

MGH INSTITUTE *of* HEALTH PROFESSIONS

at Massachusetts General Hospital

1997-1998

1998-1999



Communication Sciences & Disorders

Information Sessions

Monthly Information Sessions are held at the Institute during the Fall Semester to provide information regarding the following graduate programs:

Physical Therapy
Nursing
Communication Sciences & Disorders
Clinical Investigation

This is an opportunity to learn more about the programs as well as information regarding admissions, prerequisites, financial aid and the curriculum. Sessions will be held from 4:30 - 6:30 pm on:

Friday, September 19, 1997
Friday, October 17, 1997
Friday, November 14, 1997
Friday, December 12, 1997

Location: 101 Merrimac Street

RSVP: 617/726-3140

This catalog provides the procedures and policies in effect at the time of printing. Although the information is subject to change, the published program requirements for students who enter the MGH Institute of Health Professions during the 1998-99 school year must be satisfied by the student for the successful completion of any program.

This catalog should be retained permanently since future program revisions will generally not apply to students already enrolled. Furthermore, the course descriptions provided herein may be valuable to potential employers reviewing a student's completed course work.

While every attempt is made to ensure accuracy in its reporting of programs, policies, fees, and other statements within this publication, the Institute reserves the right to make changes at any time without notice.

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THE GRADUATE PROGRAM IN COMMUNICATION SCIENCES & DISORDERS

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1998-1999 ACADEMIC CALENDAR

Fall Semester

September 8 to December 23, 1998

Payment deadline for preregistered students	July 15
Open registration	Aug. 31-Sept. 4
Labor Day - IHP closed	Sept. 7
Orientation	Sept. 8
New student registration and classes begin	Sept. 9
Last day for 100% refund	Sept. 15
Intent to Graduate Forms and \$50 graduation fee due for January 1999 diploma	Sept. 18
Last day for 75% refund	Sept. 22
Add/Drop and Pass/Fail deadline	Sept. 24
Last day for 50% refund	Sept. 29
Last day for 25% refund	Oct. 6
Columbus Day - IHP closed	Oct. 12
Advance Grade of "W" deadline	Oct. 30
Registration for Spring Semester	Nov. 9-20
Veterans' Day - IHP closed	Nov. 11
Thanksgiving Break	Nov. 25-29
<i>Classes end at 4:00 p.m. on Nov. 25</i>	
<i>Classes resume on Monday, Nov. 30</i>	
Classes end	Dec. 14
Reading period	Dec. 15
Final examinations	Dec. 16-22
Deadline for completion of all thesis requirements for January 1999 diploma	Dec. 18
Exam make-up day	Dec. 23

Spring Semester

January 11 to May 5, 1999

Payment deadline for preregistered students	Dec. 15
Open registration	Jan. 4-8
Classes begin	Jan. 11
Last day for 100% refund	Jan. 15
MLK Day - IHP closed	Jan. 18
Last day for 75% refund	Jan. 22
Intent to Graduate Forms and \$50 graduation fee due for May 1999 diploma	Jan. 27
Add/Drop and Pass/Fail deadline	Jan. 27
Last day for 50% refund	Jan. 29

Spring Semester (continued)

Financial Aid Packets ready	Feb. 1
Last day for 25% refund	Feb. 5
President's Day - IHP closed	Feb. 15
Advance Grade of "W" deadline	Feb. 26
Spring break	Mar. 8-12
Registration for Summer and Fall Semesters . .	Mar. 29-Apr. 9
Deadline for completion of all thesis requirements for May 1999 diploma	Apr. 23
Classes end	Apr. 26
Reading period	Apr. 27-28
Final examinations	Apr. 29-May 5
Commencement	May 15

Summer Term

May 10 to August 13, 1999

Payment deadline for registered students	Apr. 30
Open registration	May 6-7
Add/Drop and Pass/Fail deadline	May 25
Intent to Graduate Forms and \$50 graduation fee due for September 1999 diploma	May 28
Memorial Day - IHP closed	May 31
Advance Grade of "W" deadline	June 25
Interim registration for Fall Semester	July 29-30
Final examinations	Aug. 12-13
Deadline for completion of all thesis requirements for September 1999 diploma	Aug. 27

Science Summer (Nursing) and CSD Prerequisites

June 7 to August 13, 1999

First class meeting	week of June 7
Payment deadline	week of June 7
Add/Drop and Pass/Fail deadline	June 10

Professional PT Students (New)

June 7 to August 13, 1999

Orientation and registration	June 17
Payment deadline	June 17
Add/Drop and Pass/Fail deadline	June 23

Dear Applicant,

I am delighted that you are interested in the MGH Institute of Health Professions for your graduate education. As you may already know, ours is an unusual institution, affiliated with the world-renowned Massachusetts General Hospital and dedicated to providing both rigorous theoretical knowledge and intensive hands-on clinical practice.

Here you will find a rich curriculum, excellent faculty, relevant and challenging clinical experiences, and a student body with varied backgrounds and interests combined with deep commitment to the health professions. If you choose the Institute for your graduate education, you will benefit from the Institute's affiliations with the Partners HealthCare System, Inc., the parent corporation of Massachusetts General Hospital, Brigham and Women's Hospital, and the North Shore Medical Center as well as many other affiliate organizations. In these world-class academic medical centers, you will explore and learn in an environment where serious research is actively pursued.

As a student at the MGH Institute, you can expect to receive a highly personalized education with faculty who will get to know you well and will attempt to respond to your individual needs and concerns. Likewise, our Office of Student Affairs will help you in every way it can. Each student has an assigned advisor throughout the program, and alumni have generously offered to mentor students as well. A new Academic Support Services Office provides special assistance to students in a variety of areas.

I hope you will choose the MGH Institute of Health professions for your graduate education, and I look forward to welcoming you personally into the Institute family and to our community of teachers, researchers, clinicians, and students.



