



**Manchester University**  
**Master of Science in Pharmacogenomics**

**2016-2017**  
**STUDENT HANDBOOK**

***Disclaimer:*** The policies and procedures set forth in this Student Handbook are in effect for the academic year 2016-17. Due to the continuing development of Manchester University's Master of Science in Pharmacogenomics program, the policies and procedures described in this Student Handbook are subject to change.

All policies and procedures described here, unless otherwise specified, fall under the discretion of the Program Director.

The Master of Science in Pharmacogenomics Program (referred to simply as the "program" throughout this document) reserves the right to change the provisions outlined in the Student Handbook with or without notice.

For all other policies and procedures not explicitly stated within this body, refer to the University-wide Student Handbook (The Source) found here:  
**[https://www.manchester.edu/\\_img/thefource.pdf](https://www.manchester.edu/_img/thefource.pdf)**

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**2016-2017 Master of Science in Pharmacogenomics  
Student Handbook**

This Handbook is designed to serve as a reference for the student body regarding the policies and procedures of the program. The policies in this manual are subject to change. We ask that all students read the Handbook and its important contents.

In addition, to provide students with some easy reference material, we have listed the contact information and general responsibilities for several program offices.

### **Office of Student Affairs (OSA) Room 127 260-470-2703**

The OSA is responsible for assisting our students in accessing the services available to our student body – within the Program, College of Pharmacy, Natural and Health Sciences and as a part of the University. The OSA staff is here to help you with any questions:

#### **Administrative Assistant**

- General inquiries about student services
- Scheduling appointments with members of the OSA

#### **Student Services Coordinator**

- General inquiries about student services
- Questions about the Program, College, and University web sites

#### **Director of Student Services**

- General inquiries about student services

#### **Associate Dean for Student Affairs**

- General inquiries about student services
- Student accommodation (Disabilities)

### **Information Technology Services (ITS) Help Desk Room 121 260-470-2727 <http://helpdesk.manchester.edu>**

The ITS Help Desk supports all computer and network technologies for the program. Any technology issues must be reported to Help Desk as soon as possible in order to resolve any problems.

### **Program Director Room 225 260-470-2747**

The Program Director is responsible for the curriculum, assessment, learning technologies, and student progression. The Program Director and OSA staff work closely to ensure students have access to academic support services.

#### **Administrative Assistant (second floor reception)**

- Scheduling appointments with the Program Director

### **Fort Wayne Campus Facilities Room 125 260-470-2702**

The Vice President for Strategic Initiatives and External Relations and the Facilities Coordinator are responsible for the Fort Wayne campus facilities, as well as campus safety and various College and University emergency procedures. The staff work closely to ensure the clear communication of College facility use policies, as well as emergency and safety procedures.

#### **Fort Wayne Facilities Coordinator**

- General inquiries/issues regarding the College's facilities
- Reservation of College rooms for events

#### **Vice President for Strategic Initiatives and External Relations**

- General inquiries about College facilities
- Campus safety and emergency guidelines

### **Faculty Office Suite Room 244 260-470-2652**

The faculty office suite includes the majority of the program's faculty member offices. Students are encouraged to schedule appointments with faculty members via email. Students need to check in with the administrative assistant upon entering the faculty office suite for scheduled appointments.

#### **Administrative Assistant**

- Check in for scheduled appointments with faculty members

### **College of Pharmacy, Natural and Health Sciences Front Desk Entrance Foyer 260-470-2700**

Any outside visitor must check in with at the front desk upon entry. All visitors will sign in and receive a visitor badge while in the building. The staff at the front desk also handles the telephone switchboard (incoming calls) to the Fort Wayne campus.

#### **Administrative Assistant**

- Check in for all outside visitors
- Handle general incoming phone calls to the College

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## General Information

### Manchester University

#### Mission Statement

Manchester University respects the infinite worth of every individual and graduates persons of ability and conviction who draw upon their education and faith to lead principled, productive, and compassionate lives that improve the human condition.

#### Values Statement

As a primarily undergraduate, residential, liberal arts community rooted in the tradition of the Church of the Brethren, Manchester University values:

- Learning, because high academic expectations in an environment combining liberal arts and professional preparation equip graduates to live healthy, productive, and principled lives;
- Faith, because our diverse faiths call us to make the world a kinder and better place, establish justice, build peace amid strife, and model lives of *agape* (selfless love), *tikkun olam* (repairing a broken world), and *salam* (peace);
- Service, because committing self in service to others connects faith with action and abilities with convictions;
- Integrity, because honesty and trust are the foundations of teaching and learning, enriching, enduring relationships, and strong communities;
- Diversity, because understanding differences develops respect for ethnic, cultural, and religious pluralism; an international consciousness; and an appreciation for the infinite worth of every person; and
- Community, because a positive community sharpens self-identity, promotes acceptance of the demands of responsible citizenship, and transforms conflict into mutual respect.

#### Vision Statement

Manchester University will be best known as the university that guides and supports its students to accomplish levels of academic and personal achievement that surpass even their own expectations. The campus will be infused with a commitment to student learning in the liberal arts, along with professional preparation for work, life, and service in a global society.

Manchester will be a student-centered university that inspires high standards, innovation, and energetic engagement.

We will continually seek new partnerships, weave new technologies into teaching and learning, design curricula, strengthen students' understanding of community, generate sufficient revenue to support operations, increase the endowment, and launch new ventures.

As this energizing vision is realized, everyone who studies and works here will say "what I do makes a difference."

#### Strategic Priorities

1. Inspire effective learning to enable students to exceed everyone's expectations.
2. Be "mission centered and market smart" to maximize our impact in the world.
3. Tell a compelling institutional story to widen support for the University's mission.
4. Generate a financial margin sufficient to support the University's mission and vision.

#### Accreditation

Manchester University is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools (30 N. LaSalle, Suite 2400, Chicago, IL 60602, 800-621-7440, [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)) since 1932. Manchester College holds membership in many organizations related to higher education.

