



**Program Policies and Procedures**  
**2021-2022**



### **Alvah H. Chapman Jr., Graduate School of Business**

We opened our doors when Florida International University did – in 1972. The graduate school was named formally in 2001. Our faculty of 100+ scholars and business leaders, representing 38 nationalities, includes internationally known experts in international business, information technology strategy, operations research, knowledge management, e-business, entrepreneurship, real estate, healthcare, international banking and trade, consumer marketing, customer relationship management, global marketing, and corporate responsibility. They offer a wealth of research and teaching experience and practical business savvy.

A fifth of our more than 25,000 alumni own their own businesses. Some 70 percent work in Florida, in organizations that collectively represent a major part of the state's economy, and a large number work for international or multinational firms.

The College of Business and the Healthcare MBA program are accredited by AACSB International—The Association to Advance Collegiate Schools of Business. The Healthcare MBA program is also accredited by CAHME – The Commission on Accreditation of Healthcare Management Education. In addition, the program is a full member of AUPHA – The Association of University Programs in Health Administration.

Visit <http://business.fiu.edu/chapman/index.cfm> to learn more.

### **Healthcare MBA Program**

The MBA in Healthcare Management provides the knowledge and skills necessary for management careers in various health services organizations. The program emphasizes the practical applications of the concepts and theories of management and business within healthcare settings. In addition, we place particular emphasis on critical thinking, self-development, communication and teambuilding skills, problem-solving competence, and ethical leadership

Visit [healthcaremba.fiu.edu](http://healthcaremba.fiu.edu) to learn more.



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*This handbook is a supplement to the Florida International University Catalog and Student Handbook. Students are responsible for policies and procedures set forth in both publications. This handbook is intended for the communication of the main policies and procedures for the Healthcare MBA (HCMBA) program. Its contents may be subject to change. Enrollment in the HCMBA program serves as an understanding and acceptance of these policies. Every student must sign and date a Student Acknowledgement page regarding these and other academic policies. The following HCMBA policies are in compliance with Florida International University policies (please see: <http://gradschool.fiu.edu/>).*



# Part I: Contact Information

## **College of Business Personnel**

William Hardin  
Interim Dean  
[hardinw@fiu.edu](mailto:hardinw@fiu.edu)

## **Healthcare MBA Program Office**

1101 Brickell Avenue  
Suite S1100  
Miami, FL 33131  
Telephone: (305) 779-7900  
[healthcaremba.fiu.edu](http://healthcaremba.fiu.edu)

*The program office is staffed Monday through Friday, 9:00AM to 5:00PM. Hours may vary during observed holidays.*

## **HCMBA Academic Personnel**

Miriam F. Weismann, Academic Director  
[mweisman@fiu.edu](mailto:mweisman@fiu.edu)  
(305) 348-0502

## **Additional Contacts**

Financial Aid  
[cobfa@fiu.edu](mailto:cobfa@fiu.edu)  
(305) 348-0148

Business Career Management  
[cms@fiu.edu](mailto:cms@fiu.edu)  
(305) 348-7396

## **HCMBA Administrative Personnel**

Andre Lightbourn, Associate Director  
[alightbo@fiu.edu](mailto:alightbo@fiu.edu)  
(305) 779-9229

Lynette A. Diaz, Program Manager  
[ladiaz@fiu.edu](mailto:ladiaz@fiu.edu)  
(305) 779-7952

Michael Aquino, Program Coordinator  
[maaquino@fiu.edu](mailto:maaquino@fiu.edu)  
(305) 779-7900

## **Part II: Program Design**

### **Mission**

The mission of the Healthcare MBA Program at Florida International University is to improve the delivery of health services through the education of healthcare managers, service to the community and the profession, and research. The Program provides educational opportunity with a special commitment to multicultural and working students. The educational mission is to provide early to mid-level career path students with professional knowledge and with conceptual, analytical, technical, and ethical skills to manage healthcare systems collaboratively with competency, sound decision-making, and integrity.

