

Student Handbook: Healthcare Innovation, Clinical Research Management, and Regulatory Science Graduate Programs

Arizona State University

**Edson College of
Nursing and Health
Innovation**

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Welcome to the Edson College of Nursing and Health Innovation at Arizona State University! As a student in the Graduate Programs, you are joining a unique group of interdisciplinary healthcare innovators engaged in a wide variety of health disciplines and research – including the study of leadership, interprofessional collaboration, research, and regulatory compliance.

Handbook Purpose and Student Responsibilities

This Handbook is a very important guide for graduate students admitted to the Edson College of Nursing and Health Innovation’s Master of Healthcare Innovation and Master of Science programs in Clinical Research Management and Regulatory Science.

This handbook serves as an initial resource for answers to common questions; however, students are also encouraged to consult with the academic success coordinator. The primary reference for graduate students on rules and regulations is the Arizona State University (ASU) [Academic Catalog](#). Each student should become familiar with the Academic Catalog and the ASU [Graduate College website](#) and policies.

The policies found in this handbook are from ASU Graduate College and the Edson College of Nursing and Health Innovation. The handbook is updated annually.

Student Responsibility

It is the responsibility of each student to understand and observe all procedures and requirements specified by the ASU Graduate College and the Edson College of Nursing and Health Innovation. It is a requirement for all students to read and understand the Graduate Handbook and the ASU Academic Catalog as well as adhere to the [Student Code of Conduct](#). Faculty and staff provide academic advice and assistance; however, the ultimate responsibility for meeting degree and other requirements remains with the student. Students should frequently check their MyASU account. All ASU students are required to have an active ASU email.

ASU Email

Students may forward their ASU email to another preferred account. It is important that students check the ASU email account at least once per week, so they do not miss important notices. Arizona State University and the Edson College of Nursing and Health Innovation conduct their business via ASU email only.

Culture of Respect

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Edson College graduate students are representatives of the college and the University; Edson College expects its students will be good representatives who recognize that poor behavior on the part of one student impacts all by creating a negative perception of the college.

Sexual Harassment

The University prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual's work or educational performance or creates an intimidating, hostile or offensive working, learning or residential environment. Additional information about sexual harassment **can be found online**.

Academic Integrity

ASU students are expected to be ethical in their multiple roles as students, researchers and representatives of the University. When in doubt about appropriate conduct, students should review **ASU Academic Integrity Policies and Resources** and consult an instructor or advisor to seek clarification as needed. As outlined by ASU's policy, a student may be found to have engaged in academic dishonesty if he or she:

1. Engages in any form of academic deceit;
2. Refers to materials or sources or uses devices (e.g., computer disks, audio recorders, camera phones, text messages, crib sheets, calculators, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during the Academic Evaluation or assignment;
3. Possesses, reviews, buys, sells, obtains, or uses, without appropriate authorization, any materials intended to be used for an Academic Evaluation or assignment in advance of its administration;
4. Acts as a substitute for another person in any Academic Evaluation or assignment;
5. Uses a substitute in any Academic Evaluation or assignment;
6. Depends on the aid of others, including other students or tutors, in connection with any Academic Evaluation or assignment to the extent that the work is not representative of the student's abilities;
7. Provides inappropriate aid to another person in connection with any Academic Evaluation or assignment, including the unauthorized use of camera phones, text messages, photocopies, notes or other means to copy or photograph materials used or intended for Academic Evaluation;
8. Engages in Plagiarism;

9. Uses materials from the Internet or any other source without full and appropriate attribution;
10. Permits his or her work to be submitted by another person in connection with any Academic Evaluation or assignment, without authorization;
11. Claims credit for or submits work done by another;
12. Signs an attendance sheet for another student, allows another student to sign on the student's behalf, or otherwise participates in gaining credit for attendance for oneself or another without actually attending;
13. Falsifying or misrepresenting hours or activities in relationship to an internship, externship, field experience, clinical activity or similar activity; or
14. Attempts to influence or change any Academic Evaluation, assignment or academic record for reasons having no relevance to academic achievement.

Students have the responsibility to understand and uphold the highest standards of academic integrity.

The Edson College has a zero-tolerance policy for any form of academic dishonesty. Penalties for unethical behavior range from failing grades to dismissal from the program. The college follows the University's **policies and procedures** when responding to an academic integrity complaint and determining sanctions.

Campus Safety

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus- safety matters should be directed to 480-965- 3456. ASU has an opt-in, text-message alert system by which students can choose to receive a text message from ASU in times of an emergency. Students can sign up for the service online. Students are also encouraged to download the **LiveSafe** mobile application on their phones. For additional safety resources and contacts, such as Counseling Services, Police and Safety Escort Services, visit the **Safety Resources** website.

Edson College of Nursing and Health Innovation Overview

Purpose: The Edson College of Nursing and Health Innovation is an inclusive world class enterprise of discovery that prepares innovative, evidence-based healthcare providers, educators, leaders, and researchers to optimize health in a culturally diverse global community.

Goals:

- Ensure that all students are provided with a rigorous and comprehensive core of knowledge and professional skills that support future success.
- Establish and sustain the Edson College Centers of Excellence as national and global leaders in advancing science and promoting the highest quality of culturally responsive evidence-based healthcare and health promotion services.
- Provide outstanding learner centered evidence-based and innovative academic and continuing education programs that achieve national recognition.
- Provide state, national, and global leadership in education, evidence-based practice, research, health promotion and wellness policy, innovation and entrepreneurship for healthcare, community, workplace and academic institutions.
- Lead innovation, trans-disciplinary collaboration, and diversity through all educational, research, entrepreneurial and clinical practice, community, and worksite programs and initiatives.
- Sustain a healthy and diverse work environment that embraces an interprofessional culture of dreaming, discovering, and delivering and in which each person's contributions are respected and evident.

Vision: A world-renowned college known for its excellence, innovation, and visionary leadership in transdisciplinary research and evidence-based:

- Interprofessional health education
- Baccalaureate, master's, doctoral and post-doctoral education
- Culturally responsive community, worksite and clinical practice
- Healthcare and health promotion policy

Leadership: The Edson College **organizational structure** includes the leadership of a dean, associate deans, center and program directors, and program coordinators.

Graduate Degree Program Overviews

The graduate programs within the Edson College of Nursing and Health Innovation welcome students from all disciplines who want to move their health or research career to the next level.

