

KUMC Student Handbook

School of Allied Health

University of Kansas Medical Center
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[Phone directory listing for the School of Allied Health](#)

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Administrative Staff

Outside Campus Dialing is (913) 588-XXXX
KUMC On-Campus Dialing: Dial 8 and 4 digit extension

ChancellorRobert Hemenway, PHD
Executive Vice Chancellor and Dean, School of Medicine.....Barbara F. Atkinson, MD

School of Allied Health Directory

Office of the Dean8-5235

Senior Vice Chancellor of Academic and Student Affairs, and Dean, School of Allied HealthKaren L. Miller, PHD
Assistant Dean for Administration...Lou Loescher-Junge, PT, MA
Executive AssistantSandi Sanchez
Special Projects Coordinator.....Jennifer Keeton
Administrative Assistant.....Lisa Erter

Student Affairs Office

Student Affairs Coordinator.....Moffett Ferguson.....8-5277
Advising and Recruitment Coordinator.....Sara Keenan.....8-2729

Business Affairs Office

Administrative OfficerDwayne Boettcher.....8-5277
Administrative Assistant.....Teri Cisneros.....8-1722

Outreach

DirectorKen Davis

Departments and Programs

Cytotechnology
Marilee Means, PHD, Program Director..... 8-1175

Clinical Laboratory Sciences
Venus Ward, PHD, Chairperson 8-0154

Diagnostic Cardiac Sonography
Mary Chivington, BS, RDCS, RVT and William P. Hudson, BA, RDMS, RDCS, RVT,

Program Directors.....8-9643; 8-3970

Diagnostic Ultrasound

Candace Spalding, RDMS, RVT, RT, Program Director..... 8-6802

Dietetics and Nutrition

Debra Sullivan, PHD, Chairperson 8-5355

Hearing and Speech

John Ferraro, PHD, Chairperson8-5937

Health Information Management

Karl Koob, MMIS, RHIA, Chairperson 8-2423

Nuclear Medicine Technology

Tina R. Crain, MS, CNMT, RT, Program Director8-6858

Nurse Anesthesia Education

Carol Elliott, CRNA, MPA, Chairperson..... 8-6612

Occupational Therapy Education

Winnie Dunn, PHD, Chairperson..... 8-7195

Physical Therapy and Rehabilitation Sciences

Lisa Stehno-Bittel, PhD, PT, Chairperson..... 8-6799

Respiratory Care Education

Barbara Ludwig, MA, RRT, Chairperson 8-4630

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Letter to New Students

Welcome to the School of Allied Health!

Continuing students, we're glad to have you back with us!

Did you know that allied health professions have been offered at the University of Kansas for well over half a century? Thirty years ago the faculty of the University of Kansas Medical Center voted to reorganize and form three schools: Allied Health, Nursing, and Medicine.

The KU School of Allied Health is one of the largest schools of allied health education in the country, both in number of programs and in number of students. Approximately 75 full time faculty share the responsibility of educating over 450 students with numerous part-time and voluntary faculty. Presently the School of Allied Health (SAH) houses ten departments and 21 academic programs, from certificate to doctorate. The academic

programs in the SAH include: Clinical Laboratory Sciences, Cytotechnology, Diagnostic Ultrasound Technology, Diagnostic Cardiac Sonography, Dietetics and Nutrition, Health Information Management, Hearing and Speech, Nuclear Medicine Technology, Nurse Anesthesia, Occupational Therapy, Physical Therapy and Rehabilitation Sciences, and Respiratory Care.

As you begin or continue your studies in Allied Health, you are joining a large number of people who have, upon completion of their programs, become highly respected practitioners, teachers, researchers and leaders in their respective fields. Programs in the School of Allied Health at the University of Kansas Medical Center are held in high esteem nationally. Faculty are actively involved in research, are leaders in their professional organizations, and are dedicated to your education. The time you spend here in your chosen profession will be challenging. We hope you will also find it stimulating and exciting.

