

# MASTER OF HEALTH SCIENCE

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## Graduate Student Handbook



Washburn University School of Applied Studies

Allied Health Department

Topeka, Kansas

Phone: 785.670.2170

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## Disclaimer

This document is for general information purposes only; it does not create a contract between Washburn University or the Allied Health Department and any person. The Allied Health Faculty reserve the right to make any changes deemed necessary at any time without notice in its policies, practices, academic programs, courses, schedules, or calendars, including the elimination of courses, the modification of the content, and cancellation or rescheduling classes or other academic activities. This includes the right to correct clerical or typographical errors in any/all of its printed and/or online documents (e.g. web pages). Matriculation at the University and in the Department of Allied Health is a privilege and not a right. The Allied Health Faculty reserve the right in its discretion to remove any student who does not meet academic requirements.

## Statement of Non-Discrimination

Washburn University prohibits discrimination based on race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, marital, or parental status. The following person handles all inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785-670-1509, [eodirector@washburn.edu](mailto:eodirector@washburn.edu).



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# Welcome from the MHS Program Coordinator

Welcome to the Master of Health Science program at Washburn University! The faculty are excited to have you in the program and are committed to ensuring that you receive a rigorous, well-rounded, and student-centered education that will help you advance your knowledge and skills as a healthcare professional and educator. The MHS curriculum provides students with the academic and practical knowledge necessary to be leaders in health care and health professions education. The faculty look forward to working with you!

## Program Description

Washburn University established the Master of Health Science (MHS) in Health Care Education Degree Program in 2013. Washburn University is accredited by the Higher Learning Commission, an entity that evaluates and accredits universities, colleges, and vocational schools.

The Department of Allied Health offers a master's degree designed specifically for health care professionals interested in building their knowledge and skills in education as well as health care administration. The health care education emphasis of the degree is relevant to all health care professionals given their role in patient education, mentoring of students, and continuing education. A background in education is also valuable for career advancement into higher education, organizational learning, government entities, and community outreach, for example. All courses are offered online to meet the needs of adult learners. Part-time and full-time scheduling options are available. Two options are available.

**Master of Health Science Degree in Health Care Education** – The master's degree program is a 36-credit hour, fully online program of study. The curriculum offers a blend of education and healthcare administration coursework. Candidates for admission must have completed a bachelor's degree and have at least two years of work experience in a health care profession, such as, but not limited to, dentistry, health care administration, health information technology, occupational therapy, physical therapy, radiology, and respiratory therapy.

**Post-Graduate Certificate in Health Care Education** – The post-graduate certificate in health care education focuses on education topics and meets many accreditation expectations for health professions educators. The certificate is a 9-credit hour, fully online program of study offered in 8-week courses. This certificate, when paired with a master's or doctoral degree in nursing, fits the education eligibility requirements for the **Certified Nurse Educator** (CNE) exam. Candidates for admission must have completed a master's or doctoral degree and have two or more years of work experience in a healthcare profession.

## Curriculum for Master's Degree – 36 credit hours

- AL 600 Foundations of Health Care Education (3)
- AL 601 Legal and Ethical Issues in Health Care (3)
- AL 602 Special Populations in Health Care (3)
- AL 603 Health Care Decision Making (3)
- AL 620 Research Method for Health Care Personnel (3)
- AL 622 Educational Program Administration (3)
- AL 624 Assessment in Health Care Education (3)
- AL 626 Instructional Technology (3)
- AL 720 Curriculum and Instruction Methods in Health Care (3)
- AL 722 Advanced Trends in Health Care (3)
- AL 724 Health Care Education Internship (3)
- AL 726 Health Care Education Practicum (3)