### Manchester University Master of Science in Pharmacogenomics Program

#### Mission

The mission of the Masters of Science in Pharmacogenomics is to prepare graduates with the skills to excel as innovators and applied scientists in the pharmacogenomic industry.

The following are the objectives of the program:

1. To enable students to perform a full range of testing in the contemporary pharmacogenomics / biomolecular laboratory encompassing pre-analytical, analytical, and post-analytical components;
2. To prepare students to interpret genetic testing results to facilitate optimization of drug selection by clinicians;
3. To educate students on the ethical applications of genetic testing results.

#### Accreditation

The Master of Science in Pharmacogenomics Program is approved by the Higher Learning Commission ([www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org))

## Master of Science in Pharmacogenomics General Policies and Procedures

### Standards for Community Behavior

University, College, and program policies help to describe the campus community we are seeking. They offer a rationale for community guidelines, identify the limits of acceptable behavior, and call community members to be accountable to each other and create and maintain a positive community.

- There are three principles which form the framework of the policy statement: respect for others, safety and security, and community expectations. As responsible members of the community, students, staff and faculty are expected to support and practice these principles, and the specific policies based on them, and to hold others accountable as well.
- These policies apply on University properties – North Manchester and Fort Wayne campuses, including University-owned vehicles, Koinonia Environmental and Retreat Center – and to all students, faculty and staff, as well as guests of the University.
- These policies apply year round – not only when school is in session.
- While the policies are designed to respond to behavior on campus, students' behavior off campus is a concern to the University, College and program. The program will take action when behavior has a direct impact on the program environment or on the reputation of the program, or when the behavior is of such gravity that the program would be remiss not to do so.

Consistent with the Missions of Manchester University and the Master of Science in Pharmacogenomics program, members of the Manchester community are expected to demonstrate respect for others and an appreciation for the worth of every person. All members of the University community share responsibility for maintaining a quality campus environment. Ignoring actions or activities that disrupt or violate community guidelines damages our environment and infringes upon the rights of individuals. All students share responsibility for upholding these University, College and Program guidelines and policies. Students are in violation if they are present during the violation of a University, College and program policy, but choose not to act. If a student is present when others violate a specific policy, all students present share responsibility for that policy-violating behavior. Students present during a University, College or program policy violation have several options:

- to be actively involved in the incident, which is a violation of the policy.
- to choose to remain in the presence of the violation and take no action, which is a violation of the policy.
- Or to avoid involvement in the violation by:
  - stopping the violation or eliminating the cause,
  - immediately leaving the premises upon realizing a violation has occurred or is about to occur, or
  - seeking the help of a third party (faculty, administration, safety officer) to help resolve the violation.

Policies in this section are designed to create a community in which individuals are treated with respect and in which all share in the responsibility for creating a positive community.

### Student Complaints Policies

Manchester University Master of Science in Pharmacogenomics program student complaint eform is accessible in the *Student Complaints* folder, under the *COPNHS Home* folder in the learning management system. Any student may file a formal written complaint with the Manchester University College of Pharmacy, Natural and Health Sciences regarding its Master of Science in Pharmacogenomics program. All complaints will be processed by the program's Director.

While this process allows any student to file a written complaint regarding any aspect of the program, the College encourages any complainant to attempt to address the issue informally with the program's administration prior to the submission of the eform.

#### General Complaint

Complaints may include, but are not limited to admissions decisions, grading issues, inappropriate student or faculty conduct or failure to comply with University, College or Program policies. When complaints involve a specific course, including grade and exam complaints, the complainant must first contact the faculty member teaching that course and attempt to resolve the matter outside the complaint process. If the faculty member cannot resolve the matter, the student shall contact the course coordinator(s). If the course coordinator cannot resolve the issue, then the student may proceed with filing a formal complaint. The course coordinator will notify the Program Director of the complaint as soon as possible.

### Complaint Procedure

The complaint is an electronic form (“eform”) and includes the procedural steps necessary to handle all complaints. The procedure includes the following steps:

1. Complainant completes the program complaint eform located in the Student Complaints folder of the COPNHS Home folder of the learning management system.
2. The eform will require the complainant to provide the specific issue(s) regarding the complaint and provide any pertinent information about the complainant’s concerns.
3. The Program Director will review the complaint no later than two (2) business days after the filing of the complaint.
4. Following review, the complaint will be forwarded to the Director of the program to determine the investigation procedure and attempt to resolve the complaint if possible.
5. A written response to the complaint will be sent to the complainant within 30 days of the filing.
6. Based on the complaint category, each complaint will be recorded and placed in the appropriate file as maintained by the Program Director.

### Diversity

The Master of Science in Pharmacogenomics program has a commitment to social justice and appreciation of human diversity, supported by the University’s identity as a Church of the Brethren institution. Reflecting these commitments, the University Policy on Human Diversity has the following purposes:

- to assist in upholding the University’s mission to educate its students, faculty and staff about the nature and value of human diversity;
- to encourage the appreciation of human diversity in the University community;
- to recruit qualified faculty, staff and students from traditionally under-represented groups at Manchester University;
- to counter discrimination and harassment and to provide redress procedures should such violations occur; and
- to comply with all federal and State of Indiana laws applicable to Manchester University related to equal opportunity.

### Equal Employment Opportunity/ Non-discrimination

According to its Mission and Values Statements, Manchester University is committed to encouraging the appreciation of human diversity and recognizing the infinite worth of every person. It always has been and continues to be Manchester University’s policy that employees should be able to enjoy a work environment free from all forms of unlawful employment discrimination.

All decisions regarding recruiting, hiring, promotion, assignment, training, termination, and other terms and conditions of employment will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other factor which cannot lawfully be used as a basis for an employment decision.

Individuals will be selected for promotion based on skill and ability. Where skill and ability are equal, then length of continuous employment will be the determining factor.