We are delighted that you are here and wish you every success in your academic endeavors.

Sincerely,
Karen L. Miller, PhD, Dean

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Educational Programs

The School of Allied Health along with the School of Medicine, the School of Nursing, and the Office of Graduate Studies comprise the academic units of the University of Kansas Medical Center. The School of Allied Health offers a variety of programs ranging from the certificate through the doctoral level, and is composed of the following departments: Biometry, Clinical Laboratory Sciences, Cytotechnology, Dietetics and Nutrition, Health Information Management, Hearing and Speech, Nurse Anesthesia Education, Occupational Therapy Education, Physical Therapy and Rehabilitation Sciences, and Respiratory Care Education.

The certificate programs include: Diagnostic Cardiac Sonography, Diagnostic Ultrasound Technology, Nuclear Medicine, and a graduate certificate in Dietetics and Nutrition. Academic information about the programs in the School of Allied Health may be obtained directly from the respective departments.

Honors and Awards

Dean's Scholarship

The Dean's Scholarship was created as an award to full-time students who have demonstrated excellence in scholastic accomplishments, professional leadership and commitment to community service. In February/March of each year, each department can

nominate one or two students for a Dean's Scholarship. A student is eligible to be nominated after completion of the fall semester if the student has a 3.5 or greater GPA.

Dean's Diversity Scholarship

The Dean's Diversity Scholarship will be given each Spring semester to a full-time student who meets the prescribed criteria and best exemplifies qualities of success. A minimum requirement for nomination is a 2.5 GPA for an undergraduate and a 3.0 GPA for a graduate student. Students will self-nominate. The SAH Professional Development Committee will screen the applications and may schedule interviews with the top applicants.

Any full-time SAH student may apply if he/she meet two or more of the following:

- Significant life experiences in rural, inner city, or diverse cultural communities
- Bilingual or multilingual abilities
- Success in overcoming financial, social, family, physical or educational hardships
- Success in overcoming adversity due to societal biases
- Demonstrated experience as a successful leader or role-model within multicultural groups
- Demonstrated commitment to underserved populations
- Evidence of a significant contribution to an established diversity initiative, including program development, training, or advocacy

KU Allied Health Alumni Association James P. Cooney Leadership Award

This award, initiated in 1992 in honor of James P. Cooney, Ph. D., Dean of the School of Allied Health from January, 1985 to August, 1991, recognizes a graduating student's outstanding contributions to the profession, community, program and School. Any individual may be nominated in the Spring who is a graduating student or a graduate who met the requirements for the previous Fall graduation from the University of Kansas School of Allied Health, and has displayed a high level of leadership that has had significant impact on the program, profession, community and School.

Dean's List (Honor Roll)

Undergraduate students who are enrolled full-time and have maintained for the semester (Fall, Spring) a minimum 3.5 grade point average are included on the Dean's List. A notation of the honor is recorded on the student's transcript.

Phi Kappa Phi

Undergraduate seniors who rank in the top 5% of the School of Allied Health and graduate students nearing completion of their degree who rank in the top 10% of their class are nominated for membership in the University of Kansas Chapter of Phi Kappa Phi. This Honor Society recognizes academically outstanding students and initiates new members each year in a formal ceremony early in the spring semester.

Louise De Schweinitz Darrow Awards (formerly the KU Medical Center Auxiliary Awards)

The University of Kansas Medical Center Auxiliary generously sponsors awards open to graduate students nearing completion of their degree and undergraduate seniors. These awards are based upon scholarship, leadership potential, and social consciousness. Students nominate themselves in the Spring semester. The nominations are evaluated and scored by the School of Allied Health Professional Development Committee. Awardees are honored at a luncheon given by the Medical Center Auxiliary.

The Stata Norton Distinguished Teaching Award

Current students and faculty in the School of Allied Health are invited to submit nominations for "The Stata Norton Distinguished Teaching Award." Letters of nomination are requested in March. Students who will not be on campus during the Spring semester may submit their nominations early to the Dean's Office. Call Moffett Ferguson (extension 8-5275) for details.

