

**Valdosta State University**

**Health Sciences  
Program**

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**Policy and Procedure  
Manual**

**2018-2019**

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**College of Nursing and Health Sciences  
School of Health Sciences  
Valdosta, GA 31698**

**This is a dynamic document that will be updated as needed on a continual basis.**

# **IMPORTANT:**

- **ALL Core Courses (Areas A-F) must be successfully completed BEFORE taking Health Sciences Courses.**
  - **Upon successful completion of ALL Core Courses (Areas A-F), a student can begin taking Health Sciences courses (First Block) in either Fall or Spring semester.**
  - **A student can choose “Standard Progression,” which involves the student completing the Health Sciences course work in four consecutive semester.**
  - **A student can choose “Alternate Progression,” which involves the student completing the Health Sciences course work by taking Health Sciences courses in fall and spring semesters only (no summer semester requirements).**
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## Program Introduction

The Bachelor of Science in Health Sciences degree program prepares students for the healthcare industry, currently one of the strongest employment sectors nationally. The program helps students to identify talents and interests in the field that can be developed within the program, leading to careers in fields such as medical assistance, healthcare informatics, marketing and public relations, public health, health education, and environmental health. The degree program can also lead to graduate level study in healthcare fields such as anesthesiologist assistant, athletic training, dentistry, exercise physiology, medicine, nursing (as a second degree), occupational therapy, optometry, physical therapy, and physician assistant. Specific pre-requisites are required depending on the specific healthcare field chosen.

## Program Mission

To develop knowledgeable healthcare professionals capable of meeting diverse and emerging regional, national, and international healthcare opportunities.

## Progression into the Professional Program of Study (3000 and 4000 level courses) Requirements

Minimum requirements for progression into the professional program of study are:

1. a declared Health Sciences major
  2. a 2.50 cumulative, overall grade point average.
  3. a satisfactory grade, based on institutional policy for all Area A-F courses (60 hours)
  4. Area F courses completed with a grade of "C" or better in all Area F courses
- \*Progression into the Professional Program of Study may occur in Fall and Spring Semesters.  
\*Standard and Alternate progression options.

## Retention and Degree Requirements

1. a student must not be placed on academic suspension (Academic Suspension - at the end of any term, while on probation, the cumulative GPA falls below the minimum specified in the VSU Stages of Progress with minimum GPA Averages Required, and the term GPA fall below 2.00; a first suspension will be for one semester; a second semester will be for two academic semesters; a third or subsequent suspension shall result in the student's being academically dismissed from the institution for a minimum period of three years) (Readmission Procedures - students must make application for readmission in writing with the Director of Admissions prior to registration for the semester in which they plan to return; additional VSU readmission procedures may also need to be followed)
2. a student must maintain academic integrity (students must know and abide by the Academic Integrity Policy as set forth in the Student Code of Conduct).

\*Requirements for the Bachelor of Science in Health Sciences Degree:

- A final grade of "C" or better in all professional program of study courses (3000 and 4000 level courses) and all concentrated electives.

## Course Offerings Based on Block

### **FIRST BLOCK (15 credit hours) (Monday, Wednesday, Friday) (Offered Fall and Spring Semesters)**

**HSHS 3000** – Introduction to Healthcare Professional Practice (3hr) - An introduction to healthcare professions and the various elements and components of each healthcare profession that makes it unique. Students are provided with information necessary to find employment in each healthcare profession. Emphasis will include training requirements, job responsibilities, salaries, and elements specific to each health profession.

**HSHS 3100** – Structural Kinesiology (3hr) - Basic physical concepts as they apply to human movement are explored. Structural anatomy, neuromuscular physiology, and biomechanical principles as they apply to human movement are emphasized.

**HSHS 3600** – Documentation, Terminology, and Coding in Healthcare (3hr) - An introduction to healthcare documentation and medical terminology. Medical Coding will also be introduced.

**HSHS 3700** – Principles of Pharmacology and Diagnostic Testing (3hr) - This course offers a concise introduction to pharmacological concepts for students in healthcare professions. Emphasis will include effects, indications, contraindications, and adverse effects. The course will also focus on common imaging modalities and their use in assessing, monitoring, and treating conditions seen by healthcare professionals.

**HSHS 3900** – Current Trends and Issues in Healthcare (3hr) - An exploration of current issues and trends in healthcare to include issues across the lifespan.

