APPALACHIAN STATE UNIVERSITY

BEAVER COLLEGE OF HEALTH SCIENCES
Health Sciences

Student Handbook 2024-2025
Congratulations on your admission to our Bachelor of Science in Health Sciences Program.

This handbook is intended as a resource to address program-specific information such as expectations, policies, and requirements and summarize and/or direct students to key Program and University resources and policies. Should a conflict exist between a program policy and that of a higher unit, the higher unit policy will prevail.

We look forward to your success in our program and in your future careers in health sciences.

Kind Regards,

Lori Eberly, PhD, MHA
Program Director, Health Sciences
Department of Nutrition and Health Care Management
Beaver College of Health Sciences

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P: 828-827-6536
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Introduction

Beginning in the Fall of 2024, the Bachelor of Science in Health Sciences (HS) degree at Appalachian State University (AppState) is designed for individuals who have earned an Associate of Applied Science (AAS) degree in an allied health field from a North Carolina Community College. Courses are offered online or in person at our Boone and Hickory campuses.

The Bachelor of Science in Health Sciences is ideal for individuals with an AAS degree in health-related fields who aspire to advance their careers by being promoted to leadership roles in their respective discipline, pursue an advanced graduate degree, and/or pursue teaching in their respective discipline.

Graduates from this broad, transfer-friendly program will gain a strong background in the diverse health professions field and enhance the leadership skills needed to advance in their respective fields.

Beaver College of Health Sciences

The Bachelor of Science in Health Sciences program is part of the Department of Nutrition and Health Care Management housed in the Beaver College of Health Sciences (BCHS), which also includes five other departments with multiple undergraduate and graduate programs related to health and well-being. The BCHS opened in 2010 as the result of a strategic university commitment to significantly enhance the health and quality of life for individuals, families, and communities in North Carolina and beyond.

Mission

To elevate health and well-being in our region and beyond by preparing future professionals through transformative and inclusive education, collaborative research, and community engagement.

Vision

To be a leader in inclusive education and innovative scholarship focused on health equity, resilience, and sustainability.

Our Core Values

The Beaver College of Health Sciences embraces the following core values that guide us in achieving our vision and fulfilling our mission. We are committed to:
- WELLNESS – Building and preserving a culture of health
- COMMUNITY – Creating, growing and learning together
- INCLUSION – Appreciating differences and fostering a supportive environment
- EQUITY – Striving to eliminate health disparities and promote access to care
- ADVOCACY – Advancing equitable health care and policies
- INTEGRITY – Promoting and modeling professional and ethical values
- INNOVATION – Embracing, creating and disseminating knowledge and new ideas

**Department Contact Information**

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**Bachelor of Science in Health Sciences**

**What is Health Sciences?**

Health Sciences is a multidisciplinary field focused on the application of scientific principles to the study of health, illness, and healthcare. The Bachelor of Science in Health Sciences program provides students with a comprehensive understanding of the biological, behavioral, social, and administrative aspects of health. This program aims to prepare students for a variety of careers in healthcare as well as for advanced studies in related fields.

According to the Bureau of Labor Statistics, employment in healthcare occupations is growing faster than the average for all occupations, with 1.8 million openings projected each year. Graduates with a degree in Health Sciences have a wide range of career opportunities in various healthcare settings. Potential career paths include:

- Public Health Worker: Engaging in community health education, health promotion, or epidemiology.
- Health Researcher: Conducting research to advance knowledge in health and disease.
- Health Educator: Developing and implementing programs to educate individuals and communities about health and wellness.
- Healthcare Administrator: Managing operations within healthcare facilities or organizations.
Health Sciences Curriculum

The Bachelor of Science in Health Sciences degree requires 120 hours of coursework. As a transfer program, students can apply at least thirty credit hours earned as part of an Associate of Applied Science (AAS) degree at a North Carolina Community College. Most courses from the AAS degree will count towards degree requirements or free electives. Students will need to take some major courses at Appalachian and also meet general education requirements that are not met with the AAS degree.

Remaining Bachelor of Science in Health Sciences degree requirements will vary depending on the credits that are transferred to AppState. Because each student’s situation will vary, students must consult with their academic advisor regularly to ensure that all requirements are being met. At least 30 hours of coursework (25% of hours) must be earned at Appalachian State, including 18 hours in the major with at least 15 hours at the 3000-level or above.

The Bachelor of Science in Health Sciences curriculum and course descriptions can be found in the current AppState Undergraduate Bulletin for this degree program.