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Student Senate Scholarship

The School of Allied Health Student Senate awards scholarships early in the Spring each year. All undergraduate and graduate students are eligible. The scholarships are awarded based upon academic involvement and achievement, and community service. The Senate will notify students when applications are available.

Academic Policies

The University of Kansas Medical Center has established general guidelines regarding matters of Academic Policy. Each program in the School of Allied Health may have policies and procedures specific to their program. Students are directed to their program areas for more specific information.

Admission - In the School of Allied Health, admission procedures for baccalaureate programs are handled through the office of the chairperson of the sponsoring department. Admission procedures for Allied Health graduate programs are accomplished through the sponsoring department and coordinated by the Office of Graduate Studies and Research.

Registration - Every student (except employees involved in in-service training programs) involved in any education or training program at the Medical Center must be registered either in the Registrar's Office or in the Office of the Division of Continuing Education according to the following guidelines:

- a. Every student involved in a program or course giving academic credit or leading to a degree, diploma, or certificate from the University will register with the Registrar's Office.
- b. Every student involved in an adult or continuing education program that does not award academic credit or lead to a degree, diploma, or certificate will register with the Division of Continuing Education.

Advising and Enrollment - For Allied Health students, advising and enrollment services are provided through the Department in which the student is enrolled. Counseling is available through the Counseling Center, 1st floor Student Center Building at no cost to the student.

Learning Resources and Performance Enhancement - The Student Counseling and Educational Support Services Office offers free assistance with reading comprehension, written expression, identification of learning style differences, note-taking skills, test-taking skills, test anxiety, memory improvement, study strategies, time management and presentation skills. Contact Elvia Brown at extension 8-6580 to make an appointment with Alice Carrot (Learning Specialist) or Connie Hesler (Learning Specialist).

Attendance - The University of Kansas has no policy on class attendance, however, students are responsible for material presented in class and for any announcements made in class regarding changes in schedule, class content, location or similar information. The various departments in the School of Allied Health are allowed to establish their own regulations regarding class attendance and attendance at clinical and community sites. Please see your department's handbook for this information.

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Departmental Policy Information

Each department in the School of Allied Health has responsibilities for informing students in writing about:

1. departmental policies and procedures, including:
 - a. academic standing required for continuation and/or satisfactory completion of the program
 - b. attendance requirements
 - c. dress code
 - d. technical standards
2. expectations for student performance
3. features of academic and nonacademic misconduct
4. potential consequences resulting from not meeting expectations, up to and including dismissal
5. grievance and appeals procedures

Performance Standards and Policies

Notification and Scheduling Performance Activities

The Department Chairperson in collaboration with faculty has the responsibility and discretion to schedule all tests, examinations, other performance requirements and activities and final examinations with due regard for any procedures of the School of Allied Health, the Graduate School and/or any school offering a particular course. At the beginning of a course, students should receive a schedule of all evaluation activities, including performance requirements, observations, papers, major examinations, any final examination or other required activity, as well as a statement of the policies governing the use of individual performance results in computing and assigning grades.

During a semester - Students are responsible for keeping track of their grades over the semester and for recognizing when their anticipated course grade is below course and Departmental standards, or places them in academic jeopardy in any way. Students are expected to seek assistance from the course instructor at such times, or sooner if they feel they need support from faculty to be successful. Course instructors provide students with information about performance standards in the course syllabus; they are not expected to provide additional warnings concerning a particular student's prospects for an unacceptable course grade.

End of Semester - The department will notify the student in writing if semester grades result in a change of status in the program (i. e., good standing, probationary status, dismissed).