Currently, there are six Master's degrees and three graduate certificates offered online and these programs are the subject of this handbook.

- **Master of Healthcare Innovation (MHI)** – This fully-online program prepares graduates to envision future solutions in healthcare and implement it within their organization, small business, academic setting, or other venue, via the program's seven pillars of innovation: leadership structure, innovation process, technology and communication, policy, outcomes, finance, and evidence based practice. The culminating experience of the program is an applied project; students determine the scope of the project and create systems to sustain it, resulting in implementation of the project in their chosen venue under the direction of MHI faculty and mentors.
- **Master of Science, Clinical Research Management (MS-CRM)** – The MS in clinical research management program is fully online and prepares students to lead complex global clinical research operations at multiple types of employer settings in the rapidly growing clinical research industry. Graduates of the program will be qualified to fill specialized positions in regulatory affairs and clinical research operations. Potential employers include medical drug, device and product developers, governmental regulatory agencies, health care institutions, organizations conducting clinical research, academic medical institutions, and national and international contract research organizations. The clinical research management program offers a multidisciplinary approach to education in the fiscal practices of conducting clinical research, the ethical and regulatory aspects of clinical research, and the overall operational management of clinical drug, biological and medical device trials. The program is designed to be flexible, making it convenient for the adult learner.
- **Master of Science, Clinical Research Management with a Concentration in Regulatory Science (MS-CRM/RS)** – A fully online program preparing clinical research professionals to specialize in regulatory science. The purpose of this concentration is to prepare students for careers in the regulatory aspects of clinical research. The regulatory science concentration uses a multidisciplinary approach and encompasses course work in regulatory writing techniques, quality systems, and medical device or pharmaceutical regulation. The concentration is designed to develop the student's understanding of how to meet regulatory oversight requirements as they relate to the conduct of clinical studies. The concentration offers an alternative course option for students pursuing the clinical research management degree.
- **Master of Science, Regulatory Science Hybrid (MS-RS)** – The Regulatory Science program is a campus-based (hybrid) program located at the Downtown Phoenix Campus. The purpose of this degree is to prepare students for careers in the regulatory aspects of clinical research. The regulatory science concentration uses a multidisciplinary approach and encompasses course work in drug and device regulation and development, global

regulatory affairs, legal aspects of research, regulatory writing techniques, and quality systems and practices. It is designed to develop the student's understanding of how to meet regulatory oversight requirements as they relate to the development and regulation of medical products, including processes, stakeholders, pathways to market approval, and post-market activities.

- **Master of Science, Regulatory Science Online (MS-RS)** – The Regulatory Science program is fully online. The purpose of this degree is to prepare students for careers in the regulatory aspects of clinical research. The regulatory science concentration uses a multidisciplinary approach and encompasses course work in drug and device regulation and development, global regulatory affairs, legal aspects of research, regulatory writing techniques, and quality systems and practices. It is designed to develop the student's understanding of how to meet regulatory oversight requirements as they relate to the development and regulation of medical products, including processes, stakeholders, pathways to market approval, and post-market activities.
- **Master of Science, Regulatory Science with a Concentration in Food Safety** – This program is fully online. It prepares students for careers in regulatory, quality, and compliance aspects of clinical research. The Food Safety Concentration aligns with the National Environmental Health Association and courses help to prepare students to sit for the registered sanitation certification. A degree in Regulatory Science with a Food Safety concentration will offer a variety of career routes within pharmaceutical, medical device, government regulatory agency, and food retail industries. In particular, the concentration will focus on local, state, and federal agency careers found in agencies like the Food and Drug Administration, the U.S. Department of Agriculture, and state/local agencies.
- **Graduate Certificate, Healthcare Innovation** – The health care innovation graduate certificate provides students with the cognitive and affective competencies to create and sustain transformative change in health care. The emerging field of health care innovation requires individuals who can lead and facilitate change. Students will learn through reflection, personality assessment, exercises in interdisciplinary team-case study analyses, system intervention, idea pitching and change-readiness assessment. Related entrepreneurial and intrapreneurial concepts such as prototyping, business plan or project plan design, budgeting and presentation skills are also covered in the program. Emphasizing complexity leadership and vulnerability along with emotional competence, this certificate will prepare students to work in this interdisciplinary and highly sought-after area.
- **Graduate Certificate, Clinical Research Management** – This 15-credit, fully online, certificate program is designed for research professionals, physicians, nurses and other health care professionals who are interested in the growing field of Clinical Research Management. The CRM specialty takes a multidisciplinary educational approach to

clinical research business and financial practices; ethical and regulatory aspects of research; and overall management of clinical drug, biological, and medical device trials.

- **Graduate Certificate, Food Safety** – This 15 credit, fully online, certificate program is designed for professionals working in the food industry. It provides specialized training and knowledge in the protection and safety of food. The curriculum is aligned with local, state, and national health and safety initiatives, and integrates with the regulatory focus of the Food and Drug Administration's oversight. It offers students a pathway to a career that is poised to grow significantly within the next decade. Courses are aligned with the National Environment Health Association and help prepare students to sit for the national certification exam.

Please see Appendix A for additional information regarding the Master of Healthcare Innovation (MHI), the Master of Science, Clinical Research Management (MS-CRM) and the Master of Science, Regulatory Science programs.

Application Process and Admissions

The Edson College encourages applications from individuals with diverse educational backgrounds and experience or interests relevant to the programs' missions and goals. Before applying, prospective students should discuss their goals and questions with a student or faculty advisor.

Each program has its own application and admission requirements and processes. To determine current processes and application deadlines, please visit the [MHI admission website](#), the [MS-CRM admission website](#), the [MS-CRM/RS admission website](#) or the [RS admission website](#).

Office of Graduate Education Admission Policies

For admission, an applicant must have earned a bachelor's degree or higher from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution. A minimum grade point average of 3.0 (on a 4.0 scale) in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program. A program director may provisionally admit applicants on a case-by-case basis for applicants with a GPA less than 3.0.

Academic units submit recommendations regarding admission decisions to the office for [Graduate Admission](#); only the Vice Provost for Graduate Education can make formal offers of admission.

Applicants monitor the status of their application through MyASU. If admitted, the formal letter of admission can be downloaded from MyASU. If denied admission, letters are sent via email to the address on record.

Enrollment

Students are responsible for enrollment in courses each session/semester, following the program of study for their degree. Enrollment is completed through MyASU (<https://my.asu.edu>).