Sincerely,

A handwritten signature in black ink that reads "Ann W. Caldwell". The signature is written in a cursive, flowing style.

Ann W. Caldwell
Interim President

THE INSTITUTE

The MGH Institute of Health Professions is a unique and innovative graduate school affiliated with the internationally-known Massachusetts General Hospital (MGH) in Boston. Created by the MGH in the late 1970's to respond to major changes in health care delivery and the changing educational needs of the health care professions, the Institute was separately incorporated under its own Board of Trustees in 1985. In addition to its affiliation with MGH, the Institute also enjoys affiliation with the Partners HealthCare System, Inc., which includes the Brigham and Women's, McLean, and Spaulding Rehabilitation Hospitals, and a large network of primary care organizations and practices.

Accredited by the New England Association of Schools and Colleges, the Institute offers academic programs leading to the Master of Science degree in clinical investigation, nursing, physical therapy, and speech-language pathology. Within these fields, there are different tracks and specialties as well as several opportunities for special post-professional certification.

Because of its close association with the Massachusetts General Hospital and its affiliates, the Institute offers a comprehensive health care environment. The Hospital is on the leading edge of new knowledge and care innovation and oversees the largest research budget of any hospital in the United States. The MGH Health Sciences Library and the Countway Library of Medicine at Harvard Medical School provide major basic science, medical, and nursing collections, periodicals, and on-line computer databases.

You will benefit from the Institute's interdisciplinary approach to health care education. Advances in research and technology, evolving social and political values, a changing demographic picture, and economic concerns are causing extraordinary

changes in the health care world. The interdisciplinary approach will equip you to deal effectively with the humanistic concerns, ethical challenges, and social influences of contemporary care.

THE MISSION

The MGH Institute of Health Professions is an interdisciplinary academic center for learning, research, and clinical scholarship with the power to grant degrees in selected health professions. The mission includes:

- preparing skilled health care specialists, capable of becoming leaders in their clinical disciplines;
- developing innovative instructional models and methods for preparing skilled clinicians;
- strengthening the scientific foundations of health care practices;
- developing new methods of practice and patterns of service to foster provision of effective, affordable, accessible, ethical, and humane health care;
- providing opportunities to explore innovative approaches to health care practice and education.

LOCATION

In 1992, the Institute moved from its historic site at the Massachusetts General Hospital to a newly constructed building very near the MGH at 101 Merrimac Street. Its downtown location provides convenient access to Faneuil Hall, the North End, the waterfront, restaurants, shops, hotels, museums, banks, art galleries, and public transportation.

Boston is home to numerous colleges and universities with a combined student population of more than 200,000 within its metropolitan area. As well, Boston is recognized around the world as a center for medical research and quality health care.

The Graduate Program in Communication Sciences and Disorders (CSD) offers the Master of Science degree in Speech-Language Pathology. The Program is fully accredited by the American Speech-Language-Hearing Association (ASHA). Speech-language pathologists are specialists who diagnose and treat individuals of all ages with communication disorders. This includes dealing with a wide variety of developmental and acquired disorders ranging from deficits in the ability to produce speech sounds clearly (voice, resonance and articulation disorders) to problems with understanding and expressing verbal and written communication (expressive and receptive disorders of spoken and written language). Speech-language pathologists can work in a variety of settings, including acute care hospitals, rehabilitation facilities, long-term health care facilities, community health clinics and both special and regular public school facilities. Speech-language pathology is currently among the fastest growing health care professions, and the Bureau of Labor Statistics predicts that speech-language pathology and audiology combined will grow 46% between 1994 and 2005.

PROGRAM DESCRIPTION

The primary mission of the CSD Program is to prepare skilled speech-language pathologists capable of providing state-of-the-art, client centered, speech-language pathology services in multiple settings with an emphasis on health care. The program's curriculum is centered around a core of academic courses that provides a solid foundation in the normal processes and disorders of human communication across the life span. The core also includes courses that address swallowing, contemporary and ethical issues in health care, diagnostic methodologies and clinical processes in speech-language pathology, as well as types of research designs and approaches to data analysis commonly used in the study of normal and disordered human communication. This course work helps graduates become "critical consumers" of the research literature.

In addition, the curriculum is structured to allow room for students to pursue special areas of interest by taking advanced electives that are periodically modified and/or developed by faculty in response to current trends within the field. For example, the program currently offers *Reading and Writing in the Schools* (CD 825) to reflect the growing consensus that written and spoken language should be addressed simultaneously (see below: Dual Teaching Certification in both Speech-Language-Hearing and Reading). Students are also able to fulfill electives with courses at other institutions that have special cross-registration arrangements. Ongoing efforts are being made to integrate into the curriculum knowledge about the influence of multicultural factors on the diagnosis and treatment of communication disorders, as well as to provide students with an understanding of current applications of information technology in research and clinical practice, such as access to clinical resource material via the World Wide Web.

Students receive the academic and supervised clinical training that is required as preparation for pursuing clinical certification by the American Speech-Language-Hearing Association.

To graduate, students must successfully complete a minimum of 79 credits of academic and clinical course work, 350 hours of supervised clinical practice and integrative comprehensive examinations that are administered toward the end of the program. After graduation, students must pass a nationally administered examination in speech-language pathology and complete a full-time, nine-month Clinical Fellowship to become clinically certified (Certificate of Clinical Competence) by the American Speech-Language-Hearing Association.

Communication Sciences and Disorders students must complete all degree requirements within five academic years from the time of initial registration.