Student Learning Outcomes

We are committed to continuous improvement of student learning. Student Learning Outcomes (SLOs) allow us to collectively assess and evaluate the degree to which our students acquire knowledge, skills, and abilities in Health Sciences. Upon successful completion of the Bachelor of Science in Health Sciences degree, students should achieve the following outcomes:

Goal 1 Students will demonstrate knowledge of the health care industry and health care organizations.

Outcome 1.1 Students will identify and critically analyze current and emerging health issues.

Outcome 1.2 Students will describe the context of health care, with particular attention to health disparities and health-related policies.

Goal 2 Students will demonstrate leadership capacity in health settings.

Outcome 2.1 Students will demonstrate professionalism by being present and prepared, dependable, and consistent.

Outcome 2.2 Students will act equitably with integrity and accountability to self, others, and organizations.
**Outcome 2.3** Students will demonstrate strong interpersonal communication skills, including active listening, clear and effective exchange of ideas, and attention to detail.

**Outcome 2.4** Students will demonstrate the ability to collaborate with patients, colleagues, partners, and stakeholders to achieve common goals.

**Outcome 2.5** Students will demonstrate the ability to advocate for individuals, groups, organizations, and communities.

**Goal 3** Students will adhere to ethical standards and best practices within the health professions.

**Outcome 3.1** Students will recognize complex ethical issues in health settings and make decisions using appropriate ethical standards and critical thinking skills.

**Outcome 3.2** Students will utilize reflective practices and identify areas for continued development.

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**Admission and Retention Policies**

The Bachelor of Science in Health Sciences program has academic standards for admission and retention. To be admitted to the HS program, students must meet the academic standards ofAppState and the BCHS.

Admission to the HS degree program requires transfer from an accredited allied health Associate of Applied Science (AAS) program at a North Community College with a cumulative GPA of 2.25 or higher. The official articulation of transfer credit will be evaluated upon admission to AppState. The goal of the Office of Transfer Admissions and Engagement is to ensure that the admission process for transfer students is seamless and student-friendly. Many resources are available for transfer students. One resource available is the course equivalency database. If courses taken at another institution are not available in the database, an admissions counselor can give an informal articulation of credit.

Students are expected to abide by AppState’s Code of Student Conduct and Academic Integrity Code, and must comply with all applicable university and college policies and procedures. Failure to meet these standards may result in dismissal from the HS program.

In order to meet our responsibilities to provide quality professional education and to ensure that our graduates are able to function in a broad variety of professional
situations, the HS program has set forth the following standards for students in this program:

1. Scholastic Performance
   a. Maintain a minimum overall GPA of 2.0 or higher; and
   b. All courses with a grade of “F” or “U” must be repeated.

2. Professionalism
   a. Abide by established policies and processes
   b. Meet deadlines; providing documentation as requested
   c. Complete required in-class and out-of-class assignments
   d. Be prepared for and attend class
   e. Appropriate attentiveness and use of electronic devices during class
   f. Communicate respectfully and appropriately with faculty, staff, fellow students, and others.

3. Ethical Behavior
   a. Act in ways that will merit the trust, confidence, and respect of others
   b. Lead lives that embody an exemplary system of values and ethics
   c. Make decisions and take actions that reflect personal integrity and ethical leadership
   d. Conduct activities with honesty, integrity, respect, fairness, and good faith in a manner that will reflect well upon the healthcare profession
   e. Maintain competence and proficiency in health sciences by implementing a personal program of assessment and continuing professional education.

4. Interpersonal Relationships
   a. Interact with others, including peers, faculty, administrators, and community members, with integrity, cooperation, and respect, to build and maintain effective working relationships
   b. Demonstrate interpersonal skills that facilitate forming and sustaining effective helping relationships.

5. Commitment to Inclusion
   a. Foster an inclusive environment and recognize the contributions of all members
   b. Encourage open dialogue to increase understanding, awareness, and improved decision making
   c. Demonstrate respect for all people.
Failure to meet the standards may result in dismissal from the program. These standards are illustrative, not exhaustive.

**Academic Performance Concerns**

Students in the HS program are students of AppState and must adhere to the academic standards and performance standards set forth by the university for all students. According to the [AppState Code of Student Conduct and Academic Integrity](#),

> “When students enter the University, they assume obligations of performance and behavior relevant to the University’s mission, processes, and functions. These expectations of students in an academic community are higher than those expected of other citizens.”

