
STUDENT HANDBOOK

Effective: 2023-2024 Academic Year

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<http://www.roseman.edu>

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GRADUATE PROGRAMS

Master of Science in Biomedical Sciences
Master of Science in Pharmaceutical Sciences

University policies and procedures are included in the University Student Catalog or may be found on the University website (<http://www.roseman.edu/students/registrar/university-policies/>). The policies and procedures in this Student Handbook are specific to the College of Graduate Studies and are supplementary to University policies. In the event that a University policy is in conflict with a policy of the College of Graduate Studies, the stricter policy will apply. This handbook is effective July 2023.

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COLLEGE OF GRADUATE STUDIES MISSION, PURPOSE, AND GOALS

Mission

The College of Graduate Studies mission is to provide students with an individualized, interdisciplinary, and collaborative learning experience to foster curiosity and innovation that prepares students for an expanding range of career opportunities. The college seeks to provide a dynamic intellectual climate through the creation and implementation of exceptional graduate programs.

To achieve this mission, faculty and staff provide individualized attention from a variety of disciplines to encourage the intellectual growth of students. The graduate programs were thoughtfully designed to allow students to collaborate with faculty and industry professionals through a variety of educational opportunities and mentored research experiences.

Vision/Purpose

The College of Graduate Studies vision is to produce graduates prepared to solve complex, real-world problems and to succeed as leaders in their discipline. The purpose of the College of Graduate Studies is to provide a quality education to enhance student concepts to create skilled graduates for the biotech, nutraceutical, and pharmaceutical industries.

The College of Graduate Studies encourages curiosity and innovation to cultivate a life of learning and discovery, which leads students to become knowledgeable professionals within their fields for the betterment of our communities.

Goals

1. Provide an industry-relevant curriculum to prepare graduates with the skills and knowledge needed for employment in the biotech, nutraceutical, and pharmaceutical industries or further educational pursuits.
2. Promote an educational environment focused on collaboration, research, and learning.
- 3.
4. Encourage mentoring and connections between industry professionals and students for employment opportunities and enhanced learning experience.
5. Support faculty in providing exceptional education and creating well-rounded graduates.

GRADUATE ADMINISTRATION

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LOCATION AND CONTACT INFORMATION

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College of Graduate Studies
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PROGRAM DIRECTORS

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ACADEMIC CALENDAR

Calendar for the 2023-2024 Academic Year

All University Offices are open for business from 8 a.m. to 5 p.m., Monday through Friday, except the Official Holidays noted below.

Orientation	July 19 th 21 st
Labor Day (<i>University Closed/No Classes</i>)	September 4 th
Classes Begin	July 24 th
Thanksgiving Break (<i>University Closed/No Classes</i>)	November 22 nd 24 th
Winter Break (<i>No Classes</i>)	December 18

Graduate Advising

Graduate advising is best described as a relationship between a graduate student and faculty advisor in which both parties follow best practices in fulfilling his or her responsibilities as graduate student or advisor. This relationship can greatly encourage the academic pursuit of the graduate student and can be

Communication and Graduate Advising

Regular and clear communication is essential to good graduate advising. It is recommended that as much communication as possible occur in person or over the phone to enhance clarity, reduce ambiguity and misunderstanding, and to resolve conflict. Written communication is appropriate, especially to document situations and potentially contentious issues. Problems that arise should be addressed immediately and clearly so that both parties can work to resolve issues in an expedient manner.

Graduate Student Responsibilities

1. Conduct academic pursuits in an ethical manner to pursue professional development.
2. A
3. Pursue opportunities that advance his/her career as a graduate student and beyond.
4. Take ownership of academic progress.
5. Devote significant and productive time toward degree completion.
6. Stay abreast of requirements for degree completion through active and regular discussions with advisor.
7. Communicate career goals and concerns related to academic progress clearly
8. Initiate communication with the advisor.
9. Respect the responsibility of the advisor.

year. The Program Director reserves the right to require the student to provide additional information and/or documentation from a clergyman confirming the religious prohibition asserted by the student if deemed pertinent in determining whether or not an excused absence should be granted.

Attendance at Professional Meetings

The College encourages students to attend professional meetings. In order to receive an excused absence

6. Professionalism
7. Leadership and management skills
8. Personal development

In order to facilitate attainment of core competencies, all students of the College of Graduate Studies are required to complete a standardized core curriculum as listed below.

Involuntary Withdrawal

A student who does not pass the requirements stipulated by their academic program is required to
Following notification to the student, the student will be required to return university property and satisfy any outstanding requirements, and the Program Director will notify the Dean of the College of Graduate Studies.