SPECIAL FEATURES OF THE PROGRAM

The Graduate Program in Communication Sciences and Disorders has a number of special features. These include:

Thesis Option: Students who are particularly interested in developing basic research skills and/or have future plans to pursue a doctoral degree are strongly encouraged to take advantage of the option to do a traditionally structured thesis (provided they meet certain academic requirements). The wide range of faculty research interests and the affiliation with the Partners HealthCare System provide students with access to a rich array of research opportunities. The thesis option involves working with a committee of faculty members who oversee the development, conduct, write-up, and final defense of a research project that addresses a topic in normal or disordered human communication. Students who complete a thesis are not required to take comprehensive examinations.

Dual Teaching Certification in both Speech-Language-Hearing and Reading: Students in the Graduate Program in Communication Sciences and Disorders have the unique opportunity to pursue dual certification as both Teachers of Speech, Language and Hearing and Teachers of Reading. The "Provisional with Advanced Standing Certificate," available through the Department of Education of the Commonwealth of Massachusetts, is honored in thirty-three states.

Language Laboratory: The Language Laboratory represents the program's commitment to the convergence of science and practice. The laboratory is used for evaluation of clinical and remedial processes associated with management of written and spoken language disorders, basic preparation of students in clinical and educational services, and study of the training process. All rooms are equipped with video and audio recording equipment and computers.

Cross-Registration at Harvard: In addition to its own core curriculum and advanced electives, the CSD program also has a cross-registration arrangement with the Harvard Graduate School of Education. Under this arrangement, students may register for graduate courses at Harvard to fulfill CSD program electives without paying additional tuition or fees. A list of recommended courses will be made available to those wishing to take advantage of this opportunity.

CLINICAL INSTRUCTION

While much of the academic coursework is clinically oriented, students are also required to engage in a minimum of 350 hours of direct clinical practice under the guidance of faculty who are certified speech-language pathologists. Students have the opportunity to work with clients of different ages who have a variety of developmental and acquired disorders. Because the Institute is part of the Partners HealthCare System, the CSD program is uniquely situated to integrate academic preparation with clinical practicum training. In fact, much of the academic coursework is taught by faculty who are practicing speech-language pathologists and are therefore directly involved in student practicum experiences. The program is committed to the ongoing development of innovative models for clinical practicum training that strive to take full advantage of the program's unique position within the "real world" of a vibrant and expanding health care system.

Although most clinical experiences and internship sites are located in the Greater Boston area or New England, students may be assigned to clinical sites in other parts of the region. Students are responsible for all costs associated with housing and transportation for all clinical experiences.

ADMISSIONS REQUIREMENTS

The Graduate Program in Communication Sciences and Disorders is open to individuals with a bachelor's degree in various fields including, but not limited to, communication disorders, psychology, linguistics, the biological sciences, or related fields. All applicants must submit scores from the Graduate Record Examination. An undergraduate grade point average of 3.0 on the basis of a four-point scale is required. Those who have unusual circumstances are invited to contact the director of the program. **The application deadline is January 23.** At this time, applications must be complete, including all supporting documentation and test scores, to be considered. Please see the application for more complete instructions.

All accepted students must complete the following required prerequisite courses *prior* to starting the graduate CSD Program:

- Introduction to Communication Disorders
- Phonetic Transcription and Introduction to Acoustic Phonetics
- Anatomy and Physiology of Speech and Hearing Mechanisms
- Speech and Language Acquisition

All of these courses are offered at the Institute each summer.

Core Sequence for 1997-1999

Year 1

FALL SEMESTER

- CD 720 FOUNDATIONS OF SPOKEN/WRITTEN LANGUAGE AND COGNITION (3)
 CD 743 DISORDERS OF SPOKEN AND WRITTEN LANGUAGE I (3)
 CD 721 PHYSIOLOGY, ACOUSTICS AND PERCEPTION OF SPEECH (3)
 CD 700 IN-HOUSE CLINICAL PRACTICUM (3)
 CD 831 PHONOLOGICAL/ARTICULATION DISORDERS (3)

Core Graduate Credits: 15

SPRING SEMESTER

- CD 722 NEUROANATOMY AND NEUROPHYSIOLOGY (3)
 CD 750 AUDIOLOGY (3)
 CD 744 DISORDERS OF SPOKEN AND WRITTEN LANGUAGE II (3)
 CD 745 DIAGNOSTIC METHODS AND CLINICAL PROCESSES IN COMMUNICATION DISORDERS (3)
 CD 700 IN-HOUSE CLINICAL PRACTICUM (3)

Core Graduate Credits: 15

SUMMER TERM

- CD 724 STATISTICS AND RESEARCH DESIGN FOR CSD (4)
 CD 837 ADULT NEUROGENIC LANGUAGE DISORDERS (3)
 CD 838 MANAGEMENT OF MEDICALLY INVOLVED PATIENTS (1)
 CD 833 NEUROMOTOR SPEECH DISORDERS (2)
 CD 800 OUTPLACEMENT PRACTICUM (3)
 ELECTIVE (OPTIONAL) (3)

Total Core Credits: 43

Year 2

FALL SEMESTER

- CD 751 AURAL REHABILITATION (3)
 CD 883 RESEARCH PROPOSAL (2)
 CD 834 DYSPHAGIA (3)
 CD 832 VOICE DISORDERS (3)
 CD 800 OUTPLACEMENT PRACTICUM (3-5)

Core Graduate Credits: 14-16

SPRING SEMESTER

- CD 723 LANGUAGE, CULTURE AND COGNITION (2)
 CD 841 FLUENCY DISORDERS (3)
 CD 835 AUGMENTATIVE COMMUNICATION (2)
 CD 800 OUTPLACEMENT PRACTICUM (3-5)
 HP 820 ETHICAL ISSUES IN HEALTHCARE (OFFERED II.II) (2)

Core Graduate Credits: 12-14

- CD 880 THESIS RESEARCH I (2)
 ELECTIVE(S)
 CD 825 READING/WRITING IN THE SCHOOLS* (OFFERED II.I) (2)

