc.) or screen shot to take a picture of any screen within the learning management system used for assessments (quizzes, tests, etc.). Pictures or screen shots may be used to capture learning material for informational purposes, but may not be printed to share, or not shared, distributed, emailed or posted on the internet in any form.
2. Using screen capture to record an assessment of any type.
3. Switching to another screen or using two screens (or an additional screen on a cellphone, etc.) during an assessment. If an assessment is administered as "open book" this allows the student to use additional study materials such as textbooks, notes, etc. but not electronic devices.
4. Completing assessments (quizzes, tests, etc.) in a group fashion and sharing answers. All assessments should be completed independently by the student.
5. Cutting and pasting assessment information into a Word document (or other form of document) for saving and printing.
6. Discussing assessments with other students.

## **Class Absence and Attendance**

### **Absences**

The University recognizes the importance of class attendance by all students. When athletic schedules and schedules for other Detroit Mercy-sponsored activities are constructed, class absences must be taken into consideration and should be kept at a minimum.

It is the responsibility of the student involved in Detroit Mercy-sponsored activities to inform instructors well in advance (or as soon as the student knows) when classes must be missed, and to complete any assignments due during the absence, in accordance with the instructor's written policy in the syllabus for the course. The student and instructor are encouraged to work out some reasonable accommodation regarding course requirements, if classes are to be missed. In the case of student athletes, the student is expected to present the instructor with a schedule of competitions, from the athletic department, during the first week of class.

### **Attendance**

Students enrolled in in-seat classes are expected to attend all classes (i.e., lecture, seminar, internships). Internship absences are an individual responsibility and should be seriously considered when establishing priorities of time. Anticipated absences should be discussed with the preceptor prior to the time of the absence. Students enrolled in online classes are expected to be actively participating in class assignments and discussions by reading assigned chapters and completing at least one graded activity, assignment, etc. each week. If a student fails to log into an online class for one week, it will be assumed the student has dropped the class. Students must also be actively participating in the online portion of in-seat classes by actively completing online assignments. If a student fails to log into Blackboard or attend an in-seat class for one week, it will be assumed the student has dropped the class unless the student notifies the instructor via email.

## **Examinations**

### **Process**

- Assigned seating may be used for examinations
- Examination dates, times, and locations may be changed at the sole decision of the instructor
- Faculty proctors may be present for all examinations. Additional proctors may be used based on the conditions of the examination and the availability of faculty
- Students may bring only writing implements and other authorized materials to their seat. Any materials not authorized by the course faculty, book bags, etc., must be placed in a location designated by the course faculty
- Answers will be written only on the examination itself or on other materials as designated by the course faculty
- A student discovered cheating in any manner on an examination is liable for disciplinary action as described in this *HIM Student Handbook* under "Academic Dishonesty". Students may be requested to produce valid identification at any time



while in the examination room. Failure to produce such identification when requested will result in the examination grade being withheld until identification is verified

### **Dates**

- All examinations are to be taken at the scheduled dates, times and locations
- Make-up exams for those unable to write an exam on the scheduled day will be scheduled only on approval of the program director and/or the instructor. It is expected that the student contact the instructor prior to missing an examination due to some extraordinary circumstance
- It will be the sole decision of the faculty member as to whether or not the student will be allowed to make up an examination. Factors which faculty will evaluate to determine eligibility for makeup include the reason for the absence, and notification of the absence prior to the scheduled examination time according to policy
- Make-up exams may not contain the same items or be in the same format as the original exam. Faculty also has the prerogative to establish a maximum attainable grade for the missed examination
- Make-up exams will be done at the date, time and location determined by the faculty member, and in most cases, will be completed by no later than the next regularly scheduled class day

### **Internship Policies**

#### **Drug Screening**

[https://healthprofessions.udmercy.edu/files/pdf/Drug\\_Screening\\_Policy\\_Procedure.pdf](https://healthprofessions.udmercy.edu/files/pdf/Drug_Screening_Policy_Procedure.pdf)

#### **Criminal Background Check**

[https://healthprofessions.udmercy.edu/files/pdf/Criminal\\_Background\\_Check\\_Policy\\_Procedure.pdf](https://healthprofessions.udmercy.edu/files/pdf/Criminal_Background_Check_Policy_Procedure.pdf)

#### **Fingerprinting**

**Effective 6/1/2016**

The Michigan State Police Criminal History Section has determined they can no longer supply fingerprint based criminal history information to non-governmental agencies. The College of Health Professions (CHP), McAuley School of Nursing (MSON) are non-governmental agencies, therefore, are not eligible for access to fingerprint based criminal background checks/results. Individual agencies may require fingerprinting or additional requirements which the student would be responsible for compliance.