**SECOND BLOCK (15-16 credit hours) (Tuesday, Thursday) (Offered Spring and Summer Semesters)**

<b>Concentrated Electives</b> (3-4hr) (*Suggested – Could be or could have been taken in another semester or at another time)
<b>NUTR 3100</b> – Applied Nutritional Science (3hr) or <b>NUTR 3200</b> – Nutrition in Health and Human Performance (3hr) or <b>NUTR 3300</b> – Nutrition, Fitness, and Health (3hr) -
<b>HSHS 3300</b> – Health Assessments and Promotion (3hr) - This course is an introduction to the process of systematic and comprehensive health data collection and assessment across the lifespan. Emphasis is placed on strategies for interpersonal communication as well as gathering and assessment of data from examination techniques. Also focuses on the examination of a patient’s health risk and provision of interventions to promote healthy lifestyle behaviors and disease prevention.
<b>HSEP 3360</b> – Epidemiology (3hr) – Introduction to the distribution and determinants of chronic diseases in the population. Causal relationships laying the groundwork for programs of prevention and control emphasized. Commonly used epidemiological statistics and research methods are discussed.
<b>HSHS 4300</b> – Professionalism and Healthcare (3hr) - The course provides students with information related to identifying and developing professional behaviors in healthcare professions. Information regarding assessing professional behavior and challenging unprofessional behavior will be addressed.

**THIRD BLOCK (14-15 credit hours) (Monday, Wednesday, Friday) (Offered Fall and Summer Semesters)**

<b>Concentrated Electives</b> (5-6hr) (*Suggested – Could be or could have been taken in another semester or at another time)
<b>HSHS 3350</b> – Medical Disease and Illness (3hr) - This course is a survey of disabilities, illnesses, and medical conditions across the lifespan. Emphasis is placed on the signs, symptoms, assessments, treatments, and preventative techniques associated with specific illnesses and medical conditions. In addition, course content will also focus on current information provided by the most recent Healthy People data.
<b>HSHS 4100</b> – Fitness and Strength and Conditioning Techniques (3hr) - A survey of the mechanisms by which the body responds, reacts, and adapts to physical exercise. Includes a study of how to select, apply, gather, assess, and interpret data from physical assessments related to performance. In addition, the course provides knowledge about selection, application, and progression of fitness, strength, and conditioning techniques to improve performance.
<b>HSHS 4500</b> - Communication and Cultural Competence in Healthcare (3hr) - Introduces students to the fundamental principles for the effective communication with patients, families, and significant others of the patient. The course focuses on patient-centered approaches for promoting, improving, and maintaining dialogue with patients. Effective communication has been shown to be central to patient satisfaction, professional satisfaction, patient adherence to treatment plans, and positive outcomes for the patient. Additional exploration of how cultural backgrounds of patients and providers impact the healthcare encounter. Examines how clinical healthcare settings and organizations can act as barriers to providing effective services to diverse communities.

**FOURTH BLOCK (15 credit hours) (Tuesday, Thursday) (Offered Fall and Spring Semesters)**

<b>HSHS 3800</b> – Evidence Based Practice in Healthcare (3hr) - An introduction to various essential concepts and components associated with the evidence-based practice process in health related professions.
<b>HCAD 4000</b> – Legal and Ethical Issues in Healthcare Administration (3hr) – The legal, regulatory, and ethical requirements of providing and receiving healthcare. The rights and responsibilities of healthcare stakeholders are identified, and trade-offs are analyzed.
<b>HSHS 4050</b> – Principles of Musculoskeletal Evaluation (3hr) - Examination of commonly occurring musculoskeletal injuries and conditions common in a physically active population.
<b>HSHS 4650</b> - Exercise Programming (3hr) - This course focuses on the selection and application of exercise prescriptions for patients across the lifespan, including those with disease and illness. Emphasis is placed on creating an exercise prescription that is based on the patient’s current health status, goals, and applied health tests and measurements.
<b>HSHS 4800</b> – Principles of Therapeutic Intervention (3hr) - An introduction to basic rehabilitation principles in healthcare professions.

**\*Note:** Courses may be offered via the following methods: in-class/face to face, hybrid, and online.

### **Standard and Alternate Progression Options**

STANDARD Fall Progression – First Block (Fall), Second Block (Spring), Third Block (Summer), Fourth Block (Fall)

STANDARD Spring Progression – First Block (Spring), Second Block (Summer), Third Block (Fall), Fourth Block (Spring)

ALTERNATE Fall Progression – First Block (Fall), Second Block (Spring), Third Block (Fall), Fourth Block (Spring)

ALTERNATE Spring Progression – First Block (Spring), Third Block (Fall), Second Block (Spring), Fourth Block (Fall)

### **Course Transfer Policy**

Students transferring to Valdosta State University must complete the same requirements as a student entering the University as a freshman (new student). Transferable core courses are left to the discretion of the VSU Office of the Registrar. If a student has taken a course that falls within the Health Sciences Program's major courses of study, the course taken must include the same information as the course offered within the Health Sciences Program. The Health Sciences faculty will determine if the course satisfies the requirements of the Health Sciences Program.