SUMMER TERM

- CD 740 CONTEMPORARY ISSUES IN HEALTH CARE SETTINGS (2)
 CD 836 CLEFT LIP/PALATE AND CRANIOFACIAL ABNORMALITIES (2)
 CD 800 OUTPLACEMENT PRACTICUM (IF REQUIRED) (3-5)
 CD 881 THESIS RESEARCH II (2)
 ELECTIVE(S)

- CD 855 LANGUAGE BASED DISORDERS IN COGNITIVE NEUROPSYCHOLOGY* (3)

- CD 871 SPECIAL TOPICS IN COMMUNICATION DISORDERS THEORETICAL AND PRACTICAL APPROACHES TO COUNSELING ACROSS THE LIFE SPAN (2)

Total Core Credits: 30-39

Core courses must be taken for letter grade. Minimum credits required for graduation: 79

*Required for Reading Certification

Communication Sciences & Disorders

CD 410 INTRODUCTION TO COMMUNICATION DISORDERS

Prerequisite: none. 3 credits. Students will be given an overview of the nature and causes of disorders of communication and swallowing and the clinical processes related to their evaluation and treatment. All students will participate in guided opportunities to observe and interpret actual clinical interactions.

CD 411 PHONETIC TRANSCRIPTION AND INTRODUCTION TO ACOUSTIC PHONETICS

Prerequisite: none. 3 credits. Training will be provided in using the International Phonetic Alphabet to transcribe sounds of American English, including experience with influences of dialect and speech disorders. An introduction to the fundamentals of the physics of sound and acoustic phonetics will also be provided.

CD 412 ANATOMY AND PHYSIOLOGY OF SPEECH AND HEARING MECHANISMS

Prerequisite: none. 3 credits. This course covers basic anatomy and physiology of speech mechanisms, including respiratory, laryngeal, and supraglottal systems. A particular focus is basic science foundations and application to clinical problem-solving. The course serves as a foundation for several other courses.

CD 413 SPEECH AND LANGUAGE ACQUISITION

Prerequisite: none. 3 credits. This course will provide students with a basic overview of normal speech and language development. Theories of language acquisition will be introduced and morphology, syntax, semantics, and pragmatics will be addressed.

CD 700 CLINICAL PRACTICUM LAB SEMINAR

Prerequisite: none. 3 credits. This seminar provides ongoing practical support and guidance for students seeing clients in the Language Lab. It addresses either spoken or written language issues, depending on the student's placement. Presentations and discussions help students draw connections between academic course work and initial clinical experiences.

CD 720 FOUNDATIONS OF SPOKEN/ WRITTEN LANGUAGE AND COGNITION

Prerequisite: CD 413 or equivalent. 3 credits. This course will examine in depth theories of spoken and written language acquisition, stages of language development, and methods of analysis. It will also include discussion of information processing concepts such as attention, perception, memory, and retrieval.

CD 721 PHYSIOLOGY, ACOUSTICS AND PERCEPTION OF SPEECH

Prerequisite: CD 411, CD 412, or written consent of instructor. 3 credits. This course will cover advanced topics in the physiology and acoustics of speech, including kinematics of speech respiration, suprasegmental aspects of speech production and perception of speech. Laboratory methods for studying the production and perception of speech will also be presented.

CD 722 NEUROANATOMY AND NEUROPHYSIOLOGY

Prerequisite: CD 412 or written consent of instructor. 3 credits. The student will receive a comprehensive background in anatomy and physiology of the central and peripheral components of the human nervous system, with special focus given to the communication pathways and mechanisms of swallowing.

CD 723 LANGUAGE, CULTURE, AND COGNITION

Prerequisite: none. 2 credits. Models of human language and cognition are presented. Attention is devoted to the various levels of language, including phonology, morphology, syntax, semantics, and pragmatics. Students are also exposed to cognitive operations associated with language processing.

CD 724 STATISTICS AND RESEARCH DESIGN FOR CSD

Prerequisite: none. 4 credits. The major goal of this course is to prepare students to be critical consumers of the research literature. The course focuses on the types of research, research designs, and statistical methods that are commonly utilized to investigate normal and disordered human communication.

CD 740 CONTEMPORARY ISSUES IN HEALTH CARE SETTINGS

Prerequisite: At least one Clinical Placement. 2 credits. Study of issues faced by practicing Speech Language Pathologists in health care settings. Topics range from the models of delivery of care, reimbursement, case management, quality improvement, speech assistants, supervision, technology and adapting to change.

CD 743 DISORDERS OF SPOKEN AND WRITTEN LANGUAGE I

Prerequisite: CD 410, CD 413, or equivalent. 3 credits. The first course in a two course sequence. It will describe and analyze a range of frequently encountered oral and written language disorders of childhood. Principles, methods, and techniques of diagnosis and remediation will be presented.

CD 744 DISORDERS OF SPOKEN AND WRITTEN LANGUAGE II

Prerequisite: CD 743. Pass/Fail not available; audit available. 3 credits. This course will provide more advanced opportunities to examine disorders of oral and written language. Through case studies, students will learn how to analyze diagnostic information from multiple sources and will apply that information to generating appropriate recommendations.

CD 745 DIAGNOSTIC METHODS AND CLINICAL PROCESSES IN COMMUNICATION DISORDERS

Prerequisite: none. 3 credits. This course introduces basic diagnostic methods and clinical processes of spoken and written language disorders. Topics include: steps in clinical problem solving, fundamental concepts of clinical measurement, models of diagnosis, clinical history and interviewing techniques, and report writing.

CD 750 AUDIOLOGY

Prerequisite: none. 3 credits. Beginning with a review of anatomy and physiology of the ear, this course meets the ASHA minimum requirement for study of the pathologies of the auditory system and assessment of auditory disorders, including hearing screening, hearing measurement, and differential diagnosis of hearing loss.