### **Vision**

The vision of the Healthcare MBA program is to become South Florida's leading healthcare management program known locally, nationally, and internationally for providing quality education, service to community, and research.

### **Values**

- Excellence in the dissemination and acquisition of knowledge and applications
- Responsibility as committed global citizens advancing best practices in healthcare
- Respect for all individuals

### **Program Support**

#### **Academic Director**

The academic director's main responsibility is that of ensuring the academic structure of the program. The academic director serves as a point of contact for students on issues/matters related to academic concerns. Students are encouraged to resolve academic matters directly with their corresponding professor before contacting the academic director. The academic director may also act as an academic advisor as needed.

#### **Program Support**

The program provides support in the form of administrative and operational leadership to ensure successful implementation of the program's major goals and objectives, including marketing and recruiting, admissions, students' services; and the development of educational programs and conferences.

#### **Program Manager & Program Coordinator**

Both serve a variety of functions in the program. They manage the delivery of student services for the Healthcare MBA program with a student-centered approach to ensure an exceptional student experience. The program manager is the direct point of contact for program related issues/concerns not involving academics or course delivery. Assistance is provided to students in areas such as registration, holds, payments, invoices and tuition letters, as well as other issues that may arise. Both the program manager and the program coordinator serve as liaisons – directing students to the appropriate departments as needed.



### **Schedule**

Classes are held on Saturdays, from 8:30 a.m. to 5:30 p.m., with an hour break for lunch. It is highly encouraged that students stay on campus during the lunch break to ensure timely arrival to afternoon classes. It is also advisable for students to bring lunch and snacks for the day as these are not provided by the program.

For specific class dates, refer to the program calendar. Though uncommon, an occasional make-up class or event may be scheduled during the week and at a different campus. Students will be notified in advance of any deviations from the schedule. Students should expect changes in the schedule from time to time due to changes in academic scheduling in the program. Students are expected to adjust their schedules accordingly.

### **Residencies**

The Healthcare MBA program will offer mandatory, non-credit residencies which focus on strengthening skills in communications, leadership, critical thinking, and Lean Six Sigma. Attendance, punctuality and participation are mandatory. Residencies are conducted outside of classroom time. Meeting locations may vary. The successful completion of all program residencies is a graduation requirement.

### **Write-to-Learn**

Write-to-Learn (W2L) is designed to enhance critical thinking and writing skills. Students in the Healthcare MBA program may work closely with the W2L writing coach and receive individualized guidance/assistance as needed. All students are required to complete Write-to-Learn assignments prior to graduation.

### **Assurance of Learning**

The Assurance of Learning (AoL) exam is a college-wide initiative. In accordance with standards established by the Florida Board of Governors, The Association to Advance Collegiate Schools of Business (AACSB), and the Southern Association of Colleges and Schools (SACS), FIU's College of Business has established goals to evaluate how well it accomplishes its educational objectives. By continuously reviewing and improving educational objectives to meet nationally endorsed standards, the College of Business is able to maintain accreditation from various accrediting bodies. Prior to graduation, students are required to demonstrate foundational knowledge, expertise, and skills that have been identified as learning outcomes throughout the Healthcare MBA program. For a list of student competencies, please refer to the Student Competencies document included in your orientation packet or visit the program website. Assessments will be administered during the program's capstone course.

### **Student Photos**

To get the most out of your courses, the CANVAS platform has enabled profile pictures for student accounts. The Healthcare MBA program asks students to upload their picture prior to the start of Quarter 1. An email with step-by-step instructions, tips for profile pictures, and how-to screenshots will be sent by the program. Photos should be appropriate and professional. Faculty members will have access to view student photos, and will use them to better identify students when communicating through the online platform.