#### **Site Assignment**

Students are assigned to Internship sites by the Program Director before the internship begins. Students may have to drive to a site outside of their geographic area. The manager/supervisor (site preceptor) located at the internship site will contact the intern to work out a schedule together.

## **Required Hours**

The student is responsible for completing 80 hours for the internship. This will include HIMT competencies and a service-learning project. Internship hours, unless agreed to by student, preceptor and Program Director, should be completed in one semester.

## **Professional Grooming and Attire**

Students are expected to exercise good judgment in their grooming, hygiene and personal appearance. They are expected to dress in a professional manner which conforms to the established dress code in their internship. Contact the HIMT Program Director or HIM Academic Coordinator if there are any questions regarding appropriate grooming and attire for an internship.

## **Student Internship Evaluation**

Evaluation of student performance is an ongoing collaborative process. Students and faculty are expected to communicate frequently regarding completing the objectives. An evaluation form is completed by the preceptor following the internship experience. The student is required to complete an evaluation of the internship experience. The Program Director will review the results with the student post-internship.

## **Student Internship Absence**

Tardiness and absences from the internship site are unacceptable except in an emergency situation. Should an absence or tardiness be unavoidable, the student should notify the preceptor at least one hour prior to the scheduled session. Failure to report an impending absence is considered **lack of** accountability and may be reflected in the internship evaluation. In the event of an internship absence, the student must make up all missed contact hours, unless agreed to by student, preceptor and Program Director.

## **Accidents or Unusual Events**

Any accident or unusual circumstance in which students have become involved during their internship experience must be reported to their preceptor.

## **Medical Record and Health History Information (HIPAA) Confidentiality**

All data gathered about the patient and his/her illness, including all items within a patient's medical history, is privileged information.

- Students should not discuss or present a patient's records in a manner or situation which would violate the confidential nature of that record.
- Charts or contents, e.g., lab reports, etc., are not to be removed from the internship site.

The Health Insurance Portability and Accountability Act (HIPAA) of 1996 mandates Federal privacy protection for individually identifiable health information. Standards have been set for health care providers who transmit health care transactions electronically. While at the internship site, most of the health care providers and administrators you will come in contact with will be under the HIPAA guidelines and requirements.

## Social Media

In addition to the University Social Media policy, students in internships are expected to follow all internship site policies regarding the use of technology. This includes all tools, computers, online platforms or software. All HIM students should keep the following in mind:

- Site computers cannot be used for any personal business.
- All personal communication including cell phone calls and texting must occur outside the internship site.
- Students should never post or discuss any information about patients, families or clinical agencies on social media platforms.
- No pictures of patients, families, staff or units may be posted on any social media platform or anywhere.

## Internet Access

Internet access is available at the University in several labs, including a lab in the basement of the CHP Building. The University provides student email accounts, listservers, web browsing, and a variety of productivity and other applications to all current students.

## Library

Students are encouraged to utilize the library facilities at the University. A variety of text, journal, and online database references are available. See the Research Portal <http://research.udmercy.edu> for databases and instructions for accessing library and online resources.

## Online Courses

Blackboard will be used for online courses. Students are expected to read all announcements, course information, assignments and documents posted on Blackboard. This can be accessed by the website: <http://blackboard.udmercy.edu>. You need to check Blackboard at least twice weekly for updates, announcements and any changes or corrections to assignments. You will be responsible for information posted on the website.

The Instructional Design Studio (IDS) provides the UDM community with Blackboard training and self-service tutorials on Blackboard help. More information may be found at- <https://www.blackboard.com/support>

The Instructional Design Studio may be contacted at-  
<http://libraries.udmercy.edu/ids/>  
313-578-0580

Please contact IDS with questions regarding the use of Blackboard

## Student Affairs and Information

### Commencement

Graduation is the point at which ALL degree requirements have been met and the degree is awarded. Degrees are awarded on the last day of each month. It is the

responsibility of the College/School office to certify that all degree requirements have been met and the degree information is added to your official transcript in the Office of the Registrar. You can access more information on commencement activities at <http://www.udmercy.edu/commencement/faqs/index.htm#when>.