CD 751 AURAL REHABILITATION

Prerequisite: CD 750 or equivalent. 3 credits. This course meets the ASHA minimum requirement for study of rehabilitative/rehabilitative procedures with speech and language problems associated with hearing impairment. Effects of hearing loss on speech and language development, assistive devices, alternative modes of communication, and therapeutic methods are covered.

CD 800 OUTPLACEMENT PRACTICUM

Prerequisite: CD 700. 3-5 credits. Students will receive clinical practicum in the Massachusetts General Hospital, the Spaulding Rehabilitation Hospital, and other affiliated training sites. Students register each semester in which they expect to engage in supervised practice.

CD 825 READING AND WRITING IN THE SCHOOLS

Prerequisite: none. 2 credits. Accompanies field placements preparing students for teaching reading in schools. Issues related to developmental reading, children's literature, inclusion, group instruction, cooperative learning, reading across the curriculum, and consulting skills are addressed. Analysis of on-site placement experiences will be emphasized.

CD 831 PHONOLOGICAL/ARTICULATION DISORDERS

Prerequisite: CD 411 or with written consent of instructor. 2 credits. This course will address disorders of speech production. Current theories will be discussed, and clinical procedures relating to diagnosis and remediation will be presented.

CD 832 VOICE DISORDERS

Prerequisite: CD 411, CD 412, or written consent of instructor. 3 credits. This course will provide a comprehensive review of methods for evaluating and treating voice problems in children and adults that result from a disturbance or disruption in laryngeal function, including disorders caused by neurological conditions, vocal abuse/misuse, and nonneurological organic processes.

CD 833 NEUROMOTOR SPEECH DISORDERS

Prerequisite: CD 722 or written consent of instructor. 2 credits. The course will focus upon the theory underlying differential diagnosis and treatment of acquired and congenital motor speech disorders (including those related to cerebral palsy) with an emphasis upon dysarthria and apraxis.

CD 834 DYSPHAGIA

Prerequisite: CD 412, CD 722, or written consent of instructor. 3 credits. This introductory course in swallowing disorders reviews anatomy and physiology of normal and abnormal swallowing in adults and children. Specific etiologic categories are discussed. Clinical and instrumental diagnostic methods are described and emphasis is given to treatment methods using a critical decision making model.

CD 835 AUGMENTATIVE COMMUNICATION

Prerequisite: CD 410 or written consent of instructor. 2 credits. Exposure to both diagnostic and treatment considerations in augmentative communication. A unique feature matching approach will be emphasized with a case management format supplementing lectures. A preview of various low technology and high technology assistive devices will be provided.

CD 836 CLEFT LIP/PALATE AND CRANIOFACIAL ABNORMALITIES

Prerequisite: CD 411, CD 412, or written consent of instructor. 3 credits. This course will provide an overview of the common syndromes that result in craniofacial anomalies and affect human communication. Special emphasis will be placed on the team evaluation and management of cleft lip and cleft palate.

CD 837 ADULT NEUROGENIC LANGUAGE DISORDERS

Prerequisite: CD 722 or written consent of instructor. 3 credits. This course will address the nature, evaluation, and remediation of neurologically-based spoken and written language disorders in adults.

CD 838 MANAGEMENT OF MEDICALLY INVOLVED PATIENTS

Prerequisite: CD 410 or written consent of instructor. 1 credit. Students will be exposed to techniques for managing medically involved patients. Case studies will provide the student an opportunity to integrate and apply theoretical information by engaging in clinical problem-solving and therapeutic intervention activities.

CD 841 FLUENCY DISORDERS

Prerequisite: none. 2 credits. This course will address differences in fluency, disfluency, and stuttering. Theories, current research findings, evaluation, and management of stuttering disorders in both children and adults will be presented.

CD 871 SPECIAL TOPICS IN COMMUNICATION SCIENCES AND DISORDERS

Prerequisite: none. Variable credit. Offered every semester. Each section will address a selected, advanced topic in communication sciences and disorders. Specific course content will be announced during the preceding semester.

CD 880 THESIS RESEARCH I

Prerequisite: CD 883. 2 credits. With faculty supervision, students will conduct an original research project and write a scientific report of their findings. Theses may involve descriptive or experimental studies, and also may include rigorous analyses of theoretically informative clinical cases.

CD 881 THESIS RESEARCH II

Prerequisite: CD 880. 2 credits.
Continuation of CD 880.

**CD 883 RESEARCH PROPOSAL
IN COMMUNICATION
SCIENCES AND DISORDERS**

Prerequisite: CD 724. 2 credits. Development of a proposal for research in CSD under the guidance of a faculty member. Emphasis is on a critical literature review that supports the formulation of a hypothesis and selection of an appropriate research design and statistical analysis.

**CD 896 INDEPENDENT STUDY
-899 IN COMMUNICATION
SCIENCES AND DISORDERS**

Prerequisite: none. 3 credits. Students will work with a faculty member to develop further their knowledge of a particular topic. These interactions may take the form of directed readings and discussion, a tutorial experience, or the conduct of a minor research project.

CD 111 THESIS CONTINUATION

Prerequisite: CD 880 and CD 881. Use this designation when registering for thesis continuation. After completing 4 credits of thesis research, a student is required to register for thesis continuation for each term that the thesis is incomplete.

Interdisciplinary

HP 621 PATHOPHYSIOLOGY

Prerequisites: anatomy, physiology. *Pass/Fail and audit available.* 3 credits. Common pathophysiological processes applied to common acute and chronic diseases.

HP 622 PHARMACOLOGY

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Research, theory and practices in pharmacology as a base for the safe administration of drugs.

**HP 696 SPECIAL TOPIC COURSE:
SPANISH FOR HEALTH CARE
PROFESSIONALS**

Prerequisite: none. *Pass/Fail available.* 3 credits. Beginning conversational Spanish to familiarize students with the Spanish language around health related issues.