### **Registration/Payment**

Students in the Healthcare MBA program will be registered for courses by departmental staff prior to the beginning of each term. The Healthcare MBA program is a lockstep/cohort-based program, which means that courses are offered on a fixed schedule and will be taken with the same group of students. Even though the Healthcare MBA program is cohort-based, other students may join the cohort to fulfill program/degree requirements. It is assumed that newly enrolled students will be integrated into existing student teams.

Registration will typically take place a few weeks prior to the start of each semester. For payment due dates, please refer to the payment schedule. The timely payment of tuition is the responsibility of the student. The program will inform students once the registration process is complete and payment can be processed. Late fees are assessed for any payments made after the payment due date. If you are dropped from classes because of late payment, you will be responsible for your reinstatement and all other applicable late fees. Note that financial stress is likely to interfere with student performance; therefore, it is critical that students make the necessary financial arrangements to meet payment deadlines before starting the program.

If a student has been awarded financial aid, it is his/her responsibility to pay for the difference, if any, between the awards and the semester's fees. It is also the student's responsibility to follow up with the financial aid office to obtain information regarding financial awards, disbursements of funds, etc.

Any holds (cashiers, insurance, immunization, etc.), must be cleared prior to registration. Each student is responsible for submitting the necessary documentation or taking the necessary action to clear holds on their account. Holds can be viewed online via the MyFIU ([my.fiu.edu](http://my.fiu.edu)) portal.

A student will be financially liable for tuition and fees if they drop from any course(s) or withdraw from the University after the first week of any quarter. Students have until the end of the fourth week of any quarter to drop a course with DR grade.

### **Course Materials**

Students are responsible for purchasing their own books and class materials. The program will provide students with a list of books/course materials needed prior to the start of each quarter. Students have the option of purchasing an eBook or hardcover book. There may be instances where a professor makes a change/update to course materials, which causes a delay with the program sharing course material information. If this occurs, the program will work with the professor to ensure allowances are made accordingly.

### **Withdrawal/Leave from Program**

Students that enter the program have made the commitment to complete the program in 18 months. In the case of a program withdrawal, the student will be required to provide a written notice documenting the reason why he/she will not be able to complete the program. Should a student withdraw from the program, he/she will not be refunded any tuition fees already incurred for classes already taken in the program.

Requests to drop/withdraw must be submitted in writing to program administration. Students are required to take two courses each quarter; therefore, if a student needs to drop, it is required that

the student drop both courses. All drop requests must be sent before the quarter's deadline (first week). Students will be responsible for the quarter's tuition and fees if the drop notification is sent after the drop deadline. Students who drop classes in the first quarter will have to re-apply to the program.

### **Program Transfer**

Intra-Professional MBA program transfers are considered on a case-by-case basis and must be reviewed and approved by the program director. Any approved transfer student must meet and accept the following conditions to continue with the second Professional MBA program.

1. Student must begin with the next starting cohort and join at the time they departed from the first program.
2. Student needs to attend the PDS team session with the new program.
3. Student may transfer only once.
4. All passing credits taken that are part of the new program will be transferred. Course sequence is subject to change and is not guaranteed, which may delay graduation.

### **Business Career Management Services**

The Business Career Management (BCM) Services Center offers a broad range of services, resources, and workshops to help students with career development, job searches, and reaching short and long-term career goals. The Healthcare MBA program highly encourages students to take full advantage of BCM services. Please note that failure to attend a scheduled event (interview, appointment, luncheon, etc.) may result in the loss of BCM privileges.

### **Degree Requirements**

To be eligible for graduation, a student must successfully complete all professional development seminars (including the residency program and all Write-to-Learn writing assignments), the 42 credit hours of the program, earn a grade of "C" or better in every course, complete the thesis requirement, and maintain a cumulative grade point average (GPA) of 3.00 or higher. All academic and non-academic requirements of the program must be fulfilled for graduation eligibility.