### Non-discrimination in Admissions and Campus Life

Similarly, all decisions regarding admissions, as well as all areas of campus life (including, but not limited to, its educational programs, scholarships and loan awards, residence life programs, athletic programs, extracurricular programs, promotion and tenure policies and practice and alumni affairs) will be made without unlawful discrimination on the basis of race, color, national origin, ancestry, sex, sexual orientation, gender identity or expression, religion, age, disability, veteran status, physical characteristics, familial status, or any other factor which cannot lawfully be used.

### Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), is a federal law designed to protect the privacy of a student’s education records. The law applies to all educational institutions that receive any federal financial support. Manchester University (MU) complies with the conditions and procedures of FERPA.

FERPA gives certain rights to students concerning their education records. These rights transfer to the individual and they become “eligible students” when that person reaches the age of 18 or is attending any school beyond the high school level. At Manchester University, all enrolled students are considered “eligible” and these rights are guaranteed under FERPA. Relevant portions of FERPA which have greatest application to MU students are listed below:

1. Students have the right to inspect and review their personal education records maintained by the University. The University is not required to provide copies of record materials unless, for reasons such as great distance, it is impossible for students to inspect the records personally. The University will assess a copying and postage charge for this service.
2. Students have the right to request a hearing to review University records believed to be inaccurate or misleading. If, after the hearing, the University refuses to affect the correction, the student has the right to place a statement in the records commenting on the contested information.



3. Generally, the University must have written permission from the student before releasing any information from a student's record. However, the law allows the University to disclose records, without consent, to the following parties:
  - University employees who have a need-to-know;
  - Parents, when a student over 18 is still dependent for purposes of financial aid determination;
  - Certain government officials in order to carry out lawful functions;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations doing certain studies for the school;
  - Accrediting organizations;
  - Individuals who have obtained court orders or subpoenas;
  - Persons who need to know in cases of health and safety emergencies;
  - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.
4. Colleges may also disclose, without consent, "directory" information. In compliance with FERPA, Manchester University defines directory information to include the student's name, mailing address (home and campus), e-mail address, telephone number (home, cell and campus), major field of study, classification and enrollment status, dates of attendance and graduation, honors and awards, and date and place of birth. However, the student has the right to request, in writing prior to the beginning of the semester, that such information not be disclosed.
5. Students do not have access to records where a conflict exists regarding privacy rights of others. Examples of such records include financial information of parents submitted in support of financial aid application, confidential letters and statements of recommendation placed in their records in cases where the student has signed a waiver of his/her right of access. Waivers normally are related to confidential recommendations concerning admission to college, job placement, etc.
6. If you have questions about FERPA, please contact the College of Pharmacy, Natural and Health Sciences Office of Student Affairs. Also, use the following link to the U.S. Department of Education for additional information: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

or her academic records, and prohibits outside parties from obtaining the information contained in these records without the student's written consent. However, a student may waive the right to review certain confidential information contained in his or her file.

The University collects, records and uses information about students to carry out its educational mission. The University recognizes its responsibility for protecting the privacy rights of students regarding their academic and personal records. Students are provided access to information contained in their own official education records, a procedure for correction or deletion of inaccuracies found in their records, and a degree of control over the release of information from their records.

The Office of the Registrar is responsible for maintaining and updating student files. Faculty and administration have access to student files for legitimate educational purposes only.

Records of students and graduates are maintained in accordance with all applicable federal and state laws. The University maintains an academic record for each student, including information related to academic and clinical performance in all phases of the student's coursework. Course grades are documented in the student's file and maintained by the Office of the Registrar.

Certain items of personal information are considered directory information and may be published without students' permission. These include name, dates of attendance, degrees earned, local and home address, e-mail address, phone number, major, participation in officially recognized activities and sports, height and weight and honors received.

A student has the right to request in writing, prior to the first day of classes of any semester, that any item listed as directory information not be released without his/her consent.

Procedures for student access to records may be obtained from the Office of the Registrar. Also, use the following link to the U.S. Department of Education for additional information regarding FERPA:  
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### Essential Functions

There are certain essential functions that are required of students in order for them to successfully complete the Master of Science in Pharmacogenomics program. These functions are provided to all candidates during the admissions process and include:

1. Physical Skills – Stand, sit, bend and reach while performing laboratory functions. Function in a structured environment for several hours. Move freely and maneuver in small spaces. Demonstrate hand/ eye coordination.

## Privacy and Student Records

The Master of Science in Pharmacogenomics program fully complies with the Buckley Amendment, formally known as the Family Educational Rights and Privacy Act of 1974 (FERPA), which establishes that a post-secondary student has the right to inspect and review his

2. **Sensory Skills** – computer screens and monitors, printouts, small print and/or handwritten notes. See with measurable depth perception and in low-light conditions. Distinguish color variations and discern shades of black and white. Hear, understand and accurately communicate the information/directions verbally and in writing.  
Discern sounds related to patient assessment and treatment. Distinguish smells of various drugs and solutions used in health care settings. Recognize changes in patient status and feel subtle differences in skin temperature.
3. **Cognitive Skills** – Comprehend, analyze and synthesize complex science and clinical content. Apply prior learning to new situations. Concentrate on task at hand amidst a variety of environmental distractions. Use personal computers to complete assignments. Complete standardized tests within established time limits. Need to be able to manage one's realities in ways that do not restrict balanced services to their patients/ clientele.
4. **Communication Skills** – Speak and write English clearly. Document clear and legible handwritten notes. Organize thoughts and ideas into appropriately written and referenced essays and research papers.
5. **Interpersonal Skills** – Interact with individuals, small groups and large audiences. Establish sufficient rapport and maintain boundaries in order to effectively relate to fellow colleagues, health care professionals, faculty and staff.
6. **Professional Skills** – Present a professional appearance and maintain personal health. Maintain composure during stressful situations. Work both independently and as a team member. Organize tasks, set priorities, problem solve and multitask. Maintain accuracy and confidentiality of patient information.