**HP 703 INTERDISCIPLINARY
APPROACHES TO
PAIN MANAGEMENT**

Prerequisite: Clinical experience as a health care worker. *Pass/Fail and audit available.* 3 credits. The basis of understanding the symptom of pain is discussed from physiological, anatomic, pathologic, and psychologic perspectives. Syndromes of acute/chronic pain are described and evaluation and management strategies presented. Examples of how health professionals from many disciplines can work together to assess and treat pain are examined through case studies.

**HP 710 TEACHING SKILLS FOR
HEALTH CARE PROFESSIONALS**

Prerequisite: none. *Pass/Fail and audit not available.* 3 credits. This course helps clinicians learn principles of effective teaching/learning and emphasizes application of principles to patient education, staff training, clinical supervision of students, and classroom teaching. Classes are interactive and give learners opportunities to experience varied teaching techniques.

**HP 720 DESIGNING
CLINICAL RESEARCH**

Pass/Fail available. 3 credits. This course is an introduction to the basic elements of research design for clinical inquiry emphasizing the process of developing clinically relevant and feasible research questions, concepts of reliability and validity in measurement and design, and the application of a variety of research designs for answering questions of clinical interest. Cross-listed as CI 720.

**HP 721 STATISTICS FOR
CLINICAL RESEARCH**

Pass/Fail available. 3 credits. Basic statistics for graduate students in the health professions, including descriptive statistics and inferential statistics. Cross-listed as CI 721.

**HP 722 INTERDISCIPLINARY HEALTH
PRACTICE: THE CARE
OF THE AGED PERSON**

Prerequisite: none. *Pass/Fail and audit available.* 2 credits. Teaches a comprehensive, integrated approach to professional practice; the ability to collaborate with other professions in health care; health problems and treatment approaches in the aged population. Taught at Harvard Medical School.

**HP 731 STATISTICS FOR
CLINICAL RESEARCH
COMPUTER LABORATORY**

Co-requisite: HP 721. *Pass/Fail grading only; audit available.* 1 credit. Laboratory for the computer applications of material covered in Statistics for Clinical Research.

**HP 820 ETHICAL ISSUES
IN HEALTH CARE**

Prerequisite: none. *Pass/Fail and audit available.* 2 credits. Basic ethical theory combined with a problem-solving approach to ethical issues commonly confronting health professionals.

**HP 822 LIVING WITH DEATH, LIVING
WITH GRIEF: PERSPECTIVES
FOR THE CLINICIAN**

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Provides an understanding of dying, death, and bereavement from historical, cultural, societal, interpersonal, and personal perspectives. Exploration of philosophical, theoretical, and pragmatic issues underlying choices and decisions in clinical practice.

**HP 825 THE PLACE OF DEATH
IN A CHILD'S LIFE**

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Children's reactions to death and dying from emotional, cognitive and social perspectives. Special emphasis will be given to skills needed to provide care to this population.

**HP 831 ORGANIZATIONAL
PERSPECTIVES:
THEORY AND ACTION**

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Interdisciplinary survey of theoretical approaches to the study of organizations. Macro and micro views of human systems are compared and contrasted, with emphasis on analyzing and intervening in organizations.

**NH 730 HEALTH CARE POLICY
AND POLITICS**

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Provides a forum for the discussion of policies related to health care such as the role of health care professionals in this process and delivery of health care. Students analyze health care policy from socioeconomic, legal, ethical, political, and historical perspectives.

PH 740 MANAGEMENT OF PATIENTS WITH CARDIOPULMONARY DYSFUNCTION FROM THE ICU TO HOME CARE

Prerequisite: PH 742. *Pass/Fail and audit available.* 3 credits. Evaluation methods, including ventilation, respiratory muscle function, functional performance, hemodynamic responses, and aerobic capacity for critical care, as well as rehabilitation settings, will be presented. Treatment techniques, focused on maximizing whole body/performance, analysis of cases with multisystem involvement will provide the clinical judgment opportunities for cardiopulmonary care.

PH 742 CLINICAL APPLICATIONS IN EXERCISE PHYSIOLOGY

Prerequisite: human physiology and clinical experience. *Pass/Fail and audit available.* 3 credits. This course provides an overview of normal and abnormal adjustments to exercise, considering the processes associated with aging and of various pathologies. Content includes pulmonary and cardiovascular responses, the oxygen transport system, components of muscle contraction and responses to learning, energy requirements, and long-term adaptation to training.

PH 760 CLINICAL NEUROANATOMY AND NEUROPHYSIOLOGY

Prerequisite: human physiology. *Pass/Fail and audit available.* 3 credits. The course emphasizes neuroanatomy and pathology of the membranes, synapses, peripheral/cranial nerves, neuropathic processes, autonomic nervous system, spinal column, and reflexes. Laboratory sessions emphasize gross and surface anatomy of the nervous system pathologic reactions and plasticity of the nervous system, electrophysiology and conduction velocities, and clinical examination of peripheral nerves.

PH 761 CLINICAL NEUROLOGY

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. This course examines the clinical problems of disorders of the motor system, sensory integration, cognitive functions of language and praxis, and the neurologic issues of aging, seizures, attention, memory, and learning. The laboratory consists of neuropsychological testing, clinical testing, electroencephalography, and neuroradiological techniques and findings.

PH 771 ANATOMICAL BASIS OF KINESIOLOGY

Prerequisite: human anatomy. *Pass/Fail and audit available.* 3 credits. Advanced study of structure and function of the musculoskeletal system. Includes lectures and a dissection laboratory, with emphasis on extremities and the spine. Detailed dissection of cadaver specimens serve as the basis for discussion of orthopaedic dysfunction.