### **Commencement and Graduation**

Students will be notified of the deadline to apply for graduation. It is the student's responsibility to apply for graduation online ([my.fiu.edu](https://my.fiu.edu)) and to meet the appropriate deadlines. Please remember that a student must have a minimum GPA of 3.00 and a grade of "C" or higher in all HCMBA courses to be eligible for graduation. All students are required to be enrolled in classes during the term in which they apply for graduation. To learn more about commencement, visit <https://commencement.fiu.edu/>.

## **Part III: Policies**

### **Communication**

All correspondence between the program and students will be conducted through FIU email. Students are expected to check their FIU email account on a regular basis, as well as ensure that their email account has sufficient capacity for University-related communications. The Healthcare MBA program, Financial Aid Office, and other University units will communicate via FIU email.

Standard response time for any email inquiries is 24 to 48 business hours. Students must adhere to departmental office hours and appointment schedules. Appointments must be requested by phone or email.

### **Standards of Professional Behavior**

One important goal of the MBA programs at Florida International University is to create and deliver high quality educational programs in order to meet the needs of the regional, national and international business communities. The MBA programs are designed primarily for working professionals. The working professionals, as well as the faculty, staff, and alumni that participate in these educational programs, contribute to the well-being of society. High quality educational programs require an environment of trust and mutual respect, free expression and inquiry, and a commitment to truth, excellence, and lifelong learning. Students, program participants, faculty, staff, and alumni accept these principles when they join the MBA programs. In doing so, they agree to abide by the following Standards of Behavior:

1. Respect for the rights, differences, and dignity of others
2. Honesty and integrity in dealing with all members of the community
3. Accountability for personal behavior

Integrity means living up to moral and ethical principles, and it is an essential ingredient of a learning community. Standards of behavior help promote a safe community environment, and ensure every member the opportunity to pursue excellence. The program can and should be a living model of these behavioral standards. To this end, community members have a personal responsibility to integrate these standards into every aspect of their experience in the program. Through our personal commitment to these Standards of Behavior, we can create an environment in which all can achieve their full potential. Disrespectful conduct will not be tolerated and may subject a student to being placed on academic warning at the discretion of the academic director.

Students will also refrain from using cell phones or surfing the internet during class periods. Students are expected to attend classes and to arrive for class on time. Students should not enter and exit class unless during a specified break. These policies are described in detail below.

## **Drug, Tobacco, and Smoke Free Campus**

The University is committed to maintaining a safe, productive, and drug-free work and educational environment. As such, FIU strictly prohibits the unlawful manufacture, distribution, dispensation, possession, trade, sell, or offer for sale of a controlled substance or alcohol, or otherwise engaging in the unlawful use of controlled substances or alcohol on campus. No person may report to classes, work, or related assignments “under the influence” of controlled substances, alcohol, or prescription drugs taken illegally. The University offers resources to either manage or stop the dependence on drug, tobacco, and/or smoke-type products. To learn more, contact the Division of Student Affairs’ Healthy Living Program at 305-348-0331.

## **Sanctions**

Any student found to have abused drugs and/or alcohol on campus shall be subject to disciplinary action in accordance with University regulations.

## **Drugs**

The unlawful possession, use, distribution, dispensation, manufacture, or sale of Controlled Substances is governed by [Federal law](#), [Florida law](#), University regulation ([FIU-2501 Student Code of Conduct](#)), and [University policy](#).

## **Alcohol**

The use, possession, or distribution of beverages containing alcohol on University property, including residence halls, is governed by [Florida law](#) and University regulations ([FIU-2505 Alcoholic Beverages](#), and [FIU-2501 Student Code of Conduct](#)).

## **Smoke and Tobacco-Free Campus Regulation**

First-time offenders will receive a Notice of Violation warning from an FIU Police Service Technician (PST) and be provided resources to help the offender manage their tobacco use and/or resources if ready to quit. Second time offenders will be required to attend smoking/tobacco management/dependence consultations with Student Health Center within 14 days. Failure to comply will automatically become a third violation. Third violations will be referred to the appropriate area (Student Affairs, Academic Affairs or Human Resources) to begin the progressive disciplinary process.