### **Americans with Disabilities Act (ADA) and Students with Disabilities**

Manchester University is committed to carry out the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, which provide for accessibility of University programs to the physically disabled.

For graduate and professional students with disabilities, the responsibility for self-disclosure is on the student. In other words, you must let the University know about a disability in order to receive reasonable accommodations or support services. Such disabilities include, but are not limited to, physical disabilities, visual or hearing impairments, learning disabilities, Asperger's, and Attention Deficit Disorder (ADD).

Students requesting accommodations or other support services are required to submit documentation to verify

eligibility for protection under the American with Disabilities Act and Section 504 of the Rehabilitation Act. The provision of reasonable accommodations and services is based upon assessment of the current impact of the student's disability on a major life activity, such as learning.

Documentation of your disability must reflect the findings of a comprehensive assessment completed within the past three years. Documentation of this assessment must be from a person licensed to make such a diagnosis; an IEP from high school is not sufficient.

All accommodation requests and documentation must be sent to the director of academic support, in the Success Center on the North Manchester campus.

### **Information Technology Services (ITS)**

The Master of Science in Pharmacogenomics program incorporates a great deal of technology into the facility. The Information Technology Services (ITS) department supports all computer and network technology for the program. The ITS Help desk on the FortWayne campus is located in room 121.

All Master of Science in Pharmacogenomics students are issued a bundle of equipment – computer, audience response system clicker and other related accessories – during new student orientation. Each Master of Science in Pharmacogenomics student assumes responsibility for all of this equipment by completing the Academic Technology Program Student contract. ITS supports our students with their technological needs, as well as any issues with this equipment. All students must keep their equipment updated and functional and report and follow-up promptly with ITS regarding any tech issue.

Additionally, all users are required to adhere to all University policies, including the IT Policy Guide. This policy can be found online on the campus portal Gateway (<http://its.manchester.edu/policies>).

Inappropriate use of computer resources, including participation in peer-to-peer file sharing networks, will be handled appropriately. Penalties may include revocation of computing facility privileges, suspension or dismissal.

Students may request technical support by:

1. stopping by the ITS Help Desk – room 121,
2. via the online Help Desk at <http://helpdesk.manchester.edu>,
3. by e-mail at [helpdesk@manchester.edu](mailto:helpdesk@manchester.edu), or
4. by phone at 260-470-2727.

Help Desk (room 121) Hours are as follows:  
Monday - Friday: 8 a.m. - noon, 1p.m. - 5 p.m.  
Saturday & Sunday: Closed.

NOTE: Help Desk hours are posted and will sometimes

deviate from those above.

## SpartanPrint Policy

SpartanPrint is Manchester University's campus-wide printing/copy system. The charge is 5 cents per side printed. At the beginning of each full semester, a free allotment of \$40.00 will be added to each student's SpartanPrint account. Any un-used allotment will roll over to a maximum of \$60.00. The \$40.00 allotment will make available 800 single side pages or 400 double side pages at any SpartanPrint machine.

Students may add value to their account using an online system should the entire allotment be used. Instructions on adding cash value will be updated at a later time. Value in a student's cash account will be carried forward; however, allotments placed in student SpartanPrint account will be depleted before prints are paid for from the student's cash account again. Any cash added to the account will be refunded by request and incur a \$5.00 processing fee.

### Where are the printers?

Student printing on the Fort Wayne campus can now be accomplished through "pull printing" to the new Canon multi-function printers at the locations listed below:

- First Floor – IT Help Desk – Room 121  
(Hours: M – F 8 am – 12 pm, 1 pm – 5 pm)
- First Floor – Drug Information Center – Room 129  
(Hours: M – F 8 am – 4:30 pm)
- Second Floor Center Hallway (near the Faculty suite entrance)

While on campus, students may use the printer (MUFW\_Black&White\_Print on nmprinting01) which is installed on each student laptop. We also offer web printing that can be used while off campus by connecting to the VPN and using this link <http://printing.manchester.edu>. Jobs submitted using either method must be retrieved within 12 hours.

Using these printing options will place a job in a queue that is monitored by the card terminal at these units.

By identifying themselves on the terminal using their MU login or ID card the student may "pull" their printing to that unit.

The advantages to this are

- The ability to print at another unit if one is not operational or is in use when the student needs to print.
- Printing is held securely until the student is at the unit and able to retrieve the output.

### How to use the Alpha Touch Screen Controller to print:

- Tap the terminal with the ID card, swipe the magnetic strip of the ID card or the student may log in using their MU user name and password.

- It will then prompt the student to establish a PIN (personal identification number). This is a four or more digit number that is meaningful to the student.
- The next screen will ask the student if they need to print or copy and the student should choose print. This will present the student with a list of the jobs waiting in the queue. The student will then touch the screen on the job(s) they want released to highlight them and then press print.
- More functions will be available as they are implemented.

Questions, problems or concerns should be addressed to [spartanprint@manchester.edu](mailto:spartanprint@manchester.edu).

**The following minimum standards will govern the conduct of all students in the Master of Science in Pharmacogenomics program.**

### **Article 1: Academic Integrity**

All individuals are expected to demonstrate academic integrity. Academic integrity violations fall into six categories: cheating, plagiarism, facilitating academic dishonesty, abuse of academic materials, stealing, and lying.