PH 774 BASIC ORTHOPAEDIC RADIOLOGICAL ASSESSMENT

Prerequisite: none. *Pass/Fail and audit available.* 2 credits. Introduction of radiological imaging principles and techniques as applied to orthopaedic physical therapy. Lectures are provided by radiologists and orthopaedic surgeons. Radiography, CT Scans, MRI, special studies, and arthrography are addressed. Case studies are used to illustrate selection of imaging techniques and integration of radiographic information with physical therapy.

Facilities and Services

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs (OSA), located on the 5th floor of 101 Merrimac Street, Room 502, provides a number of services that support the academic programs and assist IHP students. Here students will find information and assistance with admissions, financial aid, academic records and transcripts, scheduling, pre-registration, registration, and student billing. Forms required for academic procedures are available in the 5th floor office. Students are encouraged to make appointments with staff members for personal assistance or information. Students are responsible for keeping the Office of Student Affairs apprised of any changes in their name, address, or phone number. The OSA phone number is 726-3140. The office is open from 8:30 am to 5:00 pm.

CLINICAL FACILITIES

For practica and clinical research, the Institute has access to the full range of clinical facilities of Massachusetts General Hospital and its affiliates through Partners HealthCare System, Inc. Established in March 1994, Partners is the corporation created by the affiliation of the Massachusetts General Hospital and the Brigham and Women's Hospital. The Partners System also includes area community health centers and hospitals, the Institute, and many private primary care practices throughout New England. Partners provides primary and specialty care and serves as a referral center for patients throughout the region and around the world. Its clinical facilities are an extraordinary resource for the education of health care professionals. Affiliations are also arranged, as appropriate, with other Boston-area health care centers and community settings.

The Biomotion Laboratory is a joint effort of the Institute and the MGH Department of Orthopaedics. It combines the talents of physical therapists, physicians, engineers, and other health care professionals to investigate movement in subjects and patients with motion disorders, including those with neuromuscular, post-surgical, and balance impairments. It provides opportunities for technologically sophisticated research utilizing the Selspot system with real-time EMG, Kinematic, and Kinetic data analysis. Research efforts of

the laboratory are directed toward better understanding the underlying mechanisms of locomotion and the major complications induced by arthritis, orthopaedic, vestibular, and other neural impairments. In addition to offering opportunities to students and faculty for research and education, the Biomotion Laboratory provides clinical fee-for-service locomotion analysis.

ADDITIONAL EDUCATIONAL OPPORTUNITIES

Educational opportunities such as Grand Rounds at MGH and lectures at nearby medical facilities are regularly posted on 3rd floor bulletin boards at 101 Merrimac Street. Thesis presentations by IHP students are posted as well. Newsletters such as the *MGH Hotline*, *IHP News*, and *Caring Headlines* provide information about additional educational offerings.

HOUSING

Students are responsible for making their own housing arrangements. Apartments, condominiums, and rental homes in the suburban area that surrounds the Institute offer a variety of housing options. The Office of Student Affairs maintains a file of students seeking roommates, and bulletin boards throughout the Institute carry notices from students who are looking for a roommate, subleasing apartments, etc.

The classified section of local newspapers provides additional information about the range of prices and types of accommodations available in the area. Locating near public transportation is always a good idea, since parking in the city can be difficult and expensive.

TRANSPORTATION

The Institute is within walking distance of Massachusetts General Hospital. The free hospital shuttle van operates between the Portland Street entrance of 101 Merrimac Street and the Jackson Building entrance on Blossom Street on the MGH campus. The free hospital shuttle bus stops close by at North Station (Beverly Street) en route to MGH East in Charlestown and the main hospital campus stop at the Jackson Building on Blossom Street for connections to other MGH sites and Brigham and Women's Hospital. Published shuttle bus schedules are available on the 3rd floor and in the Office of Student Affairs. Students are required to show the IHP ID badge to use the shuttle service.

Proximity to North Station provides easy access to commuter rail lines and the Massachusetts Bay Transportation Authority (MBTA) Orange and Green Lines. MBTA monthly passes may be purchased at North Station and other locations on the last three working days of the month. Maps and schedules for both the MBTA and the MGH shuttle bus are available in the Office of Student Affairs.

RUTH SLEEPER LEARNING CENTER (RSLC)

Named after Miss Ruth Sleeper, the Director of the MGH School of Nursing from 1946 through 1966, the Learning Center, located in Rooms 345 and 347 at 101 Merrimac Street, is a multimedia technology lab providing research, references, computing, and audio-visual support services. The instructional and educational materials of the Center are extensive, providing a wealth of tools that enhance the learning experience at the Institute. The classroom section (Room 345) is accessible to students 7 days a week, 24 hours per day. Word processing, presentation, statistics, spreadsheet, and database applications are provided to assist with assignments and thesis work.

In the multimedia lab (Room 347), workstations are equipped so that students may do research through the many magnetic media assets of the Center. Holdings contained on CD-ROM include *The New England Journal of Medicine*, *AIDS 2000*, *Skeletal Radiology*, and *The Slice of Life* are some of the resources accessible on laser-disk. Other titles of instructional and interactive software are provided on various workstations that supplement and enhance the classroom experience. The multimedia lab additionally offers connectivity to the Internet, enabling students to have electronic mail, Telnet, FTP, and World Wide Web (WWW) access. Our website address is: <http://www.mgh.harvard.edu/depts/ihp/mgh.htm>. An extensive library of video and audio tapes are also contained in the Center. The Ruth Sleeper Learning Center serves students as a gateway to a vast array of information resources. The lab section of the RSLC is open Monday through Thursday from 9:00 am to 9:00 pm, and Fridays until 5:00 pm during the school year (September to May). During the Summer semester the lab is open 9:00 am to 5:00 pm, Monday - Friday. The multimedia area is closed on weekends.