## **Student Code of Standards**

During orientation, students are given a handbook that includes the University’s Student Code of Standards and other important information. Students are encouraged to carefully read Code of Standards, as it is a requirement of the university that they abide by it. Students are also encouraged to read the section on “UGS Academic Misconduct” for definitions and procedures regarding cheating, plagiarism, misrepresentation, misuse of computer services, falsification of records, academic dishonesty, etc.

Students at Florida International University are expected to adhere to the highest standards of integrity in every aspect of their lives. Honesty in academic matters is part of this obligation. Academic integrity is the adherence to those special values regarding life and work in an academic community. **Any act or omission by a student which violates this concept of academic integrity and undermines the academic mission of the University shall be defined as academic misconduct and may result in a student’s dismissal from the program.**

## **Cheating**

The unauthorized use of books, notes, aids, electronic sources; or unauthorized use of on-line exams, library materials or assistance from another person with respect to examinations, course assignments, field service reports, class recitations; or the unauthorized possession of examination papers (or on-line examination) or course materials, whether originally authorized or not, is considered cheating. Any student helping another cheat may be found guilty of academic misconduct.

Students may not post course materials of any description on social media or use same to participate in such websites as “course hero” or other self-described “tutorial sites.” Course materials are subject to copyright protection. Also, team work product may not be used without the informed consent of each team member and in no instance for use on social media sites. Students needing course assistance should seek help from the professor, instructor, or academic support personnel in the program.

The penalty for this academic misconduct may result in an “F” grade and/or dismissal or suspension from the program. Specifically, if it is determined by the HCMBA academic director that a student has engaged in cheating during the program, the HCMBA academic director may dismiss the student from the program. If the student has already received a degree, the HCMBA academic director may withdraw the degree. This sanction will apply if the student is found by the academic director to have engaged in cheating, plagiarism, misrepresentation, and/or academic dishonesty.

## **Plagiarism**

The deliberate use and appropriation of another’s work without any indication of the source and the representation of such work as the student’s own is considered plagiarism. Any student who fails to give credit for ideas, expressions or materials taken from another source, including internet sources, is guilty of plagiarism. Any student helping another to plagiarize may be found guilty of academic misconduct. The penalty for this academic misconduct may result in a student’s dismissal and/or suspension from the program.

## **Misrepresentation**

Intentionally lying to a member of the faculty, staff, administration, or an outside agency to gain academic advantage for oneself or another, or to misrepresent or in other ways interfere with the investigation of a charge of academic misconduct. The penalty for this academic misconduct may result in a student’s dismissal and/or suspension from the program.

## **Academic Dishonesty**

Any act or omission not specifically mentioned above and which is outside the customary scope of preparing and completing academic assignments and/or contrary to the above stated policies concerning academic integrity. The penalty for this academic misconduct may result in a student’s dismissal and/or suspension from the program.

## **Intellectual Honesty**

Statement of Understanding between the Healthcare MBA program and Student Code of Academic Integrity:

Every student must respect the right of all to have an equitable opportunity to learn and honestly demonstrate the quality of their learning. Therefore, all students must adhere to a standard of

academic conduct, demonstrating respect for themselves, their fellow students, and the educational mission of the university. As a student in the Healthcare MBA program:

- I will not represent someone else's work as my own.
- I will not cheat, nor will I aid in another's cheating.
- I will be honest in my academic endeavors.
- I understand that if I am found responsible for academic misconduct, I will be subject to the academic misconduct procedures and sanctions as outlined in the Student Handbook, including dismissal from the program.

Please note that all written exercises may be subjected to external evaluations of plagiarism using [www.turnitin.com](http://www.turnitin.com) or other tools. This is an online system that identifies unoriginal student submissions by checking them against their databases of content.