*\*Course descriptions may be found in the MHS section of the graduate catalog:*

<https://www.washburn.edu/academics/academic-catalog/index.html>

## Most Common Schedule for Master's Degree

Fall 1a	AL 600 Foundations of Health Care Education (3)	8 weeks
Fall 1b	AL 601 Legal and Ethical Issues in Health Care (3)	8 weeks
Spring 1a	AL 602 Special Populations in Health Care (3)	8 weeks
Spring 1b	AL 603 Health Care Decision Making (3)	8 weeks
Summer 1	AL 620 Research Methods in Health Care Education (3)	8 weeks
Fall 2a	AL 622 Educational Program Administration (3)	8 weeks
Fall 2b	AL 624 Assessment in Health Care Education (3)	8 weeks
Spring 2a	AL 626 Instructional Technology (3)	8 weeks
Spring 2b	AL 720 Curriculum & Instruction Meth. in Health Care (3)	8 weeks
Summer 2	AL 722 Trends in Healthcare and Education (3)	8 weeks
Fall 3	AL 724 Capstone I (3)	16 weeks
Spring 4	AL 726 Capstone II (3)	16 weeks

## Curriculum for Post-Graduate Certificate – 9 credit hours

ELIGIBLE COURSES – Complete 3 of the 4 courses listed below.

- AL 600 Foundations of Health Care Education
- AL 624 Assessment of Health Care Education
- AL 626 Instructional Technology
- AL 720 Curriculum and Instruction Methods in Health Care Education

*\*Course descriptions may be found in the MHS section of the graduate catalog: <https://www.washburn.edu/academics/academic-catalog/index.html>*

# Program Mission Statement

The mission of the Master of Health Science (MHS) program is to prepare existing healthcare professionals to be effective teachers and leaders capable of serving diverse learners within healthcare organizations and allied health degree programs.

## Program Student Learning Outcomes

- Apply sound strategies and methods in the development of learning experiences that meet the needs of learners.
- Develop assessments intended to guide instruction or evaluate effectiveness.
- Recognize ethical responsibilities of health care and education professionals.
- Analyze issues and trends relevant to healthcare and education practice.
- Synthesize information from credible and relevant sources for an applied purpose.

## Degree/Certificate Requirements

### Requirements for Earning the Master of Health Science Degree

- Maintain a cumulative GPA of no less than 3.0.
- Achieve no more than two grades of "C."
- Maintain continuous enrollment each regular semester (fall and spring).
- Complete all required coursework within six years of program start date.

### Requirements for Earning Post-Graduate Certificate

- Complete all required coursework within six years of program start date.
- Maintain a cumulative GPA of no less than 3.0.

## Conditional Admissions

Students may be “conditionally” admitted to the Master of Health Science program. A student whose status is “conditional” may have requirements such as another degree to complete prior to starting the program. If a conditional admission requirement is met at the time the program is scheduled to start, the student will be considered a degree or certificate-seeking student in the program. If a conditional admission requirement is not met at the time when the program is scheduled to start, the prospective student will be allowed to take one or more courses in the program only with the consent of the program director and each course instructor.

# Academic Retention and Termination

Grades within the MHS program consist of A (excellent performance), B (satisfactory performance), C (below standards), F (failure), and I (incomplete).

**Failing Course Grade or Course Withdrawal:** Students who receive a final course grade of F or withdrawal from an MHS course may be dismissed from the program.

**Incomplete Grade:** The letter "I" indicates "incomplete work" which may be completed without repetition of the regular work of the course. The incomplete will not be used when a definite grade can be assigned for the course. It will not be given for the work of a student in any course except to indicate that some part of the work, for good reason, has not been completed, while the rest of the work has been satisfactorily completed. The student must have completed three-fourths of the course requirements. The "I" grade is used only when in the opinion of the instructor there is the expectation that the work will be completed.

- The instructor provides the list of remaining requirements to the student and Department Chairperson. When the requirements are met and evaluated, the instructor submits the grade to the University Registrar's Office to remove the "I."
- An earlier deadline may be stipulated by the instructor of the course. If an earlier deadline is not stipulated by the instructor incompletes in graduate-level courses must be completed by the end of two consecutive semesters which excludes the summer session, otherwise a grade of "F" will be recorded.
- The preceding policy does not apply to the capstone experiences within certain programs (courses include PY 795 Directed Research, PY 799 Thesis, AL 726 Capstone II). Incomplete grades for these enrollments will remain I's until the capstone project is completed.