Academic Calendar

Academic Calendar for all Registration and Withdrawal deadlines can be found at the following website: <https://students.asu.edu/academic-calendar>.

Scholarships

Scholarships may be awarded by the Edson College during the academic year. To be considered for an award, students must complete the [Scholarship Application Form](#).

Transfer Credit

Transfer credits are those accepted from another institution for inclusion on an ASU Plan of Study (POS). Official transcripts of any potential transfer credit for a POS must be sent for consideration directly to the Enrollment Services from the Office of the Registrar at the institution where the credit was earned.

Transfer hours may not exceed 20 percent of the total credit hours for a master's degree, and 12 credit hours for doctoral degrees. Only graduate level courses with grades of "A" (4.00) or "B" (3.00) may be transferred. Transfer credits may not be applied toward the minimum degree requirements for an ASU degree if they have been counted toward the minimum requirements for a previously-awarded degree.

Certain types of graduate credits **cannot** be transferred to ASU, including credits awarded (as follows):

- By post-secondary institutions that lack candidate status or accreditation by a regional accrediting association.
- For life experience.
- For courses taken at non-collegiate institutions (e.g., government agencies, corporations, and industrial firms).
- For courses, workshops, and seminars offered by other postsecondary institutions as part of continuing education programs.
- For extension courses.
- Prior to the posting of a bachelor's degree.

Academic credits earned at other institutions that base their credit calculation on a different scale from ASU's are subject to conversion before inclusion on a Plan of Study. **In all cases, the inclusion of transfer courses on a Plan of Study is subject to approval by the degree program as well as the Office of Graduate Education and Vice Provost.**

Students who wish to apply for transfer credit or credit taken prior to admission must submit a petition to the Eson College Standards Committee, available through your academic advisor.

Plan of Study

The Plan of Study (POS) is a document that specifies a student's plan for taking course requirements in completing a degree. It is submitted and revised electronically via ASU's interactive plan of study system (iPOS). In order to facilitate degree completion and shorten time to degree, graduate students with regular status must submit their iPOS by the time they have enrolled for 50 percent of the minimum credit hours required towards their degree program. Once completed and approved by the appropriate academic personnel, the iPOS becomes a contract between the University and student, guiding the student in completing degree requirements. Complete information for completing and submitting the iPOS can be found at the following link: [How to submit your Plan of Study \(iPOS\)](#)

As early as completing one semester as a degree-seeking student, graduate students are encouraged to complete their interactive Program of Study (iPOS) and submit it for approval to the Edson College Graduate Program office.

- Students can complete the iPOS by visiting their “MyASU” page and selecting the link for “Program of Study.”
- This process will provide the opportunity to select transfer courses and previous degrees to include towards a degree. Please note that all transfer courses require approval by the Edson College through petition. Please refer to the section on Transfer Credit.
- Courses numbered 500 or higher are graduate level courses. Core courses required by the graduate degree programs and graduate certificates must be 500-level or above.
- Students may not include on their Plan of Study any credit hours that have been applied towards a previously awarded degree.
- Students must submit their iPOS for approval by the program directors.
- Approved iPOS must be forwarded to the Office of Graduate Education. Upon approval by the Graduate College, the iPOS is forwarded to the University Graduation Office for final approval.
- All degree-seeking students must have an approved iPOS on file at least one semester before graduation with the Office of Graduate Education to be eligible to apply for graduation.

Grades

Grades are a reflection of the work and accomplishments of a student in an academic program. Grading guidelines for the graduate programs represented in this handbook allow for a student to earn a grade of “C” in individual courses/assignments. However, an overall GPA of 3.0 is required in the graduate programs. Students whose overall GPA falls below 3.0 are considered on probation and are in danger of failing their program (see Student Progression) in addition to recommendations for withdrawal or dismissal from the program.

Most of the degree programs represented in this handbook use the following grading scale for individual programs; however, individual faculty may use another scale. Please make sure to review the syllabus to determine the appropriate grade scale.

Grading Scale

Letter Grade	Percentage	Grade Point
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
E	59 or below course repeat	0.0

A grade of “W” is given whenever a student officially withdraws from a course.

Incomplete Grades

The grade of “I” (Incomplete) can only be given when a student, who is doing otherwise acceptable work, is unable to complete a course because of illness or other conditions beyond his/her control. Upon arrangement with the instructor (the instructor must agree with the incomplete grade), the student’s agreement for completion of the course requirements is recorded on the Request for Grade of Incomplete form. The form for this can be found at this link: [Incomplete Grade Request](#). If an “I” is documented for a course, the student is not required to re-register or pay fees to complete the course.

A student has up to one calendar year from the date the grade of "I" is recorded to complete the course. When s/he completes the course, the instructor submits a grade change request to the University Registrar's Office. If a student earns an "I" in a graduate course (500-level or above) the "I" grade will become a permanent part of his/her transcript if s/he does not complete the course within one year, and s/he will have to re-register and pay fees to repeat the course for credit. If a student has an “I” they will be unable to graduate or participate in graduation ceremonies.

A student who requests a grade of incomplete “I” must complete the following steps:

- Submit a request for a grade of incomplete to the instructor of the course.

- Submit the instructor-approved (signed) form to the Graduate Program Office by faxing, scanning/emailing, or mailing. **This contract must be received by the Graduate Program Office no later than 10 business days prior to the last day of classes.**
- Keep a copy of the final contract (signed by student, instructor and program director).
- Notify the Graduate Program Office upon fulfillment of the contract.
- Many courses are pre-requisites for progression in the program. If a student's incomplete grade postpones his/her scheduled progression in the program, the student must contact the Graduate Program Office immediately to determine how to proceed.
- Unfinished work must be completed with the same instructor except under extenuating circumstances.
- The student must complete the course prior to the stated date on the contract to remove the incomplete grade. If no date is specified on the contract, the student has a maximum of one calendar year from the date the grade of "I" is recorded before the system converts it to a permanent "I."
- After one calendar year the grade "I" will become a permanent part of the transcript. To repeat the course for credit, a student must re-register and pay the required fees. The grade for the repeated course will appear on the transcript but will not replace the permanent "I." **Students with incomplete contracts filed in the Graduate Education and Advanced Practice Program office may not file for an incomplete in another course until the previous contract is fulfilled, course requirements are met, and change of grade submitted.**

Note: an incomplete grade does not maintain a student's registration. In order to have continuous enrollment in a degree program, a student must enroll in at least one course each Fall and Spring semester.