If you are not sure how to cite sources or would like more information on plagiarism, please be sure to visit: [http://www.turnitin.com/research\\_site/e\\_what\\_is\\_plagiarism.html](http://www.turnitin.com/research_site/e_what_is_plagiarism.html).

### **Teamwork**

As part of the learning process, the Healthcare MBA program requires a significant amount of group work. Working in teams and being able to contribute to effective team functioning is a key part of the skills that all students are expected to acquire and exert. Team selections are made by the faculty of record in each course. Students may be randomly enrolled in teams or may be assigned to specific teams. Students may be assigned to different teams in different classes in the same academic quarter. The program administrative staff does not participate in the team selection process. This is left to the discretion of the professors.

As a result of team interaction, conflict may arise internally. If the team is unable to satisfactorily resolve this conflict, the faculty of record should be informed. Peer evaluations will be conducted at the professor's discretion. Peer evaluations are anonymous and will be reviewed by the faculty of record and may be reviewed by the academic director.

A student who fails to make expected contributions to their team and teamwork, in the judgment of the faculty of record (as communicated to the academic director), may be placed on warning for the following quarter. A student on warning for failing to make expected contributions to their team and teamwork, who does not make significant improvement in the next quarter, may be dismissed from the program at the discretion of the academic director. The professor may deal with a non-contributing student according to the discretion of the professor which may include grade reduction, removal from the team or other such appropriate measures.

## **Academic Warning, Probation and Dismissal**

### **Warning**

A student whose cumulative GPA falls below 3.00 will be placed on warning for the following semester. Warning in this instance indicates academic difficulty. A student who fails to make other expected contributions (e.g. contributions to teams and teamwork in courses), in the judgment of the academic director, may also be placed on warning. Students will be notified by program administration of their academic status. A student's academic status will be reflected on University transcripts.

### **Probation**

A student on warning whose cumulative program GPA remains below the 3.00 will be placed on academic probation. The student will have one semester following the warning to raise his/her cumulative GPA to 3.00. Probation indicates serious academic difficulty. A student on warning due to lack of contributions to teams and teamwork in the program, in the judgment of the academic director, will have one semester following the warning to remedy the situation. Students will be notified by program administration of their academic status. A student's academic status will be reflected on University transcripts.

### **Dismissal**

If a student's cumulative GPA remains below a 3.00 in the semester immediately following the student's placement on "Academic Probation," the student will automatically be dismissed from the program.

**A student on warning for failing to make other expected contributions (e.g. contributions to teams and teamwork in courses) who does not, in the judgment of the academic director, make significant improvement in the semester immediately following placement on Academic Probation will be dismissed from the program.**

A dismissed student is not permitted to enroll at the University for a period of one year beginning with the date of dismissal. After one calendar year has passed, the student may reapply to the University and the program. Application to the program after dismissal does not guarantee re-admission to the program.

If a student's cumulative GPA falls far below a 3.00, and the academic director determines that it is mathematically impossible for the student to attain a cumulative GPA of 3.00 or better before the student would otherwise be officially dismissed (see above), the student will be dismissed from the program immediately.

Students must conduct themselves with professionalism, and should respect FIU's rules and regulations. Improper behavior which threatens health or safety of the members of the FIU community, infractions of these policies and procedures and/or the rules of the University and for other just cause as determined by the academic director, may result in the student's immediate dismissal from the program by the academic director. For further information regarding the standards of student conduct, please read the student handbook.



### **Incompletes**

A student experiencing difficulties in completing a course or a session is encouraged to speak to his/her professor. In cases where a single exam or an assignment is missing, but the student has a passing grade, it may be possible to receive an incomplete grade (at the instructor's discretion). In this case, the student will not forgo his/her time and money invested in the program; the incomplete will allow the student to meet the course requirements at a later time. An incomplete grade must be made up no later than two semesters from the time taken, or it will automatically default to an "F".