Grade Policies

- Undergraduate Programs - The letters A, B, C, D, I, F (and S and U for certain approved courses) are used in the School of Allied Health. Departments may have specific policies about the requirements and outcomes for particular grades; students are responsible for this information. All other regulations on grading specified in the Handbook for Faculty and Other Unclassified Staff apply.
- Graduate School - The minimum criteria for grading is outlined in the Handbook for Faculty and Other Unclassified Staff; the department may select higher criteria for graduate school performance.

Academic and Nonacademic Misconduct - Each department has rules regarding academic and nonacademic misconduct. Students have the responsibility to know these rules.

Academic Misconduct is defined as:

- Giving, receiving, or utilizing unauthorized aid on examinations, assignments, preparation of notebooks, themes, reports, projects, and/or other assignments or undertakings
- Misrepresenting the source of academic work

- During clinical education, inappropriate acts or omissions which place the patient in jeopardy
- During clinical education, any breach or violation of the confidence of a person being served
- Unethical practices in conducting and/or reporting research.

Nonacademic Misconduct includes but is not limited to:

- Conviction of a felony involving moral turpitude
- Material misrepresentation concerning past achievements or present endeavors
- Habitual drug/alcohol/substance abuse
- Any other acts or omissions which, if the student were a credentialed practitioner, could result in discipline by the credentialing agency

Actions related to academic and nonacademic misconduct

- If, following the Department's policies and procedures regarding due process, a student is found to have violated regulations or to have engaged in academic or nonacademic misconduct, the student may receive admonition, warning or censure and/or be subject to reduction of grade, academic or disciplinary probation, suspension, or dismissal.

Informing Students

- Each student will sign and date a statement indicating receipt of the department's policies and the regulations and conditions related to academic misconduct and non-academic misconduct.
- At the beginning of each course, every instructor shall make clear the rules for the preparation of classroom assignments, collateral reading, notebooks, or other outside work so that students may not, through ignorance, subject themselves to the charge of academic misconduct.

Due Process

- Due Process is a procedural safeguard to ensure that persons know what steps they need to take so that they can receive fair and impartial treatment. The SAH ensures due process by making multiple levels of review available beginning with the department and including appeals in the SAH.
- Faculty deal with students directly when an action occurs in their courses that causes concern. Course materials outline expectations and consequences.
- The department chairperson will use the department's policies and resources to address alleged situations of academic or nonacademic misconduct and provide methods for due process when the situation is not resolved with the faculty.
- If the situation remains unresolved after following all departmental procedures, the student has the opportunity to file an appeal at the School of Allied Health level.

SAH Appeals Procedure

Grievance procedures pertain to situations in which the student believes that departmental procedures have been misapplied or have been applied in an arbitrary or capricious manner. Grades are the purview of the instructor and department and will not be considered in the SAH Grievance Appeals process. Each department in the School of Allied Health has policies that are pertinent to that department. Students are responsible for following the procedures within the department before they may file a grievance. If the student continues to believe that departmental procedures have been misapplied, the student may file an appeal to the Dean of the School of Allied Health. The student must file the appeal to the Dean within six months of the occurrence that gave rise to the initial complaint or it will not be considered.

Procedure for filing an appeal

- The student must submit the appeal in writing within ten days of completing all steps to attempt resolution through departmental procedures.
- The written appeal must include a statement about the policy or rule the student believes has been misapplied and must document the steps the student has completed to attempt to resolve the issue. Appeals Committee The Dean of SAH will appoint an SAH Appeals Committee and charge them with the work as specified in this section:

Composition of the SAH Appeals Committee

- There will be five members on the Appeals Committee.
- No one directly involved with the grievance will be eligible to serve on the Appeals Committee.
- The Dean of SAH will appoint three persons from the faculty to serve on the Appeals Committee. Of these three persons, the Dean will appoint one member to serve as the Chair of the Committee from the SAH Academic Affairs Committee.
- The Dean will request that the student and the department each select an additional faculty member or student to serve on the committee.