#### **Cheating**

Definition:

*The use of or attempting to use unauthorized materials, information, notes, student aids or other devices, or obtaining unauthorized assistance from any source for work submitted as one's own individual efforts in any class, clinic, assignment, or examination.*

Examples:

- a) Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a manner not authorized by the instructor.
- b) Possessing, buying, selling, removing, receiving or using at any time or in any manner not previously authorized by the instructor a copy or copies of any exam or other materials (in whole or in part) intended to be used as an instrument of evaluation in advance of its administration.
- c) Using material or equipment not authorized by the instructor during a test or other academic evaluation, such as crib notes, a calculator, tape recorder, Program DirectorA or other personal electronic device.
- d) Working with another or others on any exam, take home exam, computer or laboratory work; or any other assignment when the instructor has required independent and unaided effort.
- e) Attempting to influence or change an academic evaluation, grade or record by deceit or unfair means, such as: (1) damaging the academic work of another student to gain an unfair advantage in an academic evaluation; (2) marking or submitting an exam or other assignment in a manner designed to deceive the grading system.
- f) Submitting without prior permission the same academic work that has been submitted in identical or similar form in another class or in fulfillment of any other academic requirement at the University.
- g) Permitting another to substitute for one's self during an exam or any other type of academic evaluation.
- h) Gaining an unfair advantage in an academic evaluation by receiving specific information about a test, exam, or other assignment.
- i) Using an audience response device ('clicker') for any class activity other than the one expressly assigned to the student.

#### **Plagiarism**

Definition:

*Representing orally or in writing, in any academic assignment or exercise, the words, ideas or works of another as one's own without customary and proper acknowledgement of the source.*

Examples:

- a) Submitting material or work for evaluation, in whole or in part, which has been prepared by another individual(s) or commercial service.
- b) Directly quoting from a source without the customary or proper citation.
- c) Paraphrasing or summarizing another's work without acknowledging the source.
- d) Downloading material from websites without appropriate documentation.

#### **Facilitating Academic Dishonesty**

Definition:

*Helping or attempting to help another person commit an act of academic dishonesty.*

Examples:

- a) Providing assistance to another during an exam or other assignment in a manner not authorized by the instructor.
- b) Acting as a substitute for another in any exam or any other type of academic evaluation.
- c) Providing specific information about a recently given test, exam or other assignment to another student who thereby gains an unfair advantage in an academic evaluation.
- d) Permitting one's academic work to be represented as the work of another.
- e) Preparing for sale, barter, or loan to another such items as unauthorized papers, notes or abstracts of lectures and readings.

#### **Abuse of Academic Materials**

Definition:

*Destroying or making inaccessible academic resource materials.*

Examples:

Destroying, hiding, or otherwise making unavailable for common use drug information resource room, library, computer, or other academic reference materials; and destroying, hiding, or otherwise making unavailable another's notes, experiments, computer programs, or other academic work.

#### **Stealing**

Definition:

*Taking, attempting to take, or withholding the property of another thereby permanently or temporarily depriving the owner of its use or possession.*

Examples:

Unauthorized removal of drug information resources, library materials, examinations, computer programs, or any other academic materials, including obtaining advance access to an examination through collusion with a University employee or otherwise; and taking another's academic work, such as papers computer programs, laboratory experiments, or research results.



8. Not keeping College laptop updated and functional – not reporting or following up promptly with Information Technology Services (ITS) after any laptop malfunction.
9. Ringing cell phones. Cell phones should be placed on silent or turned off during classes and labs. In addition, cell phones may not be used to text message during class time.
10. Not showing patience or courtesy to other students when they ask a question or make a statement. The expectation is that students will show respect for one another when they speak; material that is clear to some may not be evident to others.
11. Dominating classroom discussion or interrupting the instructor. The expectation is that the student will not interrupt other students or the instructor while speaking.
12. Sleeping in class. This is very distracting to classmates and disrespectful to faculty.
13. Dressing inappropriately.
14. Monopolizing the presenter's time with questions that may not be generally relevant to the subject being discussed. Students that have specific questions should approach the instructor following the lecture or during office hours.
15. Disputing the instructor's authority or expertise. Students should not try to devalue the professor's authority, judgment, and expertise.
16. Eating or drinking from unapproved containers in the lecture halls.
17. Chewing gum in such a way that it makes noises that will be distracting to neighboring students.
18. Shuffling through papers, cleaning out a backpack, or purse during lecture.
19. Attending class under the influence of alcohol or other drugs.

### **Examination Etiquette**

These rules apply to all computer-based exams in the Master of Science in Pharmacogenomics program. Some exams may have additional conditions; course faculty will explicitly state these conditions in the course syllabi and/or in the exam instructions.

**times** during the exam:

- Ethernet cable
- Privacy screen (i.e. - screen proctor)
- Computer

Failure to bring any one of the items listed above will result in the student being prohibited from starting the exam. There are no exceptions to this rule.

2. The following items **will not be permitted** in the exam room:
  - Backpacks
  - Coats
  - Purses
  - Cell phones
  - Smart watches
  - Notes
  - Computer sleeves
  - Earbuds

A student who brings any one of the above items into the exam room will be asked to take the item outside, and will not be permitted to start the exam until he/she has removed the item from the room.

If a student wishes to bring an item not listed above, the student must seek permission from the course coordinator at least 24 hours prior to the start of the exam. Only after the course coordinator grants such permission may the student bring the item into the exam room.

3. Only the exam itself can be on the screen during the exam.
4. The privacy screen must be in place at all times during the exam.
5. Once a student completes the exam, he/she must submit it electronically. The proctor must verify that the exam was indeed submitted.
6. A student may not leave the exam area until the proctor has dismissed him/her.
7. No other student may start the exam once a student has completed and submitted his/her exam, unless otherwise approved by the course coordinator.

### **Conduct**

Students in the Manchester University Pharmacogenomics program are expected to demonstrate professionalism and integrity during class, in service settings and in their personal lives. Whether attending a Pharmacogenomics meeting, going to a continuing education program, or participating with other organizations, you are representing a program, a College, and a University at all times. Strive to be the example that others may look up to and emulate.