**Academic Probation:** Any MHS student whose cumulative grade point average falls below 3.0 will be placed on academic probation for a minimum of two semesters. The Coordinator of the MHS Program will notify the student of his or her probationary status in writing. During the two-semester probationary period, the student must raise his or her cumulative grade point average to 3.0 or higher. When a student is successful, the student is no longer on academic probation. A student who fails to raise his or her cumulative grade point average to 3.0 or higher in the allotted probationary time will be dismissed from the graduate program.

- It is not required to repeat a course in which a grade of C is earned; however, the student may retake such a course to improve his or her grade point average. No more than two grades of C are permitted to graduate.
- The MHS Program Coordinator may grant an MHS student academic probation only once. Any student whose cumulative grade point average falls below 3.0 a second time after being released from academic probation for a first violation will be dismissed from the MHS program.

# Academic Advising

The MHS Program Coordinator serves as the faculty advisor for all MHS graduate students. MHS students are required to consult with the Program Coordinator every semester to decide the student's class schedule for the coming semester. Students must inform Washburn University and the Program Coordinator of any changes to their contact information.

## Enrollment Policies

**Continuous Enrollment:** Effective Fall 2016, students pursuing a graduate degree who have completed all degree requirements, and have enrolled in but not completed a capstone, practicum, or thesis, will be required to maintain continuous enrollment at Washburn University until graduation (unless a leave has been approved). Continuous enrollment means candidates must be enrolled in at least one credit hour until degree requirements are met. If all other coursework has been completed, students will be required to enroll in a one-credit-hour class AL 777 Continuous Enrollment each semester until the program is completed. Credit hours completed through the AL 777 Continuous Enrollment will not count toward the credit hours required for graduation and will be recorded as a credit on the transcript. This requirement also applies to the summer term for students whose degrees are being awarded at the end of the summer term. Interruption of continuous registration due to a failure to follow this requirement will result in a need for readmission to the program.

**Withdrawal from Some (but not ALL) Course(s) in a Term:** A student who wishes to withdraw from one course or some courses (but not all) may do so on the web when it is available for registration/enrollment. The semester registration PIN is required to complete this process. Specific instructions will be available in the appropriate Registration Information Guide.

When web registration is not available, students must notify the University of their intent to withdraw by sending an e-mail to [enrollment@washburn.edu](mailto:enrollment@washburn.edu) using their MyWashburn account or by mailing or faxing a signed request to the Student One-Stop (SOS). The date of withdrawal is determined by the day the withdrawal form is processed in the Student One-Stop (SOS). To verify that the withdrawal process has been successfully completed, students should access their MyWashburn account online and view the "Detail Course Schedule" link on the Student Academics Tab. The status will indicate withdrawn and the date the course was withdrawn successfully.

See also graduate catalog - <https://washburn.edu/academics/academic-catalog/graduate-addenda/index.html>.

The responsibility for initiating and clearing any withdrawal notice with the Student One-Stop (SOS) rests with the student, not the faculty. Failure to officially withdraw results in the

recording of "F" grades at the end of the semester/term and responsibility for all assessed charges.

The dates for withdrawal vary according to the length of session (e.g., 16-week course versus 8-week course). Withdrawal procedures and regulations are the same as stated above. Dates/deadlines for **short-term courses** (such as 8-week courses) can be found on MyWashburn by selecting the Student Academics menu option and then selecting "Last Day Deadlines for Courses" under the Registration section of Student Self-Service.

**Withdrawal from ALL Courses in a Term:** A student who wishes to withdraw from **all** courses in a term is encouraged to contact the Program Coordinator to discuss important considerations and possible solutions before making a final decision. The student may also contact the Student One Stop (SOS) directly in person or by sending an e-mail to [total-withdrawal@washburn.edu](mailto:total-withdrawal@washburn.edu) using their MyWashburn account or by mailing or faxing a signed request to the Student One-Stop (SOS). The withdrawal information will be processed, and form(s) will be completed. To verify that the withdrawal process has been successfully completed, students should access their MyWashburn account online and view the "Detail Course Schedule" link on the Student Academics Tab. The status will indicate withdrawn and the date the course was withdrawn successfully. The date of withdrawal is determined by the day the withdrawal request is initiated. Find more information at <http://www.washburn.edu/registrar/withdrawals-individual-course-and-complete-term.html>.

See also graduate catalog - <https://washburn.edu/academics/academic-catalog/graduate-addenda/index.html>.