## **Counseling Services**

### **Personal Counseling Services**

<http://www.udmercy.edu/life/health/counseling.php>

### **Psychology Clinic - University of Detroit Mercy**

<http://liberalarts.udmercy.edu/psychology-clinic/>

Detroit Mercy Psychology Clinic is sponsored by University of Detroit Mercy. It has been providing psychological services to students, staff and community members for over 35 years. Children, adolescents and adults from the entire metropolitan area are eligible to receive services.

Call 313.578.0570 to make an appointment.

## **Student Handbook - Detroit Mercy**

<http://www.udmercy.edu/life/policies/index.php>

The *Student Handbook* contains non-academic policies and procedures. If you have any questions or need clarification on any of the published policies, please contact the Student Affairs Office (McNichols, Student Center 101), 313.993.1028.

The following information and policies are published at this site:

- Sexual Misconduct Policy
- Information about campus
- The academic calendar
- An A-to-Z guide of Detroit Mercy services and programs
- Computing information
- Detroit Mercy's student policies
- A campus directory
- Information about attractions around town

## **Student Success Center**

<http://www.udmercy.edu/current-students/support-services/success-center.php>

Student Success Center provides a variety of academic support services such as the following:

- Free tutoring for freshman level and some upper division courses
- Supplemental Instruction (SI) groups for math and science
- Placement testing
- Experiential learning assessment

- Study Table for Detroit Mercy athletes in the Learning Center
- Disability support services including, but not limited to, note-takers, enlarged text, test proctoring, alternative testing site, assistance with accessible facilities and readings on tape for students with special needs
- Reference materials including writing style guides, dictionaries, textbooks, etc.

313.993.1143, fax 313.578.0342

Monday - Friday 8:30am-8:30pm, Saturday 10am-3pm

## **The Institute for Leadership and Service**

<http://www.udmercy.edu/about/mission-vision/lead-serve/>

Community service is viewed as an important activity at Detroit Mercy and can be accomplished in a variety of ways. The Institute for Leadership and Service works as an agent to get people, primarily students, involved in the University, as well as the surrounding community. Through community service, students see different ways of life due to economics, religions, culture, family values and traditions. They then learn to understand, accept, cherish, and respect these differences, to see similarities and how to work together in a global community.

## **University Honors Convocation**

University Honors Convocation is an annual event that celebrates the academic excellence and leadership of University of Detroit Mercy students. Outstanding HIM students are eligible for awards.

## **University Ministry**

<http://www.udmercy.edu/life/ministry/>

University Ministry exists to enhance the spiritual, emotional and community life of the University. Services scheduled throughout the year are: retreats, prayer services, reflections and discussion sessions. University Ministry is available to counsel students in spiritual distress and offer a listening ear for student issues.

Student Center

Room 106

313.993.1560

## **University Organizations**

<http://www.udmercy.edu/life/groups/index.php>

Students may compete in the classroom, but graduates are called upon to collaborate in their careers. Students seek the freedom of individuality, but try to avoid isolation through associations and relationships. At the University, student organizations are an important factor in the total educational process. Student organizations bring together people with similar interests and at the same time challenge them to accept each other's differences. Organizations:

- Encourage members to expand friendships and develop new relationships
- Encourage students to spend more leisure time growing and learning
- Help students develop skills of leadership and collaboration
- Free students to have dreams larger than themselves, and to have a collective base of talents to bring some of those dreams into reality

## Curriculum (HIMT)

The HIMT program can be completed through full or part-time enrollment. Transfer applicants to the HIMT program must have a minimum overall cumulative GPA of 2.0



**University of Detroit Mercy**  
**College of Health Professions**  
**Bachelor of Science Degree**  
**Health Information Management and Technology**  
Plan of Study beginning Fall, 2019

Name \_\_\_\_\_ T0 \_\_\_\_\_ HIM entry term \_\_\_\_\_

**CORE CURRICULUM** (51-54 cr)

**KNOWLEDGE AREAS A-F**

**A Communication Skills** (6 cr)

A1 CST 1010 \_\_\_\_\_

A2 ENL 1310 \_\_\_\_\_

**B Mathematics/Statistical** (6 cr)

B1 MTH 1010 (or higher) \_\_\_\_\_

B2 STA 2250 \_\_\_\_\_

**C Scientific** (3 cr)

C1 Physical Sci (fulfilled by supportive course BIO 2300)