1. The following items **must be used at all**

## Master of Science in Pharmacogenomics Academic Policies and Procedures

This handbook describes several policies and procedures; however, the primary resource for all program academic policies is the *Graduate Student Bulletin*, which is located on the Master of Science in Pharmacogenomics program's home page. (<http://ww2.manchester.edu/home/pharmacogenomics>)

### Attendance Policies

#### General

Attendance in all courses and labs is expected. The expectations for participation and attendance in classes, activities, and events are similar to employment responsibilities.

Additionally, active participation is vital to team dynamics and individual success.

#### Absences

A student must take responsibility for any expected or unexpected absence. In the case of an unexpected absence, the student must contact the course coordinator by email or phone as soon as possible. Expected absences (e.g. events that can be planned for in advance) must be communicated to the course coordinator, in writing (email), as soon as the event/activity is known and as far in advance as possible. Delayed communication of these absences may result in loss of credit for any graded activities occurring that day.

Students are responsible to make any necessary arrangements with the course coordinator in regards to any absence. Absence from instructional periods for any reason does not relieve the student from responsibility for the material covered during the periods. **The course syllabus is the definitive source for course specific policies related to excused and unexcused absences.**

If a student will be absent for an extended period of time (over 3 days) or for a college, university, or professional event, the Program Director must be notified, as well as the course coordinator.

#### Absences related to Religious Holidays

The program respects the right of all students to observe religious holidays and will make reasonable accommodations upon request. Students must inform the course coordinator(s) and Program Director of any conflicts regarding religious holidays in writing (email) no later than the second Friday of the semester in which the holiday occurs.

### Automobile Regulations

All students, faculty and staff members' cars must be registered and bear the parking tag obtained from the facilities coordinator, located in the Dean's Office suite of the program. Vehicle owners will be held responsible for the proper use of their cars, even when driven by other people.

The University assumes no liability or responsibility for the loss of or damage inflicted on motor vehicles while parked on the Fort Wayne campus. Students who bring a vehicle to the facility should be sure to have proper insurance coverage.

### Campus Security and Building Hours

The building hours to the public are from 8 a.m. to 5 p.m., Monday through Friday. The building is closed to the public on Saturday and Sunday. The building hours for students are 7 a.m. – 12 a.m., Monday through Friday, and 3 p.m. – 12 a.m. on Saturday and Sunday. The patio will be open during weekend hours as well. Access is through the student lounge patio doors. Re-admittance to the building is only available with your proximity card through the main entrance. **DO NOT** prop open the student lounge patio doors in any way.

Afterhours access to the Fort Wayne campus is not available to the public, only to program students through their proximity ID card prior to 8 a.m. and after 5 p.m. on weekdays and between 3 p.m. and 12 a.m. on the weekend. Study rooms that are available after hours include the classrooms, communications lab, student work rooms 122 and 124, and the student lounge. The Fort Wayne campus conference rooms and auditorium are not available for student use unless previously scheduled for a student event.

Student weekend access is not allowed prior to 3 p.m. and will not be allowed during other scheduled events upon advanced notification.

Please remember, no pets are allowed in the facility.

Any inappropriate/unapproved use of these identified rooms (e.g. food and drink in the communications lab) or the facility as a whole may lead to the closure of rooms and/or the elimination of student weekend access.

The FortWayne campus has an active security patrol, which includes patrol of the building, parking lot and surrounding campus. To contact FortWayne campus security, please call Parkview Dispatch – 260-266-1800. In the event of an emergency, please call 911 from the nearest telephone.

### Career Services

Students may contact the Office of Career Services for support related to professional development. The following link provides access to the services: <http://www.manchester.edu/OSD/Career/>.

## Fort Wayne Campus Use Policy

### Student Lounge

The Student Lounge provides students with an area to gather and equipment to store and/or heat their lunch. As such, the students are responsible for keeping the area clean and neat. A microwave and refrigerator are available for students' use. Rules for cleaning, microwave use, and refrigerator storage are posted.

### Food Service

Food is available in the student lounge using a grab and go food vending system. This system uses a card swipe payment process for all items. Students learn more about the system and receive their cards during new student orientation. The food service areas are monitored by video camera. Pilferage, of any sort, will not be tolerated.

### Room Reservations

Within the Fort Wayne facility, there are a variety of rooms that may be reserved by students for academic or organizational pursuits. This process is managed by the Facility Coordinator, in the Dean's Office suite. The process and a list of rooms requiring reservation will be managed through the office of student affairs.

### Property Damage

No student shall willfully or maliciously damage or destroy College/University property or property on the campus which belongs to any student, employee, or visitor of the College/University. This prohibition applies to off-campus sites while students are participating in academic learning experiences, including, but not limited to externships, experiential rotations, and observations. Students are obligated to pay for all property damage caused by improper use. The program reserves the right to pursue available legal remedies against students who damage or destroy University property.

## Campus-wide Communications

The Manchester University-provided student email address is the official method of electronic communication with all students.

## Counseling Services

Students may face many personal challenges during their years in the Pharmacogenomics program. The University recognizes this and provides free, confidential counseling services.

Appointments with University Counseling services are available via email or phone during the academic year. University counseling services will be available on the Fort Wayne campus every two weeks, beginning on August 19, 2015. Short term counseling or referral to an appropriate resource in the area will be provided. In addition, the Office of Student Affairs provides consultation when members of the program's community have concerns about the mental health and well-being of one of our students. Consultations may be provided to students, staff and faculty to discuss questions or concerns about a student's well-being.

## Emergency Guidelines

The Fort Wayne Campus Emergency Guidelines Manual will be available online (Current Students) and details the policies and procedures for all program personnel (students, staff and faculty).

## Financial Aid

All Master of Science in Pharmacogenomics students are strongly encouraged to complete and file the Free Application for Federal Student Aid (FAFSA) for consideration for student loan eligibility. Questions about financial aid should be sent to the program's Office of Student Financial Services.

## Financial Policies

### Payment of University Charges

Semester payments are due May 5 for the summer session, August 5 for the fall semester and January 5 for the spring semester. A monthly payment plan is available beginning with an April 5 start date.