The responsibility for initiating and clearing any withdrawal notice with the Student One-Stop (SOS) rests with the student, not the faculty. Failure to officially withdraw results in the recording of "F" grades at the end of the semester/term and responsibility for all assessed charges.

The dates for withdrawal vary according to the length of session (e.g., 16-week course versus 8-week course). Withdrawal procedures and regulations are the same as stated above. Dates/deadlines for **short-term courses** (such as 8-week courses) can be found on MyWashburn by selecting the Student Academics menu option and then selecting "Last Day Deadlines for Courses" under the Registration section of Student Self-Service.

For information on medical withdrawals, see the graduate catalog at <https://washburn.edu/academics/academic-catalog/graduate-addenda/index.html>.

## Life Experience

Life experiences do not count for course credit under any circumstance.

## Non-Degree Students

Non-degree seeking students wishing to enroll in graduate allied health courses may do so with permission of the Department Chair.

## Student Status

Students enrolled in nine or more credit hours per semester have full-time status. Those enrolled in five to eight semester hours have part-time status.

## Transfer Credit

Individuals admitted as full-standing students into the **master's degree program** may transfer a maximum of six semester hours of relevant graduate coursework from another university or another Washburn department. A grade of "B" or better in the course(s) considered for transfer is required. Individuals admitted as full-standing students into the **post-graduate certificate program** may transfer a maximum of three semester hours of relevant graduate coursework from another university or another Washburn department. A grade of "B" or better in the course(s) considered for transfer is required.

## Withdrawal from the Program

Any student who intends to withdraw permanently from the MHS program should send notice in writing to the MHS Program Coordinator informing them of such intentions. If one withdraws from the program for any reason, the student must reapply for admission to the program.

## Academic Expectations

To remain in good standing in the MHS program at Washburn University, students must adhere to Washburn University's Student Conduct Code and academic impropriety policy. The Student Conduct Code and Academic Impropriety Policy are available online at <https://www.washburn.edu/student-life/policies-forms/academic-policies.html>

**Academic Impropriety:** Students must conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes (but is not limited to) giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University's Academic Impropriety Policy describes academically unethical behavior in detail and explains the actions taken when such behavior occurs. Review the following link for additional information regarding the Academic Impropriety Policy: <http://www.washburn.edu/academic-impropriety>.

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**Plagiarism:** Graduate students will complete their coursework in an honest and ethical manner. Individual assignments should reflect a student's own work. Cheating, data falsification, and plagiarism are very serious offenses. If it is discovered that a graduate student has plagiarized in a course assignment, the instructor will evaluate and determine the extent and severity of the plagiarism offense. Penalties for an act of academic dishonesty in a class will range from receiving a failing grade for a particular assignment to receiving a failing grade for the entire course. In addition, a student may be referred to the Associate Vice President for Student Life for disciplinary action that can result in either a suspension or permanent dismissal from the University.

If a student has plagiarized or falsified data in their capstone project, or thesis, the student's committee will meet to determine the appropriate course of action. The Academic Impropriety Policy can be found in Section 7 of the Faculty Handbook, [www.washburn.edu/faculty-handbook](http://www.washburn.edu/faculty-handbook). This policy contains detailed definitions of what constitutes academic impropriety. The MHS Program Coordinator can clarify if there are additional questions regarding whether an act is academically dishonest.

## Grade Appeal Process

The following grade appeal procedure applies to the College and the Schools, not the School of Law. The obligation of the instructor to evaluate the performance of students on sound academic grounds is basic to the formal education process. A student who believes the grade awarded him/her by an instructor is based upon reasons other than the student's academic performance may appeal the grade received in a course. Students utilize the procedure outlined in the Graduate Catalog to appeal the grade unless a student believes the grade was awarded based on illegal discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status or sexual orientation/gender identity. Appeals based upon complaints of discrimination follow the University's procedure for complaints of discrimination (<mailto:eodirector@washburn.edu>).

See the graduate catalog for further detail on the steps of the grade appeal process - <https://washburn.edu/academics/academic-catalog/graduate-addenda/index.html>.