C2 Social Sci \_\_\_\_\_

**D Religious & Philosophical** (9 cr)

D1 PHL 1000 \_\_\_\_\_

D2 RELS \_\_\_\_\_

D3 2<sup>nd</sup> PHL or RELS \_\_\_\_\_

**E Essential Humanities** (9 cr)

E1 Historical Exp \_\_\_\_\_

E2 Literary Exp \_\_\_\_\_

E3 Aesthetic Exp \_\_\_\_\_

**F Ethics & Social Responsibility** (3 cr)

F1 ETH 3580 \_\_\_\_\_

**INTEGRATING THEMES 1-6** (15-18 cr)

IT1 Reading, Writing, & Research \_\_\_\_\_

IT2 Critical Thinking \_\_\_\_\_

IT3 Cultural Diversity \_\_\_\_\_

IT4 Human Difference \_\_\_\_\_

IT5 Personal Spiritual Dev \_\_\_\_\_

IT6 Spirituality & Social Justice \_\_\_\_\_

**SUPPORTIVE COURSES** (6 cr)

BIO 2300 Human A&P Lecture I \_\_\_\_\_

BIO 2320 Human A&P Lecture II \_\_\_\_\_

**SUPPORTIVE ADMIN COURSES** (15 cr)

HSA 3001 Accounting for Hlth Prof \_\_\_\_\_

HSA 3100 Laws & Regulations \_\_\_\_\_

HSA 3710 Intl Hlth Care or

HSA 4600 Hlth Care Emerg Mgmt \_\_\_\_\_

HSA 4650 Financial Mgt \_\_\_\_\_

HSA 4700 Evidence-Based Research \_\_\_\_\_

**HIM MAJOR REQUIREMENTS** (33 cr)

HIM 1090 Info Systems for Global Hlth \_\_\_\_\_

HIM 2050 Medical Terminology \_\_\_\_\_

HIM 2080 PathoPharm for Hlthcare \_\_\_\_\_

HIM 2600 Global Hlthcare Data Stats \_\_\_\_\_

HIM 3650 CPT and Revenue Cycle \_\_\_\_\_

HIM 3700 ICD Classification System \_\_\_\_\_

HIM 3900 Clinical Document \_\_\_\_\_

HIM 4250 Quality Security Hlth Info \_\_\_\_\_

HIM 4600 Global Leadership \_\_\_\_\_

HIM 4800 Hlthcare Info Data Gov \_\_\_\_\_

HIM 4900 Service Learning Internship \_\_\_\_\_

**SUPPORTIVE TECHNOLOGY FOCUS**

**Cybersecurity Focus** (18 cr Minor in Cybersecurity)

CIS 1010 Foundations of Cybersecurity \_\_\_\_\_

CIS 3870 Secure Data or 4560 Data Design \_\_\_\_\_

CIS 4070 Software Testing Quality \_\_\_\_\_

CIS 4570 Networks \_\_\_\_\_

CIS 4650 Information & Society \_\_\_\_\_

CIS 4710 Ethical Hacking \_\_\_\_\_

**OR**

**Computer Science Focus** (20 cr Minor in Comp Science)

CSSE 1710 Intro to Programming I \_\_\_\_\_

CSSE 1711 Intro to Prog I Lab (1 cr) \_\_\_\_\_

CSSE 1720 Intro to Programming II \_\_\_\_\_

CSSE 1721 Intro to Prog II Lab (1 cr) \_\_\_\_\_

CSSE 3430 Data Structures \_\_\_\_\_

CSSE 3540 Data Base Sys & Programming \_\_\_\_\_

CSSE 2130 Java or 4550 Artificial Intelligence \_\_\_\_\_

CSSE 4610 Data Mining or 4440 Web Tech \_\_\_\_\_

**OR**

**Data Analytics Focus** (18 cr focus in data analytics-no minor awarded)

CIS 1010 Fundamentals of Cybersecurity \_\_\_\_\_

CIS 1020 Computers and Research \_\_\_\_\_

CIS 4560 Database Design \_\_\_\_\_

CIS 4600 Data Mining for Cybersecurity \_\_\_\_\_

CIS 4561 Database Management \_\_\_\_\_

CIS 4720 Intro to Incident Response \_\_\_\_\_

**Credit Summary** (degree requires a minimum of 126 credits)

Core Curriculum (51-53) \_\_\_\_\_

HIM Major Courses (33) \_\_\_\_\_

Supportive Tech Focus (18 or 20) \_\_\_\_\_

Supportive Courses (6) \_\_\_\_\_

Supportive Admin Courses (15) \_\_\_\_\_

Elective credits (if needed to reach 126) \_\_\_\_\_

**TOTAL CREDITS** \_\_\_\_\_