Student Progression

Graduate students are expected to make systematic progress towards completion of their degree. This progress includes meeting the conditions listed below (i.e. maintaining satisfactory progress within each of the programs' sessions or semesters). If students fail to meet the requirements of their degree program and/or the benchmarks outlined below, the degree program may recommend withdrawal of the student to the Office of Graduate Education and Vice Provost. The Vice Provost of the Office of Graduate Education makes the final determination.

- Maintain a minimum of 3.0 GPA both on iPOS and Graduate GPA per academic session. If either GPA falls below 3.0 (including the first term in the program), the student must develop an academic performance improvement plan that includes the conditions for making satisfactory academic progress in their degree program by the completion of the next session. This plan must be approved by the program's Director. The student is considered to be on academic probation until the conditions specified in the academic performance improvement plan are met and both GPA's are at or above 3.0. If satisfactory academic progress is not met by the next session, the student may be recommended for withdrawal or dismissal.
- Meet all requirements of the graduate degree program.
- Meet the maximum time limit for graduation from the student's graduate degree program, which is six years for master's degrees and six years for graduate certificates.

Program Progression Requirements

- A. A student who has been admitted to one of the programs found in this handbook with either regular or provisional admission status:
 1. Must maintain a 3.0 or higher grade point average (GPA) in all work taken for graduate credit (courses numbered 500 or higher) assessed according to the 7.5 week session schedule or semester schedule.
 2. May not earn a grade below a "C" in a required course (including required electives) in the student's approved program of study (iPOS).
- B. A student will be placed on academic probation, if one or more of the following apply:
 1. A student's iPOS or Graduate GPA falls below 3.0 in any session or semester.
 2. The student receives a grade of "C" or below in any course on the approved program of study.
 3. Progression restrictions include:
 - Bringing all of the GPA's listed above to 3.0 or better by the time the next term's hours are completed in the student's approved program of study. If the student is on probation for reason (A.1) above, only courses that are for letter grade (no pass-fail or "Z" graded courses) can be used to raise the overall GPA.
 - Receiving a grade of less than a "C" (70%) in any graduate course in a student's program of study prevents the student from progressing in his/her program of study. Graduate courses in which a grade of less than a "C" (70%) is earned must be repeated in the next regular academic term during which the course is offered. Graduate courses may be repeated

only once. A petition must be filed with the Graduate Program Office requesting permission to retake the course during the next academic term during which the course is offered. Permission will be granted based on the space available in the course.

- The student must revise and re-file his/her program of study to reflect changes related to unsatisfactory progression and the retake of a course.
- The complete Graduate College policy on Maintaining Academic Progression Toward Degree Completion can be found on the ASU Graduate College [website](#).

C. A student may be recommended for withdrawal from his/her program of study if one or more of the following apply:

1. The student fails to increase all of the GPA's listed above to 3.0 or better by the time they complete the next term in the student's program of study per section B.1 above.
2. The student fails to receive a "C" (70%) or better after repeating a Graduate course in which they have received a grade below "C" per section B.2 above.
3. If a student is unable to meet the timeline specified in academic probation, the Standards Committee upon recommendation from the specialty coordinator and relevant Program Director, may recommend to the Office of Graduate Education the withdrawal of a student from the program for academic reasons. The Standards Committee will recommend withdrawal of a student for professional reasons under the following conditions (a student may be recommended for withdrawal upon the occurrence of a single violation under this section):
 - Conduct prohibited by the Arizona Board of Regents Student Code of Conduct can be found at this link: [Student Code of Conduct](#)
 - Periods of absence during a semester without the endorsement of the student's graduate advisor. If an iPOS must be interrupted for one semester, the student must apply for a leave of absence. This leave status, endorsed by the student's graduate advisor and the program director, must be approved by the Dean of the Graduate College following the proper procedure for making this request. This request must be filed and approved no later than the last day of registration in the semester of anticipated leave.
 - Seriously compromising the relations of the Program with the public.
 - Breaches of ethical judgment or professional responsibility.
 - Serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare.
4. Any student who violates the Academic Integrity Policy of the university may be recommended for withdrawal from their program of study. Violations of academic integrity include, but are not limited to cheating, fabrication, tampering, plagiarism, or facilitating such activities. The Academic Integrity Policy can be found at this link: [Student Academic Integrity Policy](#)

Appealing a Course Grade: Students receiving a grade of less than “C” (70%) in a required graduate course can appeal the grade through the Edson College Grievance Procedure. Students have five business days from the posting of the grade in question to begin the grievance process.

Program Withdrawal: Voluntary Withdrawal: Students may voluntarily withdraw from a program at any time using the voluntary withdrawal form for Graduate education. Program fees, tuition, and financial aid reimbursements are subject to the policies of the program and the Office of Graduate Education’s policies. The drop/add policies regarding voluntary withdrawal and types of withdrawal can be found at this link: [Drop/Add and Withdrawal](#)

Dismissal: Students who have been recommended by their program to the Office of Graduate Education for dismissal from their program can appeal this decision to the Graduate Program Office within the Edson College. If the recommendation to dismiss the student is upheld by the appeals’ body of this office, the student can appeal the decision to the Edson College Dean’s Office. The Graduate policies on satisfactory academic progress can be found on the ASU Graduate College [website](#).

Incomplete Grades: A student who does not fulfill the requirements of an incomplete contract by the date approved on the contract, and who is still within the one-year limit required to complete the contract, must petition to draw up a new contract. If the one calendar year limit set by the University has been passed, the “I” will become a permanent part of the transcript and the student is not allowed to complete the course work as specified on the “Incomplete Form.”

Continuous Enrollment and Leave of Absence Policies

Once admitted to a graduate degree program, master’s level students (degree and certificate) must be registered for a minimum of one credit hour (not audit) during all phases of their graduate education. This includes periods when they are engaged in research, working on or defending theses, taking Graduate Foreign Language exams or in any other way using university facilities or faculty time including the term in which they graduate. This credit must appear on the Plan of Study or must be an appropriate graduate-level course (e.g. 595, 695, or 795, Continuing Registration). Courses with grades of "W" and "X" are not considered valid registration for continuous enrollment purposes.