## Internship Due Process/Grievance Procedure

Within any education or work setting, grievances or complaints may arise for a variety of reasons. The student should try to deal as an individual with the internship problem, if possible. If there is fear of reprisal, if the problem affects more than one student, or if the problem continues, the MHS Program Coordinator will intercede on the student's behalf. The student should report the incident within 21 days of occurrence. The MHS Program Coordinator will have 21 days to investigate, take action, and report back to the student. During the investigation, the MHS Program Coordinator may consult with the internship preceptor as deemed necessary.

If satisfactory results are not obtained, the student has 7 days to submit a written petition to the chairperson of Allied Health. The chairperson has two weeks to respond. If the student still has not received satisfactory results, the student has 7 days to submit a written petition as a final appeal to the Associate Dean, School of Applied Studies. The Associate Dean has 10 days in which to respond.

An individual may be released from the MHS program for failure to follow University policies and procedures as presented in Student Conduct and Academic Impropriety. While internships are conducted off-campus, said policies and procedures are still in force.

1. If a student demonstrates serious deficiencies, a contract for continuance and correction may be created between the program, internship site, and student. Breach of the contract by the student will result in program dismissal.
2. Internship site has the right to cancel a student's affiliation based on improper behavior.

## SAS - Student Program Status Appeals (SPSA) Policy

Students appealing a decision related to **acceptance** into a program or **termination** of status in a program should follow the steps outlined below.

A student must first attempt to resolve their dispute concerning program status through consultation with the program director or coordinator. The student must notify the program director or coordinator in writing of their intention to begin the appeal process. Such notification must be received within 10 working days of the day on which the student receives the notification of the decision related to acceptance into a program or termination of status in a program.

If satisfaction is not obtained, the student may then appeal this decision to the chair of the department. The Department Chair must be notified in writing by the student of their intention to continue the appeal process. Such notification must be received within 10 working days of the day on which the student was notified of the program director or coordinator's decision regarding the student's appeal. The process shall be terminated if notification is not received within 10 working days.

Following a meeting with the chair of the department, if the student is still not satisfied with the outcome, they may appeal to the Student Program Status Appeals Committee (SPSA). The Associate Dean of the School of Applied Studies must be notified in writing by the student of their intention to continue the appeal process. Such notification must be received within the 10 working days of the day in which the student was notified of the department chair's decision regarding the student's appeal. The process shall be terminated if notification is not received within the 10 working days. Upon receiving an appeal from the student, the university representative at each level (program director, department chair, or Dean) will reach and communicate a decision to the student as soon as possible, but not more than 30 working days from receipt of the appeal, unless exceptional circumstances

occur and are communicated to the student. Meetings may be held remotely if any entity makes such a request.

The SPSA committee will be composed of faculty from the SAS with the Associate Dean presiding as chair of the committee. Members of the committee will be appointed by the Dean. The Dean will seek to appoint members who do not have a conflict of interest with the petitioner, however, all appointments are final and cannot be challenged. The committee will include four members and represent a minimum of two departments. The associate dean will not be a voting member of this committee.

In this final stage of the appeal process the student must complete the following steps.

1. The student submits a letter of appeal to the SPSA. In that letter of the Appeal the student must:
  - a. Specifically detail what program policy is being challenged.
  - b. State clearly how that policy was applied to the student.
  - c. Articulate all arguments which support the student's appeal.
2. The department chair will submit any materials related to her/his recommendation, including if applicable, materials submitted by the program director.
3. The SPSA will schedule a meeting for argument to be heard by both the student and the program director or chair.
4. The student will be allowed to make a presentation to the committee; however, only arguments stated in the appeal letter will be heard. The program director/chair will be allotted an equal amount of time to present. The amount of time allotted is at the discretion of the committee as long as both parties have equal time allowed. No one other than these individuals will be allowed to make a presentation at the hearing.
5. The student is allowed to bring a person with them for support. If the student decides to bring another person with them to the hearing, then the student must sign a consent form in compliance with FERPA and the privacy of student records. The support person in attendance with the student may not address the committee though the student may ask for their advice during the hearing.
6. A committee vote of more than 50% (e.g. 3 out of 4) is required to support the student's petition.
7. The chair of the SPSA will notify in writing the student and the department chair the decision of the Committee.
8. The decision of the SPSA will be final and there will be no more appeals.