### **Course Retakes**

If a student receives a grade below "C" in any class, the student will have to retake that class the next time it is offered in the program, and when it does not conflict with the student's schedule.

**Healthcare MBA tuition does not cover the cost of classes that the student is required to retake.** It is the student's responsibility to review their financial aid package as appropriate. Additionally, the student's anticipated graduation date may be delayed.

### **Course Evaluations**

It is requested that all students complete individual, online course evaluations. Insights received by the program from course evaluations assist with program improvements. The program will advise students of the process and timeline. Course evaluations are anonymous. Students are advised to take this process seriously for the betterment of the program. Professionalism is expected from students when completing course evaluations.

### **Grades**

Professors have a responsibility to communicate grades to students directly. Final course grades will be available one or two weeks after the completion of class. Students will be able to view and/or print grades from Panthersoft.

### **Grade Bullying**

It is an honor code violation to lie and mispresent to me or any other faculty member in the University in an effort to improve your grade or to obtain any special consideration or exception from the normal classwork schedule. It is an honor code violation to grade bully a professor by asking to apply subjective standards after the fact which invalidates the objective standards applied to the class and is unfair to every student.

All of these behaviors are a violation of the FIU Student Conduct and Honor Code Violations, Section 6, a. Academic Dishonesty. <https://studentaffairs.fiu.edu/get-support/student-conduct-and-academic-integrity/studentconduct-and-honor-code/index.php>

### **Academic Disputes**

Graduate students must attempt to resolve academic grievances as soon as possible directly with the professor or instructor of record in the course. If the matter cannot be resolved, the student must next meet with the department chair.

### **Duplicating**

Students have access to duplicating and printing services for a fee that is paid for by the student.

### **Attendance and Punctuality**

Students must abide by the attendance policy indicated on individual course guidelines/syllabi and in these policies and procedures. Healthcare MBA students are expected to attend class and actively participate in class discussions. This is an important component of the learning process and student success in the program. All students are expected to attend all classes. Any student with more than one unexcused absence may be subject to a grade reduction. Poor attendance, meaning more than one excused absence per course in the same quarter, may also be a basis for dismissing a student from the program and or receiving a failing grade in the course at the discretion of the professor. If a student needs to miss more than one class per course, he/she should reconsider their participation in a program of this level. An absence from class must be approved in advance by the professor to be considered an excused absence. Should the University be closed for any reason, or classes disrupted/cancelled, the program will communicate with students and work with faculty members to reschedule session(s) missed. Any student with more than one unexcused absence may be subject to a grade reduction.

Students are expected to be in class on time. Late attendance may be counted as an absence at the discretion of the faculty of record.

During hurricane season, the program will follow the University's policy. Should the University be closed for any reason, classes will be cancelled. The program will attempt to communicate closure to students, should time permit; otherwise, students should check the FIU emergency website at [dem.fiu.edu](http://dem.fiu.edu) or call (305) FIU-Help (305-348-4357) or 800-FIU-4911 for updates. Students can also sign up for emergency text messaging alerts through the FIU homepage. In the event that classes are cancelled, scheduled weekends off will be reserved for make-up classes.

### **Breaks**

Students are expected to remain in class until a break has been announced.

### **Cell Phones**

Use of a cell phone is not permitted during class. Cell phones may be used during breaks.

### **Dress Code**

The Healthcare MBA program encourages its students to dress in business casual attire. While the name suggests it's casual, a clean and polished look is recommended over jeans, shorts, and sneakers. Students should look well-kept and modest during class time.

For networking events, professional attire is required.

## **Part IV: Professional Organizations & Networking Events**

As part of the Healthcare MBA program, students will become members of ACHE, a premiere healthcare organization (see below). The program encourages students to attend and participate in networking events held by the organization. Networking opportunities are provided at no additional cost. Students may also attend healthcare-related networking events held in their area. The program will coordinate payment directly with the organization. Participation in events must be approved by program administration and generally do not include participation in an organization's gala or annual fundraising dinner. Students who RSVP for events are required to attend. Students who miss more than three (3) events in which they have RSVP'd may lose event registration privileges. ACHE student membership is effective upon completion of the first semester in the program.