Violations of the performance standards set forth by the university, including violations of the Code of Academic Integrity, will be referred to the Office of Student Conduct. Please note that alleged harassment complaints must be handled according to university procedures. Further, students who fail to maintain the scholastic requirements of the university are subject to academic probation or dismissal as indicated in the [Appalachian State University Undergraduate Bulletin: Academic Regulations](#). Nonetheless, additional review may also be undertaken by the Department of Nutrition and Health Care Management, following the policies and procedures outlined in this Handbook.

Because the HS program is a professional program, HS students must also adhere to the specific academic performance standards set forth by the Department of Nutrition and Health Care Management. The HS Program’s academic performance standards and expectations of essential behaviors for each standard were developed to ensure clarity of expectations for behavior and achievement and to ensure that students from our program are well-suited for the professional demands, roles, and responsibilities. It is acknowledged that the development of competency in every area is progressive, beginning with a basic level of commitment, knowledge, understanding and skill and moving towards full professional competency in all areas by the time of graduation. Therefore, academic performance expectations will follow this developmental sequence, with increasing competency expected over time.

Student academic performance is monitored throughout the HS Program. When concerns are noted in any of the areas outlined in the Academic Performance Standards for Retention, the Department will utilize the policies and procedures outlined in the following paragraphs. The severity of the concern will influence the level of
intervention and steps followed. When a concern is identified, the following steps are strongly recommended:

1) The faculty member and student should attempt to resolve concerns as soon as possible through open discussion of the issues. Possible solutions will be identified, implemented, and documented. Documentation may include email summaries of meetings and/or the Academic Performance Form (Appendix A). The HS Program Director and/or Department Chair may serve as resources to assist the student and the faculty member in resolving concerns.

2) If a satisfactory solution is not reached and/or if another issue arises following the meeting with the faculty member and student, the HS Program Director should be contacted. The HS Program Director may consult with the Department Chair. The faculty member and HS Program Director may use a variety of documented methods including joint and individual meetings to assist in resolving the problems. Documentation may include email summaries of meetings and/or the Academic Performance Form.

3) If agreeable solutions are not found, the problem is not remedied, or a new problem occurs following consultation with the HS Program Director, the Department Chair should be notified. The course of action will be decided by the Department Chair in consultation with appropriate University and Department personnel. Possible actions may include but are not limited to the following:
   a) Gather more information which may include contact with the student, Faculty members, any involved agency, or others
   b) Conduct a meeting to resolve issues
   c) Develop a written performance contract
   d) Suspend/dismiss the student

4) Students who are dissatisfied with the Department Chair’s decision have the right to appeal the decision to the Dean (or Dean’s designee) in writing within 10 business days of receipt of that decision. The Dean’s decision is final.

Student Grievance Procedures

Students who are dissatisfied with decisions regarding course concerns, final course grades, academic performance reviews, or termination from the HS Program are expected to follow University-wide and Departmental grievance procedures as outlined by Academic Affairs. Appalachian State University provides several means by which student complaints and grievances may be addressed. In all cases, students are advised to put their concerns in writing and carefully document the events that led to the
complaint or grievance. Because it is sometimes confusing as to which of the routes listed below should be followed, students are advised to contact the Office of the Dean of Students (828-262-8284) for advice on which procedure to follow. Concerns should be expressed as soon as possible after the event occurs; some of the procedures below have specific deadlines for filing grievances or complaints. Students must follow the procedure specific to their grievance.

**Criminal Background Checks**

All students in the BCHS are required to obtain a criminal background check prior to enrollment in an internship experience. The Criminal Background Check Policy can be found [here](#). The College uses a contract organization to conduct the background checks, and drug screens if required, and each intern is responsible for paying the associated fee. The results are posted in a secure environment; both the student and the university can view the results. During the semester prior to enrollment in internship students will receive three emails from Certiphi.com. The emails will contain instructions for ordering a background check. Additional background checks may be necessary for certain internship sites. Each internship site varies regarding its policy for accepting an intern with any convictions and the nature of those convictions. Thus, the ability for an intern to continue placement in a given facility will depend on the facility's current policy. If an intern is unable to be placed in a facility due to the findings of the background check, it will be their responsibility to locate another potential internship site.

**Program Contact Information**

Lori Eberly, PhD, MHA  
Health Sciences Program Director  
eberlyll@appstate.edu  
P: 828-827-6536

**General AppState Policies and Procedures**

**Equal Opportunity in Education and Employment**

AppState is committed to providing equal opportunity in education and employment to all applicants, students, and employees. The policy on Equal Employment Opportunity is linked [here](#) and on the Human Resource Services website.