Methods of payment accepted include:

- **Online Payment Options through the Student Account Center**  
Students can access the Student Account Center through SharePoint. Parents/others that have been added as an Authorized User can access through the Student Financial Services website.  
<http://www.manchester.edu/sfs/>
  - **Electronic Check**  
Make payment online using an e-check. There is no fee for this service.
  - **Credit or Debit Card**  
Make a payment online using a Visa, MasterCard, Discover, or American Express card. Please note that a convenience fee of 2.75% or a minimum of \$3.00 (whichever is greater) will be charged by Pay Path for the processing of credit or debit card payments. Manchester University does not receive any portion of this non-refundable fee.
- **Monthly payment option** - Manchester University offers a Spartan Payment Plan with interest-free, monthly payments. The monthly payment plan begins April 5 to allow for equal number of installments. Login to the Student Account Center and click Payment plans for details and enrollment. Additional information available at <http://www.manchester.edu/sfs/spartanpayplan.htm>
- **Check or money order** payable to Manchester University, mailed to:

Manchester University  
Attention: Student Financial Services  
604 E. College Avenue  
North Manchester, IN 46962



- **In Person payment** - Check, cash, or money order. Payments can be made Monday through Friday, 8 a.m. to 5 p.m. in the Student Financial Services office located on the lower level of the Administration building on the North Manchester Campus.

Students with unpaid balances may lose current enrollment and will not be allowed to register for any subsequent terms. Transcripts and diplomas are withheld from those who have not settled their financial obligations to Manchester University, which may include collection fees, attorney's fees, and court costs.

Students are not fully registered, nor will they have the privilege of class attendance or use of University facilities until their charges are paid. A service charge of 1.5 percent or \$30, whichever is greater, may be added to any unpaid balance in the student account as of the last working day of each month.

### **Refund of Tuition/Fees**

In the case of official withdrawal from the University, a refund, less a cancellation fee, is made according to the following schedules:

#### **Pharmacogenomics summer, fall and spring semester refund schedule:**

- Withdrawal before the official start of classes: 100 percent refund
- Withdrawal during first three (3) days: 100 percent refund less \$250 cancellation fee
- Withdrawal during the first and second weeks (4-10 class days): 75 percent refund
- Withdrawal during the third and fourth weeks: 50 percent refund
- Withdrawal during the fifth and sixth weeks: 25 percent refund
- Withdrawal after the sixth week: NO REFUND

#### **Financial Aid**

Students must file the Free Application for Federal Student Aid (FAFSA) for consideration for student loan eligibility. Questions about financial aid should be addressed to Student Financial Services, Manchester University, 604 E. College Ave., North Manchester, Indiana 46962. Phone: 260-982-5066.

Students with unpaid balances may lose current enrollment and will not be allowed to register for any subsequent terms. Transcripts and diplomas are withheld from those who have not settled their financial obligations to Manchester University, which may include collection fees, attorney's fees, and court costs. Students are not fully registered, nor will they have the privilege of class attendance or use of University facilities until their charges are paid. A service charge of 1.5% or \$30, whichever is greater, may be added to any unpaid balance in the student account as of the last working day of each month.

### **Food and Drink in the Facility**

Students may only bring drinks into classroom spaces in re-sealable containers (i.e. screw-top bottles, mugs with lids, or other containers; no fast-food or open cups or cans). Students may not bring other food or drinks into the classroom spaces at any time. Students who bring non-permitted drink containers or food into the classroom will be asked to remove them. Recurring problems will be addressed by the Office of Student Affairs.

Faculty may bring drinks into the classroom spaces in re-sealable containers (i.e. screw-top bottles, mugs, or other containers; no fast-food or open cups or cans) during class. At other times, with the express permission of the dean, faculty may bring food and drink into the classrooms for non-class events.

This policy applies to all classrooms, and the Communications Lab. No food or drink is allowed in the Drug Information Center library area or any Lab at any time.

Food and drink is permitted in other student and faculty areas around the building.

### **Grades/Transcripts/Enrollment Verification**

Students may only obtain official transcripts via the Office of the Registrar. Request forms are available via the current student page of the program website or directly from the Registrar's webpage (<http://www.manchester.edu/oaa/registrar/>).

### **Hazing, Theft, and Concealed Weapons**

**Hazing:** No member of the University community shall participate in, knowingly permit or fail to report the hazing of a student. Hazing includes the mental or physical requirement or obligation placed upon a person seeking membership in or as a member of a student organization that could cause discomfort, pain, fright, disgrace, injury or which is personally degrading or which violates any University policy or any federal, state or local law.

**Theft:** Without proper authorization, no student shall take, attempt to take, or keep in his/her possession items of University property or items belonging to students, staff, student groups or visitors to the campus.

**Weapons:** Illegal or unauthorized possession of firearms, explosives or other weapons or dangerous chemicals on University premises is prohibited. In addition, the brandishing of any item as a weapon is also prohibited.

## Health Insurance

Beginning the Fall 2014 semester, Manchester University no longer requires students to provide proof of health insurance.

There are multiple options to choose from for insurance. Students may remain on parent's plans until the age of 26 or continue the coverage already used. Those without coverage may consider the following:

- Sign-up for insurance using the recently created Marketplace: [www.healthcare.gov](http://www.healthcare.gov)
- Contact local hospitals for assistance with Marketplace enrollment
- Contact local insurance companies to learn more about coverage options.