Administrative Withdrawal

A student who leaves the College of Graduate Studies without completing the withdrawal procedure within twenty-one (21) calendar days will automatically be terminated from the University.

LEAVE OF ABSENCE

A student may request a leave of absence. A leave of absence may occur while a student is in good standing or on academic probation, or may be associated with a medical condition, serious personal problems, military service, pregnancy, etc. For financial aid purposes, a leave of absence will be documented as a withdrawal.

A student requesting a leave of absence must apply in writing to the Dean of the College of Graduate

TERMINATION

The College reserves the right to terminate a student at any time to maintain its standards of scholarship, professional and personal conduct, and/or orderly operation. Actions which threaten or endanger, in any way, the personal safety and/or well-being of self or other, or which disrupt or interfere with the orderly operation of the College are cause for immediate termination of the student. Professional or personal

A student who is terminated may not be reinstated under any circumstances (see Appeals of Suspension or Termination Decisions).

AUDITING OF ASSESSMENTS OR CLASSES

The College of Graduate Studies allows auditing of assessments and didactic or laboratory coursework with paid enrollment and written approval from the course coordinator. However, the university does not grant credit by examination.

POLICIES AND PROCEDURES FOR ELECTRONIC TESTING

A student is expected to maintain the personal electronic device(s) issued by Roseman University. To participate in electronic assessment, a student is required to bring an approved device for use to the assessment. Only approved electronic devices are permitted to be used with the electronic assessment system. The device used to take the assessment is required to remain open on the desk for the entirety of the assessment. A student will not be permitted to participate in the electronic assessment without an

- aspects of student life.
2. Acting with

10. Inappropriate or disrespectful interaction with faculty, staff, or mentors.
11. Knowingly posting, publishing, or circulating derogatory information concerning any member of the student body, University faculty, staff, or mentor that materially or substantially disrupts classes or other University activities or is, in the discretion of the University, considered vulgar or indecent or otherwise not conducive to learning.
12. M graduate student.
13. Stealing, damaging, defacing, or unauthorized use of any University, student, staff, or
14. Unprofessional dress, language, or conduct as defined by the College.
15. Unauthorized use, copying, dissemination, or unauthorized removal from campus of any confidential or proprietary information of the University or any sensitive or confidential records.
16. Such other and further conduct as the research community would standardly consider unprofessional.
17. Violation of State or Federal law.

Violation of the Standards of Professional Conduct

A defining quality of a profession is its ability to police itself. To that end, it is the duty and responsibility of each member of the academic community to use their professional judgment when addressing potential violations of the standards of professional conduct.

Additionally, the University and College recognize the responsibilities of student organizations to police the professional conduct of their own members. The College acknowledges that student organizations have the right to require their members to comply with additional codes of conduct beyond those enforced by the faculty and administration. tions

The College of Graduate Studies has an obligation to respond to any written complaints by students lodged against the college or a graduate program. Hence, the College has established, implemented and maintains a student complaint procedure that affords the complainants with fundamental procedural due process. The student may submit a written complaint to any of the following College administrators: Dean of the College of Graduate Studies Graduate Program Directors, or the Graduate Programs Coordinator. A student may also submit a written complaint to a student class officer (e.g., class president, vice president). The Dean will formally investigate a student's written complaint. If the complaint involves the Dean, the officer will recuse themselves and the Graduate Council will appoint another investigator. The Dean will share the results of this investigation with the other Graduate Program Directors. All written complaints will be kept in a confidential, secured file in the appropriate Dean's office.

FINANCES

Students must fulfill their financial responsibilities to the University in order to remain enrolled in the program. Please see the policy in the Roseman University of Health Sciences Student Catalog: [Student Catalog and Handbooks](#).

THESIS/CAPSTONE PROJECT REQUIREMENTS

A thesis or comprehensive capstone project, which may be research or expository, critical, or creative presented in partial fulfillment of the requirements for an advanced degree must meet the requirements stipulated by the academic program in which the student is enrolled.

The final grade is withheld until the thesis or comprehensive capstone project is completed; if the thesis or comprehensive capstone project is not finished at the end of the term in which the student is registered, an Incomplete (I) grade is reported.

MASTER'S DEGREE EXAMINATIONS

include a thesis defense or capstone project. The examination may be conducted near the end of the progress is being made in those courses. Individual programs may determine whether to conduct a public

The following rules apply to the examination/thesis defense:

1. A student must be registered as a regular degree-seeking student during the year the examination is passed.
2. Notice of the examination must be filed by the unit program in the College of Graduate Studies at least three weeks prior to the examination event. The examination must be scheduled not later than the posted deadline for the year in which the degree is to be conferred.
3. The examination is given by the examining committee.