### **Concentrated Elective Courses within the Health Sciences Program**

Concentrated elective courses taken to satisfy the Health Sciences Program must follow the following guidelines:

- Concentrated elective courses must be approved by the Registrar's Office and/or Health Sciences Program Director.
- Concentrated elective courses must be successfully completed with a grade of "C" or better.

### **Health Sciences Program Map / Four Year Plan**

Students should follow the Health Sciences Program Map / Four Year Plan (**See Program Map and Advising Checklist on program website.**). Courses within the major are offered within specific blocks which are offered during specific semesters and are to be taken as part of a block, not individually. Courses within the major should be taken during the block in which they were intended (excluding concentrated elective courses). Please contact the Health Sciences Program Director to discuss any issues related to course progression. Failure to take courses and successfully complete the courses may result in the student not graduating in the four-year time frame. No mechanism exists nor will one be constructed that will allow a student to take courses outside of the required sequence. **\*IMPORTANT:** A final grade of "C" or better is required in all Health Sciences Professional Program of Study Courses (3000 and 4000 level courses) and all concentrated electives.

### **Health Sciences Program Academic Assistance Policy**

Students that wish to attend academic assistance sessions throughout the semester to aid in improving their academic performance will be required to meet with the course instructor initially. The course instructor may advise the student to participate in academic assistance sessions (This would be voluntary for the student.). The academic assistance sessions schedule for these students will be at the discretion of the HSP faculty. Failure to attend a scheduled academic assistance session may result in the student no longer being eligible to schedule other academic assistance sessions.

Students that score below 80% on an exam or assignment should schedule a meeting with the course instructor within 24 hours of the student receiving the grade via electronic grade notification (i.e. BlazeView) or in-class grade notification. The purpose of the meeting is to provide an opportunity for the student to better himself/herself academically.

### **Health Sciences Program Anti-Harassment Policy (Sexual Harassment)**

Valdosta State University is committed to maintaining a fair and respectful environment for living, working and studying. To that end, and in accordance with federal and state law, Board of Regents' policy, and University policy, the University prohibits any member of the faculty, staff, administration, or student body from harassing any other member of the University community because of that person's gender.

#### **DEFINITION - SEXUAL HARASSMENT**

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment or status in a course, program or activity;
2. Submission or rejection of such conduct by an individual is used as the basis for

employment or educational decisions affecting such individual; or 3. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from an educational program or activity.

Examples of sexual harassment may include, but are not limited to the following:

1. Physical Assault.
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, compensation, promotion, grades, or letters of recommendation.
3. Sexual advances, physical or implied, or direct propositions of a sexual nature. This activity may include inappropriate/unnecessary touching or rubbing against another, sexually suggestive or degrading jokes or comments, remarks of a sexual nature about one's clothing and/or body, preferential treatment in exchange for sexual activity, and the inappropriate display of sexually explicit pictures, text, printed materials, or objects that do not serve an academic purpose.
4. A pattern of conduct, which can be subtle in nature that has sexual overtones and is intended to create or has the effect of creating discomfort and/or that, humiliates another.
5. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history that does not serve a medical or academic purpose.

Sexual harassment can occur regardless of the relationship, position or respective sex of the parties. Same sex harassment violates this policy as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor. If a student feels that he/she is being harassed, the Athletic Training Program recommends that the student follow the Valdosta State University Anti-Harassment Policy. The policy can be found on VSU website. Information and guidance can be found through the Valdosta State University Office of Social Equity.

### **Federal Educational Rights and Privacy Act (FERPA)**

#### **OFFICE OF REGISTRAR - RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. VSU's official contact person for such record requests is the Custodian of Official Records located in the Office of the Vice President for Academic Affairs.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.  
If the university decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information: Valdosta State University publishes student information in the form of directories, programs, etc. Students who desire that directory information not be released without consent should notify the Office of the Registrar in writing. The following may be included as directory information unless notification is received to the contrary: Student's name, address (local and home), telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, full or part-time status, and e-mail address. Educational records will be furnished to a requesting party in compliance with judicial order, or pursuant to any lawfully issued subpoena, upon condition that parents and the students are notified of all such orders or subpoenas in advance of the compliance therewith by the educational institution or agency.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue SW  
Washington DC 20202-4605

**Valdosta State University  
Health Sciences Program**

**Student Responsibility Statement**

I have read the Valdosta State University Health Sciences Program Policy and Procedure Manual. I know and understand the following items:

- 1) The admission/progression criteria for admission/progression into the Health Sciences Program.
- 2) The retention/graduation requirements of the Health Sciences Program.
- 3) The policies and procedures of the Health Sciences Program.

**Term / Year:** \_\_\_\_\_

**Name (Printed):** \_\_\_\_\_

**Student Contact Information:**

**Cell Phone:** \_\_\_\_\_

**VSU Email:** \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_