Students planning to discontinue enrollment for a semester or more must request approval for a leave of absence. Student may petition the Office of Graduate Education for a leave of absence for a maximum of two semesters during their entire program. A petition for a leave of absence, endorsed by the members of the student's supervisory committee and the head of the academic unit, must be approved by the Office of Graduate Education and the Vice Provost. This request must be filed and approved before the anticipated absence.

An approved leave of absence will enable students to re-enter their program without re-applying to the university. Students who do not enroll for a Fall or Spring semester without an approved leave of absence by the Office of Graduate Education are considered withdrawn from the university under the assumption that they have decided to discontinue their program. Students removed for this reason may reapply for admission to resume their degree program; the application will be considered along with all other new applications to the degree program.

A student on leave is not required to pay fees, but in turn is not permitted to place any demands on university faculty or use any university resources.

Change in Degree

A student who wishes to switch degree programs (i.e. Master of Science, Clinical Research Management to Master of Healthcare Innovation) must submit a new application to the Graduate College AND a new supplemental application to the Edson College of Nursing and Health Innovation for consideration in the next admissions cycle. The student's application will be treated with the same consideration as all other applications, and the student may be selected for admission based on merit and space available.

- If a student is selected for admission to a new degree program, s/he must submit a choose form found on the student's MyASU page found at this link: [Changes to Admission Requirements](#)
This form does not withdraw the student from his/her courses. If the student wishes to do so, s/he must review the current complete withdrawal policies through the Registrar's Office.
- Degree changes require the completion and approval of a new interactive program of study (iPOS).

Registration, Drop/Add and Withdrawal

Calendar: Please refer to the current Registrar's Academic Calendar for all Registration and Withdrawal deadlines found at this link: [Academic Calendar](#)

Schedule of Classes and Course Catalog: Please refer to the Schedule of Classes to learn about class schedules and availability, and the Course Catalog to learn about co and pre-requisite courses found at this link: [Academic Catalog](#)

Policies: Please refer to the Registrar's website for the most up to date policies on course registration and withdrawal found at this link: [University Registrar Services](#)

Graduation and Convocation

Application for Graduation

Information regarding applications for graduation can be found at [Applying for Graduation](#).

If a student is graduating in...	The application deadline is...
Fall or Winter	October 1
Spring	February 15
Summer	June 15

Note: If an application deadline falls on a weekend or holiday, the deadline will be extended to the next business day.

To ensure that an individual's name appears in the ASU commencement book and to avoid paying a late fee, the application must be received by the appropriate deadline. Summer and Winter graduate names appear in the Fall commencement book.

Posting of Graduate Certificate to Transcripts

The student will be eligible for the official posting of the graduate certificate to their transcripts when all applicable coursework has been successfully completed and the scholarship requirements of the Office of Graduate Education have been met.

Convocation

The Edson College of Nursing and Health Innovation holds its own convocation program in conjunction with Fall and Spring Commencement. The office of the Associate Dean for Academic Affairs sends required information to potential graduates early in the semester of graduation. Students who have met all university and college degree requirements are encouraged to participate. It is the student's responsibility to adhere to the Convocation timelines.

Exit and Alumni Surveys

Every year, the Edson College of Nursing and Health Innovation evaluates data obtained from three surveys provided by the University Office of Evaluation and Educational Effectiveness. In

their last semester, students are requested to evaluate the curriculum of their degree. They are also asked where they will be employed, clinical area of practice, professional activities and career goals upon graduation. Much of the same information is requested in the recent graduate and alumni surveys, which is sent to students who have already graduated from the program. These are completed at 3-6 months and 3 years post-graduation, respectively. All surveys provide information to help the Edson College plan for future students and strengthen the programs and certificates. All responses remain confidential and are reported only in aggregate form.

Petitions/Grievances

Some petition and grievance processes are applicable only to policies of the Edson College of Nursing and Health Innovation while others also require the approval of the Office of Graduate Education. Students should contact the Graduate Program Office to determine what petitions must be submitted for their particular requests.

Petitions to the Office of Graduate Education

The Graduate College accepts petitions via the interactive Program of Study (iPOS). Please refer to the Graduate College website for the most current information:

<https://graduate.asu.edu/policies-procedures>.

Petitions to the Edson College of Nursing and Health Innovation

A petition within the Edson College of Nursing and Health Innovation is a formal request initiated by a student and submitted to the Edson College Standards Committee when approval is needed for curricular adjustment, a change from part-time to full-time status, or vice-versa, an overload of semester hours, readmission to program, or similar circumstances. A petition is required because these requests reflect a deviation from the University and/or Edson College standards. The Standards Committee acts on all petitions.

Please see Appendix B regarding the petition process and required form.

Action on Petitions

- Students petitioning for a change in University requirements will have their petitions reviewed by the Edson College of Nursing and Health Innovation Standards Committee. The Standards Committee will make a recommendation to the University Standards Committee. The University Standards Committee makes the final decision.
- Students petitioning a non-university request will be acted on by the Edson College Standards Committee.

Petition results will be mailed; results will not be given over the telephone. If the petition results are needed quickly, see the advisor the day after the Standards Committee meeting; bring your picture identification with you.

Students have the right to appeal all Edson College of Nursing and Health Innovation Standards Committee decisions. Appeals must be made in writing and include additional information to warrant Committee reconsideration. If the student wishes to be present during the Committee discussion, this request should be included in the written appeal. The appeal must be submitted within 5 business days following the decision to the Edson College Student Services Office on the Downtown campus.

Grievances

Please see Appendix B for the Student Academic Grievance Process Policy and Procedure.

Please see Appendix C for the Student Academic Grievance Documents.

Learning Resources

Writing Center – ASU Writing Centers provide a dynamic, supportive learning environment employing tutors from many majors who help students hone their skills and gain confidence at any stage of the writing process. Writing tutors help you: explore, plan, and develop ideas; organize and structure your paper; integrate and cite sources; and write, revise, edit and proofread.

Schedule an online writing tutoring at: [Writing Centers](#). If you have questions or need assistance scheduling an appointment please call 602-496-0354.

Student Success – The Student Success Centers offer free academic support resources for all students including tutoring, Supplemental Instruction (SI-structured study groups), peer mentoring through the Success Team Leaders. Online students can take advantage of FREE online tutoring Sunday-Thursday. For information on the courses offered or to log into a tutoring session visit: [Online Tutoring](#). If you have any questions, please call (480) 965-9072.