**Tuition and Fees**

Many students combine several sources to make college more affordable. Regardless of one's financial situation, a student may contact Admissions (828-262-2120), [Financial](#)
Aid (828-262-2190), and/or Student Employment (828-262-2180) for assistance. Estimated minimum expenses for a full-time or part-time undergraduate education can be found on the Admissions website.

Withdrawal And Refund Of Tuition And Fees

When withdrawing from AppState, a student is required to withdraw from every class in which they enrolled. The reasons for withdrawing may vary, and students need to understand all aspects of the withdrawal process. The types of withdrawals, the procedure for withdrawing from the university, and information on refunds for tuition and fees are explained on the website of the Office of Student Accounts.

Academic Calendar

The HS Program adheres to theAppState standard academic calendar, available on the website of the Office of the Registrar.

Student Privacy And Records

Information on access to student records and other privacy questions may be found on the website of the Office of the Registrar. The protection of privacy of student information is described within the Policy Statement on the Family Educational Rights and Privacy Act (FERPA).

Access to various personal records may be found at the following locations:

<table>
<thead>
<tr>
<th>Record Type</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admissions Records</td>
<td>University Registrar - John E. Thomas Academic Support Services Building</td>
</tr>
<tr>
<td>Academic Records</td>
<td>University Registrar - John E. Thomas Academic Support Services Building</td>
</tr>
<tr>
<td>Financial Records</td>
<td>Director, Office of Student Accounts - John E. Thomas Academic Support Services Building</td>
</tr>
<tr>
<td>Placement Records</td>
<td>Director, Career Development Center</td>
</tr>
<tr>
<td></td>
<td>John E. Thomas Academic Support Services Building</td>
</tr>
<tr>
<td>Academic Progress Records</td>
<td>Maintained by the Dean of the College/School and the chairperson of the academic department in which the student has formally declared a major. If the student has not declared a major, these records are maintained by the Director, University College Academic Advising Center, D. D. Dougherty Building</td>
</tr>
<tr>
<td>Disciplinary Records</td>
<td>Director, Office of Student Conduct - Plemmons Student Union</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Director, Office of Student Financial Aid - John E. Thomas Academic Support Services Building</td>
</tr>
<tr>
<td>Campus Housing Records</td>
<td>Director, Office of Residence Life - John E. Thomas Academic Support Services Building</td>
</tr>
<tr>
<td>Extra-Curricular Records</td>
<td>Director, Center for Student Involvement and Leadership - Plemmons Student Union</td>
</tr>
<tr>
<td>Records of Students as Athletes</td>
<td>Director, Office of Athletic Media Relations – Athletics Center</td>
</tr>
</tbody>
</table>
Support Services

AppState provides various support services to its students. These services are described below with a link to their website.

Transfer Admissions and Engagement supports transfer students at all stages of their academic journey at AppState. Resources for transfer students can be found by visiting the current students tab of the Transfer Admissions website.

The Student Learning Center is available to all students and provides services such as tutoring, tips and strategies for academic success in both in-person and online college courses. Topics include time management, effective study skills, reading efficiency, test-taking tips, organization, tips specific to online courses, and more. The Student Learning Center may be recommended to students by faculty or advising when issues arise related to a student’s academic success.

The University Writing Center is a free resource available to allAppState students. The University Writing Center is staffed with experienced writers and attentive readers who will work one-on-one with students to assist with any aspect of the writing process. To book an appointment or request assistance, go to Trac Cloud, call 828-262-3144, text 828-476-8644, or email writingctr@appstate.edu.

Information Technology Services (IT) is the central support structure for assisting students with computer technology. The Technology Support Center can assist with both software and hardware issues for student personal computers. Contact support by submitting a ticket or calling the help desk at 828-262-6266.

The Textbook Rental Program provides every undergraduate and graduate student access to textbooks and course materials, digitally and physically, in exchange for a fixed fee per semester. Approximately 85% of textbooks and course materials are available in digital form; titles that are not will be available as a physical textbook.

M.S. Shook Student Health Service is a primary care ambulatory campus health clinic helping meet the needs of AppState students at both the Boone and Hickory campuses. M.S. Shook Student Health Service is closed during all University holidays. Limited service is available during academic breaks. Hours are published on the M.S. Shook Student Health Service website and are posted on the doors at the Health Center. When M.S. Shook Student Health Service is closed, a nurse triage telephone service is available by calling (828)262-3100 to help students with health questions.
Counseling and Psychological Services (CAPS) are available to all AppState students at both the Boone and Hickory campuses. To learn more about available counseling and psychological services, visit the CAPS website.

The Office of Testing Services provides accessible and comprehensive testing services for the campus and community. Visit the Testing Services website for a detailed listing of services provided at each of our campuses.