Committee Process

- The Committee will meet within two weeks of their appointment to consider the appeal.
- The Chair of the Committee shall be responsible for assuring the hearing proceeds in an orderly and fair manner.
- Each party associated with the appeal will submit materials and information to the committee, and all this material will be available to all parties. Each party has the right to present testimony, call witnesses and question witnesses related to the appeal.

- Since the proceedings are in the nature of peer review proceedings, legal counsel is not encouraged. If counsel insists on being present, the role will be strictly that of advice and support rather than active participation.
- The committee will make sure that all parties have ample opportunity to present pertinent information.
- The committee will audiotape record any presentations that provide information for their deliberations and this will become part of the record. After considering all the information, the committee will deliberate in a fair and impartial manner, prepare a written summary of their work and a recommendation regarding the appeal; they will forward this written documentation (including the tape recording) to the Dean within three working days of completing their deliberations.
- The Dean has the responsibility to consider all the information and the recommendation of the committee and make a decision regarding the matter. The Dean will notify the student and department in writing about the decision within one week of receiving the committee's summary and recommendations.
- The SAH will keep documentation of these proceedings for five years and then materials will be destroyed.

SAH Appeals Committee Responsibilities

- The Committee is responsible for determining whether the department applied its departmental policies in a reasonable and consistent manner
- The committee will make this determination by conducting a fair and impartial review of materials and information related to the student grievance
 - Since each department has policies and rules governing its particular program, it is not the purview of the SAH Appeals Committee to evaluate the department's policies, but rather to make a determination about whether those policies have been applied in a reasonable and consistent manner.
- The committee is responsible for making recommendations to the Dean. These recommendations will include a statement about whether the departmental policies were applied in a reasonable and consistent manner.
- The Dean may act to implement or to reject the recommendations of the Committee. The Dean shall notify all parties in writing of the decision on the matter, typically within one week of the date on which the Dean receives the Committee's summary and recommendations.

Other Matters

- The student will be allowed to continue in the department program until the appeals procedure is complete, should the grievance relate to such a matter.
- Should any final appeals decision occur after the first day of classes in a subsequent semester, and the final appeals decision is grounds for the student's discontinuance in the program, the policies of the University of Kansas Medical

Center Registrar's Office will determine whether or not a tuition refund will be allowed.

- No part of this procedure is meant to preempt University policy.

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Allied Health Alumni Association

Organization of an Alumni Association for the School of Allied Health began early in September, 1982, and the first meeting to elect officers took place in May, 1983. The Allied Health Alumni Association is established to promote and maintain the high quality of professional expertise of its members, to provide opportunities for the exchange of ideas, new theories and techniques affecting the members and to promote the education and fellowship among the graduates and former students of the School of Allied Health at the University of Kansas.

The Allied Health Alumni Association Board of Directors consists of one active alumni member-at-large representing each educational program, one student member-at-large representing each educational program, and two ex-officio members— the Dean of the School of Allied Health/designee, and The Director of Alumni and Community Relations/designee. The Officers, elected from the Board of Directors, include a President, Immediate Past President, President-Elect, Treasurer, and Chairperson of the Membership and Elections Committee. Each year the AHAA gives the new graduates a free one year membership in the KU Allied Health Alumni Association. Membership dues make these gifts to new graduates possible, as well as providing revolving scholarships for SAH students. In addition, the James P. Cooney Leadership Award was established in 1991 to recognize a graduate who has served as a leader in his/her program, profession, community and school.

School of Allied Health Student Senate

The purpose of the SAH Senate is to establish an organization representative of all School of Allied Health students. The SAH Senate should support and facilitate student involvement as well as provide an effective voice in the development and application of policies regarding academics and student affairs, while promoting a positive relationship and mutual respect among students, faculty, and administration.

Elections are held within each program for the purpose of selecting representatives. Student Senate Representatives keep the student body abreast of events that are taking place within the School, make clear the student position on various issues and suggest new courses of action for the School of Allied Health. Basic to the operation of the Student Senate, however, is student feedback. Students, develop a communicative relationship with your program representative and share your ideas, opinions, and needs.

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