ASU Libraries – provide access to electronic journals, electronic books, and research databases online. Library support is available 24/7 through [Ask a Librarian](#). Check out the Library Guide developed for online students: [Library Resources for ASU Online Students](#)

Downtown Phoenix Campus Library: The Downtown Phoenix Campus Library is located in the basement level of the University Center Building. This library provides access to research resources focusing on materials of particular interest to majors in the anchor fields taught at the Downtown campus: health innovation, nursing, public administration, social work, tourism management, etc.

Nursing books and periodicals are located in the lower level of the UCENT building.

Hayden Library on the Tempe campus: The main library houses the largest multi-disciplinary collection. In addition to the open stack areas, separate collections and service areas include Curriculum, Government Documents, Interlibrary Loan, Microforms, Reference, Reserve, Rare Books and the Arizona Collection, including the papers of several major Arizona political figures.

Noble Science and Engineering Library on the Tempe campus: Opened in 1983, this major branch library houses books, journals, and microforms in the sciences and geography, the Solar Energy Collection and the Map Collection.

Bookstore – The ASU bookstore downtown is located in the University Center Building on the first floor. Textbooks are available and listed by course number. The bookstore also provides general books, clothing, school supplies and gift items.

Appendix A – MHI, CRM, CRM(RS), and RS Programs

Upon completion in the **Master of Healthcare Innovation** program, the graduate will be able to:

1. Formulate an innovative healthcare proposal, critically appraise existing processes through diffusion of innovations in complex systems, search for the best evidence specific to an innovation, make recommendations to facilitate effective diffusion, adoption of innovations and evaluate feasibility.
2. Address healthcare issues complexity, rapid change by generating and evaluating the application principles of effective innovation management.
3. Utilize effective strategies to mentor other healthcare providers in innovation using adult learning and system change principles.
4. Design a plan for dissemination of information specific to innovation through a) policy making, b) financing, c) outcomes measurement, d) mass communication.
5. Utilize skills in designing, implementing, and evaluating innovative projects / processes.
6. Promote and emulate behaviors supportive of innovation from an evidence and value-based perspective.
7. Demonstrate mastery of the ability to lead the transformation of traditional organizational cultures into a culture of innovation.

Upon completion of the **Master of Clinical Research Management** and CRM(RS) programs, students will be able to:

1. Design a clinical trial project management plan including components for development, implementation, and evaluation of the plan.
2. Formulate an evidence-based quality improvement process plan through a critical assessment of the clinical trials process.
3. Synthesize, apply clinical research project management principles, regulations and best practices in solving common operational and implementation issues.
4. Develop a detailed marketing plan for site and subject recruitment, enrollment and retention.
5. Compile a detailed operational clinical trial budget that includes billing, expenditure tracking and cash flow analysis.
6. Devise a detailed operational implementation timeline including procedures for study initiation, monitoring, FDA reporting, auditing and study closure.
7. Plan an innovative clinical research development project that includes technology as a tool in advancing healthcare, and the potential impact on healthcare policy.
8. Design a clinical trial, including a detailed research protocol, IRB application, study operations manual, clinical research data management and analysis plan.
9. Develop a clinical research data management and analysis plan to include a budget, management information system, data entry system, statistical analysis plan, and data storage.

Upon completion of the **Master of Science in Regulatory Science** students will be able to:

1. Discuss the historical activities and framework that led to the regulation of drugs and biologics by the FDA in the US and the roles and responsibilities of the institutions involved in the development of drugs.
2. Apply current good manufacturing practices (CGMPs), quality control, and applicable regulations to the manufacturing of drugs and biologics.
3. Apply good clinical practices (GCPs) and FDA regulations to the different phases of clinical trials.
4. Summarize the processes that must be followed for the approval, marketing and post-approval of a drug including safety reporting.
5. Appraise current global initiatives and issue impacting the approval and regulation of drugs and biologics.
6. Compare and contrast United States, European Union, Japan, China and emerging countries' regulations, approval process, country requirements, and culture related to the drug development and approval of new drugs.

Appendix B – Petition Process

Petition forms are available on the Edson College website:

<https://nursingandhealth.asu.edu/student-life/current-students>

Petitions are initiated by students with the assistance of their advisor. It is the student's responsibility to see that the petition is a representation of self and the special situation. If the request is not accurate and/or complete, the petition will not be reviewed by the Standards Committee. Please include the following:

- Sign completed petition form.
- Attach supporting documentation as directed by advisor; e.g., a copy of a course description from another catalog or another college, and/or course syllabus or a letter from the course instructor.
- Submit completed petition with attachments and appropriate signatures to the Graduate Program Office on the Downtown campus.

Please follow these instructions for submitting a petition to the Edson College of Nursing and Health Innovation Standards Committee.

1. Use one form for each request.
2. Make sure the form is legible. Typed is preferred.
3. Complete all required information on the front of the form. Be sure to include a current contact address and telephone number.
4. Select a "Petition Request" that best fits your submission. The most common reasons for a petition are listed. If your reason does not appear, check with your advisor before entering a reason under "Other."
5. Instructor/Faculty signature is required.
6. PROVIDE RATIONALE FOR REQUEST: This is very important if you have failed a course, are requesting re-enrollment, or requesting part-time status. On a separate page, you should include the following.
 - Why you think your petition should be approved.
 - What documentation you have attached in support of your petition.
 - What you plan to do to support a positive outcome of the petition.
7. Attach all supporting documentation with the petition. Incomplete documentation will result in delay or denial of your petition. Documentation may include:
 - Transcripts
 - Syllabi
 - Course descriptions from catalogs
 - Documentation of return to health or work
 - Letters of support
8. Submit completed form with attached documentation to your academic advisor.
9. DECISION NOTIFICATION: Students will be notified in writing within one week of the action taken on their petition. If the petition requires action that cannot wait until receipt of a copy, the Chair of the Standards committee will designate someone to contact the student. Results will NOT be provided over the phone.

Appendix C – Grievance Process Policy and Procedure

SUBJECT: Student Academic Grievance Process Policy and Procedure.

POLICY: It is the policy of the Edson College of Nursing and Health Innovation to provide informal and formal mechanisms to facilitate the systematic review and resolution of student academic grievances.