The Disability Resources (ODR) unit is the designated office at AppState for promoting equity, access, and civil rights based on a disability. ODR oversees access needs, applicable University resources/supports, and eligibility of appropriate accommodations (adjustments, auxiliary aids/services and reasonable modifications) based on disability for students and visitors.

The Career Development Center supports students in their journey to career success through assistance solidifying goals and interests, building a foundation of career readiness skills, preparing for interviews, and making career connections. Visit the Career Development website for an overview of the services provided.

Nearly seventy percent of our students receive some type of financial aid. Visit the Financial Aid website to learn the options available and the process for applying for assistance.

Scholarships

The Appalachian Scholarship Application Portal is typically open in December and January for enrolled students to apply for scholarships for the following academic year.

For more information about scholarships, please visit the BCHS Scholarship page or contact the BCHS Dean's Office at 828-262-8145.
Appendix A

Academic Performance Concerns Form

Date: ___________________________  Student name: ___________________________________________

Faculty member or agency representative: ___________________________________________________

An Academic Standards Concerns Form is completed by a faculty member or agency representative when there are concerns about a student’s performance. They will discuss the concerns and review the form with the student, except under unusual circumstances. A copy of the Academic Standards Concerns Form will be kept in the Department of Nutrition and Health Care Management in the student’s file.

Signify areas of concern and provide a short narrative that further elaborates concerns. Include the class or context in which the behaviors occur.

<table>
<thead>
<tr>
<th>Areas of Concern</th>
<th>Level of Concern (1=mild, 2=moderate, 3=serious)</th>
<th>Is it resolved?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Scholastic Performance Standards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibits difficulty in demonstrating scholastic performance standards as developmentally appropriate (e.g., GPA, grades, course repeats, KRDNs)</td>
<td>1 2 3</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Other. Please Describe:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 2 3</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td><strong>2. Professionalism Standards</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is frequently absent, tardy, or leaves early</td>
<td>1 2 3</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Turns in incomplete or late assignments; is frequently unprepared for class, service learning, or field; does not meet deadlines</td>
<td>1 2 3</td>
<td>Yes ☐ No ☐</td>
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<tr>
<td>Sleeps through class, service learning, or field experiences</td>
<td></td>
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<tr>
<td></td>
<td>1 2 3</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td>Other. Please Describe:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1 2 3</td>
<td>Yes ☐ No ☐</td>
</tr>
<tr>
<td><strong>3. Ethical Behavior Standards</strong></td>
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<tr>
<td>Plagiarizes an assignment, exam, or other activity</td>
<td>1 2 3</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Cheats on an assignment, exam, or other activity</td>
<td>1 2 3</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Demonstrates dishonesty</td>
<td>1 2 3</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Does not demonstrate accountability</td>
<td>1 2 3</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Does not demonstrate applicable characteristics of Appalachian's Code of Student Conduct, Academic Integrity Code, the American College of Healthcare Executive's Code of Ethics</td>
<td>1 2 3</td>
<td>Yes □ No □</td>
</tr>
<tr>
<td>Other. Please Describe:</td>
<td>1 2 3</td>
<td>Yes □ No □</td>
</tr>
</tbody>
</table>

4. Interpersonal Relationships Standards

| Demonstrates disrespect, disruptive behavior, or lack of cooperation in interactions with instructor, students, or others in the classroom, Department of NHM, or other settings | 1 2 3 | Yes □ No □ |
| Demonstrates acts of bullying and/or cyber bullying | 1 2 3 | Yes □ No □ |
| Does not demonstrate skills that facilitate effective helping relationships | 1 2 3 | Yes □ No □ |
| Other. Please Describe: | 1 2 3 | Yes □ No □ |

5. Commitment to Diversity and Inclusion

| Is disrespectful in discussing sensitive issues, such as diversity; is insensitive to the feelings or needs of others | 1 2 3 | Yes □ No □ |
**Comments** - signify areas of concern and provide a short a narrative that further elaborates concerns. Include the class or context in which the behaviors occur:

<table>
<thead>
<tr>
<th>Comments</th>
<th>Comments</th>
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**Student Comments** (if desired):

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<th>Comments</th>
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Has student received a copy of this form? | Yes ☐ No ☐

If no, reasons not provided to date:

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<tr>
<th>Comments</th>
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Faculty Member | Date | HS Program Director | Date

Internship Supervisor (if applicable) | Date | Department Chair | Date

Student* | Date

*Signature of student signifies receipt of this form, not necessarily agreement with it.