Students who chose to participate in extracurricular activities are responsible to pay for all expenses associated with the activity. The program will reimburse approved expenses so long as the student completes the requirements of the activity.

### **American College of Healthcare Executives (ACHE)**

<https://www.ache.org/>

ACHE is an international professional society of more than 40,000 healthcare executives who lead hospitals, healthcare systems and other healthcare organizations. ACHE offers its prestigious FACHE® credential, signifying board certification in healthcare management. ACHE's established network of 80 chapters provides access to networking, education and career development at the local level. In addition, ACHE is known for its magazine, Healthcare Executive, and its career development and public policy programs. Through such efforts, ACHE works toward its goal of being the premier professional society for healthcare executives dedicated to improving healthcare delivery.

The local chapter of ACHE is the South Florida Healthcare Executive Forum (SFHEF): <http://www.sfhef.org/>. A representative from SFHEF will visit with students during the first semester to share membership benefits.

## **Part V: Social Media**

Healthcare MBA students are encouraged to network and use social media to interact with peers, program alumni, and the business community. The program encourages all students to maintain a current and active LinkedIn page so that students can join the FIU College of Business and Healthcare MBA LinkedIn subgroups online. As FIU students and healthcare professionals, it is expected that students conduct themselves in a professional manner and use care in the communication and posting of photos on social media. Social media may not be used by students to engage in the unauthorized dissemination of course materials outside of the program as provided in detail above.

## Part VI: Study Rooms

FIU uses a central reservation system for reserving space and services across various FIU campuses and facilities, including FIU Downtown on Brickell. The reservation hub can be accessed online via <https://reservations.fiu.edu>. Below you will find two separate links containing training materials for the alternative scheduling system. Feel free to use the scheduling system to reserve College of Business study rooms or any other student-accessible FIU space outside of FIU Downtown on Brickell.

✓ **FIU Central Reservations Video:**

<https://fiudit.sharepoint.com/:v:/s/CRO/ERDjOEKhD0RIhUyOU6q3ZLwBoHPr4VYYbHqIRV2GH76t8Q?e=ud0Wl6>

✓ **Quick Guide to Requesting a Room:**

[https://fiudit.sharepoint.com/:b:/s/CRO/EVRIKrGv-T1PIJk7Ue1\\_rdoBstW9hYxza9MI3DbPY7h8lA?e=544ifq](https://fiudit.sharepoint.com/:b:/s/CRO/EVRIKrGv-T1PIJk7Ue1_rdoBstW9hYxza9MI3DbPY7h8lA?e=544ifq)

Should you have any questions or concern about this system, please contact the Central Reservation Office (CRO) at 305-348-1100 or visit the CRO Service Portal at <https://fiu.service-now.com/crosp/>.

## Part VII: Parking

Parking transponders will be made available to students registered at FIU Downtown on Brickell for a charge of \$27.50. Students with a parking transponder will gain access to the 1101 Brickell parking garage. The parking garage is accessible Monday through Friday, 4:30PM to 11:00PM, and Saturday 7:00AM to 7:00PM. The parking garage is closed on Sundays. Parking transponders are functional during the time in which a student is actively enrolled in the Healthcare MBA program at FIU Downtown on Brickell.

Students interested in visiting other FIU campuses/facilities must secure their own parking as applicable. Please visit the FIU Parking and Transportation website at <https://parking.fiu.edu/> for additional information.

During program residencies, FIU virtual permits that are provided by the program are intended for parking in blank, student spots. If a student parks in a Faculty/Staff, Administrative, Executive, or metered spot, the program cannot help with any citations received. The cost of the temporary residency permit is included in the cost of tuition. Instructions for obtaining said virtual permit will be emailed to students prior to program residencies.