## Local Healthcare Resources

There are several urgent care clinics located around the Fort Wayne area and in close proximity to the College. Two urgent care clinic groups, representing several clinic sites are listed below:

### 1. Parkview FirstCare Walk-In Clinic

**8 a.m. - 8 p.m., 7 days a week**

**Phone: (260) 469-6610 or Toll Free (877) PPG-TODAY (774-8632)**

<http://www.parkview.com/en/ppg/FirstCare/Pages/default.aspx>

**Fort Wayne, North** (open all holidays)

3909 New Vision Drive

Located on Parkview North campus off Dupont and Diebold

**Fort Wayne, Southwest** (closed on holidays)

8911 Liberty Mills Road (Formerly located at 10515 Illinois Road)

Located on the corner of Liberty Mills and Jefferson Blvd, west of I69

**Fort Wayne, Central** (closed on holidays)

1515 Hobson Road

Located at corner of Lake and Hobson

**New Haven** (closed on holidays)

1331 Minnich Road

Located east on Lincoln Highway to Minnich Road

### 2. RediMed Urgent Care

<http://www.redimedclinics.com/Pages/home.aspx>

**RediMed Clinic, North**

11635 Coldwater Road

Fort Wayne, IN 46845

(260) 637-1661

8 a.m. - 8 p.m. daily

Fort Wayne, IN 46815

(260) 486-7334

8 a.m. - 8 p.m. daily

**RediMed Clinic, Southwest**

7333 W. Jefferson Blvd. Fort

Wayne, IN 46804

(260) 435-7334

8 a.m. - 8 p.m. daily

Emergency services may be reached at the phone numbers below:

1. Dupont Hospital: (260) 416-3000
2. Lutheran Hospital of Indiana: (260) 435-7001
3. Parkview Regional Medical Center (North Hospital): (260) 266-1000
4. St. Joseph Hospital: (260) 425-3000

Ambulance services can be summoned by calling 911.

Note: The College reserves the right to contact parents or legal guardians of a student when the health and safety of the student is at risk.

## Student Mental Health Evaluation

Manchester University is committed to protecting its community members from the risk of physical harm, and preserving the integrity of its learning environment.

Requiring a student to complete a mental health evaluation may be necessary to protect the safety of the student and others in the case of a disciplinary problem involving that student. Separation of a student from the program may also be necessary if there is sufficient evidence that the student is engaging in or is likely to engage in behavior that either poses a danger of harm to self or others, or disrupts the learning environment of others and the student is unwilling or unable to assure his/her own safety or that of others.

Notification: The University reserves the right to notify a student's parents and/or designated emergency contact regarding issues of health and safety if the student's behavior poses a threat to the health and safety of themselves or others. The final determination by the College regarding the student's standing at the College may also be communicated to the emergency contact.

## Identification Cards

Identification cards are issued to all students enrolled in the Master of Science in Pharmacogenomics program. Not only are these your college ID cards, but they also serve as your "key" into the building. Students are required to wear their current and valid ID card when on campus. If the ID card is lost, please report to the business office on the North Manchester Campus. The student is responsible for the cost of the replacement.

**RediMed Clinic, Northeast**

3717 Maplecrest Road

## Library Resources

### North Manchester Campus

The library provides materials to serve the University curriculum, bibliographic and interlibrary loan support for research and instruction in the use of information sources. Library services are available on site, as well as online through the Funderburg Library website ([www.manchester.edu/OAA/Library](http://www.manchester.edu/OAA/Library))

Its 176,000 bound volumes, 530 printed periodical subscriptions, 5,600 sound and video recordings, and more than 20,000 online periodicals in 70 databases provide valuable research resources. Interlibrary loan service delivers materials from potentially thousands of libraries. Four librarians manage the on-site and virtual array of library services and resources.

### Fort Wayne Campus

The Drug information Center in the College of Pharmacy, Natural and Health Sciences provides a print and electronic library collection that students may use. Students will be able to use the electronic collection within the main library website and will also have access to a designated page specifically for the Master of Science in Pharmacogenomics with relevant and helpful resources regarding the Master of Science in Pharmacogenomics coursework. The print collection will be housed in the Drug Information Center as reference material.

In addition, students of the Fort Wayne campus will have access to the library resources of the University of Saint Francis and IPFW libraries. Please contact the Drug Information Center for specific directions on your access.

### Office of Volunteer Services

In keeping with key components of the University's Values Statement, "learning, faith and service," the Office of Volunteer Services (OVS) offers programs, resources, and support for students, faculty and staff who wish to impact the greater community through volunteer service. OVS is staffed by three student directors, and student development professionals serve as advisors. OVS develops relationships with community organizations, and offers a variety of long-term and short-term service opportunities, including campus blood drives, CROP Walk, Hunger and Homelessness Awareness Week and Discovering the Community, a once-a-month Saturday volunteer program that incorporates service at a different organization each month. For more information, call 260-982-5084.

insurance for property that is rented or borrowed for use by individual students or for University/College-sponsored activities. In those cases, the owners and students arranging to use property will need to provide their own insurance coverage, as the liability accompanies ownership of property. The University does not carry insurance on personal property and belongings of students, and is not responsible for any loss of property by fire, theft or other contingency. Students are advised to keep belongings in a protected location at all times.

### Student Organizations

Students are encouraged to join the College's student chapter of the Personalized Medicine Coalition. All organizations are subject to adherence to the rules and regulations promulgated by the College and University.

### University and College Policies

Manchester University has policies and guidelines that define the actions of the University community and govern both the rights and the expectations of its members. The College of Pharmacy, Natural and Health Sciences Master of Science in Pharmacogenomics Student Handbook provides a listing and rationale for all policies that apply to members of the College community. The policies listed are not all inclusive.

Students who seek admission should be aware of University regulations and be prepared to abide by these policies while enrolled at Manchester University College of Pharmacy, Natural and Health Sciences.

The College reserves the right to dismiss or suspend any student at any time when, in the judgment of College authorities, such action is advisable. Upon registration with the Manchester University College of Pharmacy, Natural and Health Sciences, the student expressly concedes this right to the College. It is understood that attendance at Manchester University College of Pharmacy, Natural and Health Sciences is a privilege, not a right, and that this privilege may be withdrawn in the case of any student who does not adhere to the objectives or policies of the College and University.

### Personal Property

The University does not provide personal property