Allegations of academic dishonesty are subject to review under the ASU Academic Integrity Policy. Further information is available at this link: [Student Academic Integrity Policy](#)

Allegations of scientific misconduct are subject to review under ASU Policy RSP210: Misconduct in Research in the Research and Sponsored Projects Policies and Procedures Manual. Further information is available at this link: [Research and Sponsored Projects Manual \(RSP\)](#)

Allegations of discrimination are directed to the Office of Student Rights and Responsibilities. Further information is available at this link: [Title IX Statement](#)

GLOSSARY:

1. Advocate: An individual chosen by either the Aggrieved Student and/or the Faculty Member(s) involved in the Academic Grievance who assists in the preparation of materials.
2. Academic Grievance: A concern or claim based upon an event or condition allegedly resulting from unfair application of Edson College policies and procedures.
3. Academic Grievance Committee: A Edson College committee elected for the purpose of facilitating the resolution of formal grievances.
4. Aggrieved Student: A student enrolled in a Edson College academic program who perceives an event or condition allegedly resulting from unfair application of Edson College policies and procedures.
5. Day: University business day excluding Saturday, Sunday, or any officially recognized university holiday.
6. Faculty Member(s): The Faculty Member(s) against whom the alleged Academic Grievance has been filed.
7. Faculty Representatives: Faculty members elected by a vote of the Edson College Faculty Assembly to serve on the Academic Grievance Committee for one academic year.
8. Material Facts: Evidence that serves to support and/or refute the alleged Academic Grievance.
9. Ombudsperson: A faculty member appointed by the Dean for an academic year or more who serves as an impartial fact-finder and problem-solver for the Aggrieved Student. There is one ombudsperson appointed for each campus (3) as a resource for students on that campus and a faculty member appointed by the Dean to serve as resource for the involved Faculty Member(s) on any of the campuses. The ombudspersons have no power

to reverse or change decisions but, with conciliation skills, help to expedite the Student Academic Grievance Process.

10. Right to Discovery: Permits the Aggrieved Student or the Faculty Member(s) full disclosure and access to all material facts needed to prepare for the formal grievance procedures.
11. Session (also referred to as a semester or term): An academic time period beginning with the first day of classes and ending with the last day of examinations on the campus where the Aggrieved Student is enrolled at the time when the Academic Grievance is filed.
12. Student Representatives: Students selected by the Board of Directors of a recognized Edson College student organization to serve on the Academic Grievance Committee for a period of one academic year.
13. Supporting Individual(s): Person(s) selected by the Aggrieved Student and/or the Faculty
14. Member(s) to provide material facts on behalf of the Aggrieved Student and/or the Faculty Member(s).

PROCEDURE:

I. Introduction

- a. The Academic Grievance Process of the Edson College consists of both an Informal and Formal Procedure. The Aggrieved Student who has a concern or claim based upon an event or condition allegedly resulting from unfair application of Edson College policies and/or procedures has the right to question the application through the process established for this purpose.
- b. The Aggrieved Student may choose to file either an Informal or Formal Grievance. While there is no required order, the Aggrieved Student and Faculty Member(s) are encouraged to try to resolve the concern in the least adversarial way possible.
- c. The Aggrieved Student may terminate an Academic Grievance at any time by submitting a written request to the Associate Dean for Academic Affairs. If such a decision is reached by the Aggrieved Student, the Faculty Member(s), Chair of the Academic Grievance Committee and appropriate Academic Program Director will be immediately notified in writing of the termination of the Academic Grievance.

II. Student Academic Grievance: Informal Procedure

- a. Step 1: Aggrieved Student prepares and submits the Academic Communication Form (Appendix F) to the Faculty Member(s) requesting a meeting to be held within 5 days from the occurrence of the Academic Grievance.
- b. Step 2: Faculty Member(s) and Aggrieved Student meet in an attempt to resolve the Academic Grievance. In the context of the meeting:
 - i. The Aggrieved Student is responsible for providing evidence, if any, and reasons in support of the Academic Grievance.
 - ii. The Faculty Member(s) is obliged to review the material(s) presented and respond to the evidence and reasons presented.
 - iii. If the Academic Grievance is resolved, the Academic Communication Form is signed by both parties and forwarded to the Associate Dean for Academic Affairs, concluding the Informal Grievance process.

- III. Step 3: If the Academic Grievance is not resolved, the Aggrieved Student may appeal to the appropriate Academic Program Director by forwarding the Academic Communication Form (Appendix F) and requesting a meeting to be held within 10 days of the completion of Step 2.
 - a. The appropriate Academic Program Director may elect to confer with the Faculty Member(s) in advance of the scheduled meeting with the Aggrieved Student.

- IV. Step 4: The Aggrieved Student and the appropriate Academic Program Director meet. In the context of the meeting with the Aggrieved Student:
 - a. The Aggrieved Student is responsible for providing evidence, if any, and reasons in support of the Academic Grievance.
 - b. The appropriate Academic Program Director is obliged to review the material(s) presented and respond to the evidence and reasons presented.
 - c. No change in action taken by Faculty Member occurs at this point. Academic Program Director confers with faculty member(s) if unable to resolve the informal grievance with the Aggrieved Student.
 - d. If the Academic Grievance is resolved, the Academic Communication Form (Appendix F) is signed by both parties and forwarded to the Associate Dean for Academic Affairs concluding the informal process.

- V. Step 5: If the Academic Grievance is not resolved, the Aggrieved Student may appeal to the Associate Dean for Academic Affairs with submission of the Statement of Academic Grievance Form (Appendix F) within ten (10) days of the completion of Step 4.
 - a. Associate Dean for Academic Affairs will advise the Aggrieved Student of the protocol for the Formal Grievance Procedure.
 - b. Aggrieved Student may initiate the Formal Grievance Procedure but must do so within thirty (30) days of the occurrence of the Academic Grievance.
 - i. Either the Formal Grievance Procedure is initiated or the Informal Grievance Procedure is concluded.

Statement of Grievance (F-232)

Student's request to the Edson College of Nursing and Health Innovation Grievance Committee.

Aggrieved Person's Name: _____ Date _____

Address: _____ Telephone: _____

Program: _____ Course No. & Title: _____

I. A concise statement of the grievance and date of occurrence, and what the student(s) would like to have done.

II. Name and position of party (parties) against whom the grievance is submitted:

III. Names of faculty contacted by the student, as outlined in the informal process:

1. _____ Date _____

2. _____ Date _____

3. _____ Date _____

4. _____ Date _____

5. _____ Date _____

I agree to appear personally at the formal grievance procedure meetings at the time(s) and place(s) mutually agreed upon.