It is critical that the student understand the following:

1. The burden of proof, which is a preponderance of the evidence, rests with the student who is responsible to present evidence to support the argument.
2. The decision of the SPSA is final.

## Application for Degree

Students planning to complete a master's degree, doctorate, or certificate must submit an online Application for Graduation located on the Student Academics menu option of MyWashburn in order to initiate a graduation check. The graduation check will be completed early in the semester/term in which the student plans to graduate. The online application should be submitted in September for the Fall semester and in February for the Spring semester and Summer term (see the academic calendar for the exact dates). A student is not a candidate for degree until the student has submitted the online Application for Graduation. Students who do not graduate in the semester/term for which they have applied, must contact the University Registrar's Office via [audits@washburn.edu](mailto:audits@washburn.edu) to update their semester/term of graduation.

## Diploma Distribution

Diplomas are usually available six to eight weeks after the end of each semester or term. Graduates may pick their diplomas up in the Student One Stop, Morgan Welcome Center during regular business hours. You must present a photo ID in order to pick up your diploma, and we can't release your diploma if you have any outstanding financial obligations to the University. If you are not able to pick up your diploma in person, it can be mailed to you. The fee for having your diploma mailed is \$7.00. **Please note that students must request to have their diplomas mailed.** To request mailing, visit <https://www.washburn.edu/student-life/policies-forms/forms/diploma-mailing.html>

## Communication & Technology

The Allied Health Department telephone number is 785-670-2170. Faculty phone numbers and email addresses are available in the university campus directory. Faculty will post their contact information and office hours in their course syllabi each semester.

**Communicating with Faculty:** Communication with faculty can aid in understanding the course materials and create expanded learning opportunities. MHS faculty are available for in-person, telephone, and Zoom appointments. Email is good for short, quick questions and conversations; real time conversations are best for asking questions, seeking clarity, and resolving conflicts. Demonstrate respectful behavior when interacting with instructors. Notify the Allied Health department at 785-670-2170 when a faculty member is chronically unavailable.

**Computers:** The MHS program consists of online courses only, thus students must maintain continual and unrestricted access to a computer that meets the technical requirements for the course work.

**Web Browsers:** Computers should have the latest Internet Explorer or Edge browser for Windows computers and Safari for Mac computers. It is also recommended that students have at least one (1) alternate browser such as Google Chrome or Mozilla Firefox.

**Other Necessary Technologies:** Students need the latest versions of Adobe Reader, Adobe

Flash, and Java. Below are links to obtain free downloads of each of these software products.

- Free Adobe Reader download: <http://www.adobe.com/downloads/updates.html>.
- Free Adobe Flash Player download: <https://get.adobe.com/flashplayer/>
- Free Java download: <https://www.java.com/en/download/>

**Desire2Learn (D2L) Platform:** To access D2L visit [www.d2l.washburn.edu](http://www.d2l.washburn.edu). Once logged into D2L, an Online Student Resource Center link provides training videos and instructions for navigating and using the D2L system. D2L 24/7 support is available via various methods:

- Phone: 1-866-888-1272
- Email: [washburn@d2l.com](mailto:washburn@d2l.com)
- Link to Online Support Request Form and Live Chat:  
<https://community.brightspace.com/washburnuniversity/s/contactsupport>

**E-Mail:** The Washburn email is the official communication channel for the MHS program. Students should check their Washburn email regularly even when not currently enrolled in a course, as important information is distributed throughout each semester. For assistance in accessing your Washburn email or setting the Washburn email to forward to an email account you check more regularly, please contact Washburn Technology Support at [support@washburn.edu](mailto:support@washburn.edu) or 785.670.3000.

**Microsoft Office:** Microsoft Office software (Word, PowerPoint etc.) is required. Washburn University offers students free downloads for up to five devices while enrolled in Washburn University courses. Visit this site for the download: <https://washburn.edu/its/office-365/index.html#OfficeInstall>. Please contact Washburn Technology Support at [support@washburn.edu](mailto:support@washburn.edu) or 785.670.3000 if you need assistance with the downloading process or assistance in using any of the Microsoft Office products.