Signature of Student: _____ Date: _____

Statement of Grievance (F-232)

Statement of Impartiality

I, the undersigned, attest impartiality concerning both parties to the grievance and to the complaint to be heard.

NAME: _____

SIGNATURE: _____

DATE: _____

Statement of Confidentiality

I, the undersigned, agree to keep confidential all matters pertaining to the grievance unless otherwise required by law.

NAME: _____

SIGNATURE: _____

DATE: _____

Academic Grievance Committee Structure

I. Membership

A. Active

Member	#	Voice	Vote	Selection	Attendance
Chair	1	Yes	To Break Tie	Elected	Required
Faculty	2	Yes	Yes	Elected	Required
Student	2	Yes	Yes	Appointed ¹	Required
Staff Support	1	No	No	Appointed ²	Required

¹Appointed by Board of Directors of a recognized Edson College student government organization

² Appointed by Associated Dean Academic Affairs

B. Limited

Member	#	Voice	Vote	Selection	Attendance
Supporting Individual(s)	1	Yes	No	Selection by parties	Limited

³ Selected by the Aggrieved Student and/or Faculty Member(s)

C. Observers only

Member	#	Voice	Vote	Selection	Attendance
Advocate	1	No	No	Selected ³	Optional
Ombudsperson	1	No	No	Appointed ⁴	Optional

³ Selected by the Aggrieved Student and/or Faculty Member(s)

⁴ Appointed by the Dean

II. Parameters

- A. The Academic Grievance Committee is a standing Edson College committee consisting of three (3) faculty members elected to serve for one academic year. One faculty member serves as Chair, one represents the undergraduate program and one represents the graduate program, one of whom is a tenured faculty member. Faculty members must have been on the faculty of the Edson College for at least one academic year.

- B. The Academic Grievance Committee will consist of two (2) student members, appointed to serve for one academic year. Student members will be appointed by the Board of Directors of a recognized Edson College student organization representing undergraduate and/or graduate students. To avoid conflict of interest, the student member should, when possible, be from a different campus than the Aggrieved Student (for undergraduates) and/or from a different specialty concentration area (for graduate students).

Arizona State University

Edson College of Nursing and Health Innovation

Appendix E Grievance Committee Recommendation

Date of Grievance Committee Deliberations:_____

Grievance Initiated By:

Grievance Against:

Name:_____

Name:_____

ID#:_____

ID#:_____

Address:_____

Address:_____

Phone #:_____

Phone #:_____

(If additional room needed, use back of form)

(If additional room needed, use back of form)

1. _____

1. _____

2. _____

2. _____

3. _____

4. _____

5. _____

A. Concise Statement of the Problem/Dispute:

B. Recommendations of the Committee:

C. Distribute To:

D. A quorum of three (3) active members is required to conduct an Academic Grievance Committee hearing. Of the three (3) members, the Chair or designee, at least one (1) faculty member and at least one (1) student member must be present.

III. Ethical Considerations

A. All members of the Academic Grievance Committee will exercise professional discretion in the dissemination of information that relates to the assertions, findings, recommendations and ultimate resolution of an Academic Grievance.

- B. All information related to an Academic Grievance is considered confidential unless disclosure is otherwise required by law.
- C. All parties in an Academic Grievance have the right to fair treatment during and following initiation of the Academic Grievance process.

IV. Protocol

- A. The Chair of the Formal Grievance Committee will preside over and conduct the hearing and rule on all matters of procedure, including the submission of evidence for consideration. Prior to the day of the meeting, the Chair of the Academic Grievance Committee may grant a postponement upon written request of either party or determination of good cause for postponement by the Chair.
- B. The hearing will be conducted as a closed meeting and will be attended by (1) a quorum of the Academic Grievance Committee; (2) a staff support person selected by the Academic Grievance Committee Chair in advance of the meeting; (3) all parties to the alleged Academic Grievance, and their Advocates, if applicable; and (4) supporting individuals (during the presentation of their supporting data only).
- C. All persons attending the hearing will conduct themselves in an orderly and respectful manner.
- D. An audiotape recording will be made of the proceedings and will be kept locked in a confidential file for use by the Academic Grievance Committee and the Dean as needed. The audiotape is the property of the Edson College. A copy may be provided to the Aggrieved Student upon written request. The audiotape will be destroyed after two years from the date of the final decision.

V. Proceedings

- A. The Chair of the Academic Grievance Committee shall make an introductory statement that includes: (1) a statement of purpose; (2) an introduction of all meeting participants, including the identification of their respective roles; (3) the protocol for the conduction of the meeting; and (4) the identification and order of individuals permitted to speak on behalf of the Aggrieved Student and/or Faculty Member(s).
- B. The Chair will read the Statement of the Grievance submitted by the Aggrieved Student.
- C. The Chair will ask the Aggrieved Student whether he/she accepts or rejects the Statement of Academic Grievance as accurate.

- D. The Aggrieved Student will accept or reject the Statement of Academic Grievance as read by the Chairperson
- E. The Aggrieved Student will make an opening statement and provide relevant data in support of the Academic Grievance in writing and through oral testimony of supporting individuals or presentation of other evidence. The opening statement is limited to five (5) minutes.
- F. The Faculty Member(s) shall make an opening statement and shall provide relevant data in support of the Faculty Member(s) decision in writing and through oral testimony of supporting individuals or presentation of other evidence. The opening statement is limited to five (5) minutes.
- G. The Aggrieved Student is provided an opportunity to offer a rebuttal statement, limited to five (5) minutes.
- H. The Chair of the Academic Grievance Committee has the authority to limit the presentation of repetitive evidence by any party at his/her discretion. The Chair may recognize committee members at any time for the purpose of asking questions for clarification.
- I. On completion of the presentation of evidence, the Aggrieved Student and the Faculty Member(s) will present a summary statement to the Committee. The Aggrieved Student will open the summary statements. The Aggrieved Student has the opportunity to give the last closing summary statement. Each summary statement is limited to five (5) minutes.
- J. On completion of the summary statements, the Chair will dismiss all parties to the Academic Grievance and observers.
- K. The Academic Grievance Committee will deliberate and formulate its recommendations.
- L. The Grievance Committee Recommendations will be submitted to the Dean or designee thereby concluding the charge to the Academic Grievance Committee.