BOOKSTORES

IHP students will find school supplies and textbooks at Suffolk University Bookstore, 148 Cambridge Street, Boston, MA 02114. The telephone number is 227-4085.

Hours:

Monday - Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 6:00 pm
Saturday	9:00 am - 2:00 pm

Textbooks may also be found at Brown and Connolly Medical Book Store, 1315 Boylston Street, Boston, MA 02215. The telephone number is 262-5162. Check with the program office or course instructor about the location of required texts.

FOOD SERVICE

The WACC Cafeteria (726-5909) is located in the lobby of the Wang Ambulatory Care Center, and is open Monday - Friday 7:30 am - 3:00 pm.

The Eat Street Café (724-8879) is located in the White Building basement. The café is open weekdays 6:30 am - 8:00 pm, and weekends 6:30 am - 7:00 pm.

There is a cafeteria on the 7th floor of the Massachusetts Eye and Ear Infirmary.

There are numerous restaurants in the area surrounding 101 Merrimac Street as well as one located on the first floor of the building.

LIBRARIES

Treadwell Library. Treadwell Library, located in Bartlett Extension One in the MGH complex, is the Health Sciences Library for all MGH personnel and Institute students and faculty. The telephone number is 726-8600. The collection, over 50,000 volumes and 920 journal titles, includes holdings in medicine, basic sciences, nursing, and allied health.

Students enrolled at the IHP are eligible to register as borrowers. Institute course reserve readings are held at the Information Desk. Reference librarians are available to assist students with reserve readings and information.

End User Search Systems are available. A variety of free and fee-based electronic search methods are available through the RSLC or the library. Terminals for access to MGH are on the ground floor of the library, or you may dial in from any computer with a modem or via MGH LAN.

Countway Library. Countway Library of Medicine, the Harvard Medical School library, is located at 10 Shattuck Street, Boston. The telephone number is 432-4888. Students working on specific research topics who wish to use Countway Library should pick up the Access Request Form in the Office of Student Affairs and have it signed by their faculty advisor, thesis advisor, or Program Director. With a signed form, passes are available from the Office of Student Affairs. The \$25/per day usage fee is paid by the Institute. Students do not have borrowing privileges.

Warren Library. Warren Library is located in the Bulfinch Basement at MGH. The telephone number is 726-2213. Warren is a nonmedical library with over 10,000 books of all types, including best sellers, which may be borrowed. Daily newspapers and a large selection of magazines and tapes round out the collection. The Warren Library gladly accepts donations of used books for their lending library and the hospital book carts.

STUDENT ORGANIZATIONS

The Office of Student Affairs staff provides support for student organizations. Through their activities, these organizations support educational, social and cultural activities directed toward enriching the experiences of graduate students. Students interested in participating in one or more of these organizations should inquire in the OSA for more information.

Student Senate. This is a newly-created organization established to serve the needs and interests of the IHP student body, to provide a communication vehicle to decision-making bodies, to promote interdisciplinary collegiality, and to participate in the allocation of student activity funds.

Graduate Nursing Student Journal Club. This club explores and discusses the current nursing literature in a group setting.

International Social Club. This organization promotes diversity and cultural understanding by planning social events/activities for the student body.

National Student Nurses Association. The Student Nurses Association promotes the nursing profession through its activities and provides opportunities to enhance students' educational experience.

National Student Speech Language Hearing Association. This organization promotes the study of speech pathology and provides additional learning experiences for students.

Fees and Deposits

TUITION FOR 1997-98

Full and Part-Time:	\$500 per credit
Audit:	\$250 per credit

The Institute offers no guarantee that all course requirements can be completed at the current tuition rate.

PAYMENTS

The Institute accepts checks, American Express, Discover, Mastercard, and VISA.

Transcripts, letters of reference, grade reports, and diplomas are provided only for those who have met all financial obligations. All financial obligations must be met before graduation.

Preregistered Students. The statement for tuition and fees is mailed to preregistered students approximately one month prior to the payment deadline. Full payment must be received by the payment deadline unless the student has enrolled in the Institute-approved plan administered by Tuition Management Systems, Inc. or has been approved for a Stafford Loan. (If the Stafford Loan does not cover full cost of tuition and fees, the student must pay the amount due by the payment deadline.) A late payment fee of \$50.00 will be assessed for accounts with outstanding balances on the third day following the payment deadline. At that time, students with unresolved financial obligations will be disenrolled and ineligible to attend classes or use the resources and facilities of the Institute.

Open Registration. Full payment must be made at time of registration, unless the student has enrolled in the Institute-approved plan administered by Tuition Management Systems, Inc., or has been approved for a Stafford Loan. Bills will not be mailed.

Add/Drop Period. Payment is due at the time of registration for any courses added during the Add/Drop period.

REFUNDS

Financial Aid refunds, for students whose aid exceeds the cost of tuition, will be released starting the first week of each semester, as the funds are received and the refunds processed. Students will receive a notice in their mailbox when the refund check is available.

All other refunds will be calculated and processed at the end of the Add/Drop period.

GENERAL FEES

The following fees are in effect beginning with the fall semester of the 1997-98 academic year. They are subject to change by the IHP Board of Trustees and will not necessarily be the same for the Fall '98 Semester.

1. *Orientation Fee.* A fee of \$35 is required of each student to cover the cost of orientation activities upon first enrolling.
2. *Transcript Fee.* Copies of a student's transcript are available upon written request to the Registrar's Office. A copy of the transcript includes only the academic record earned at MGH IHP; copies of transcripts furnished from other institutions become the property of MGH IHP and will not be furnished by the Institute. The cost of an IHP transcript is \$4.00 per copy, payable in advance. All transcript requests must be made by the student and must be in writing. Adequate advance notice, normally 48 hours, is required for transcript processing.
3. *Auditing Fee.* Students who wish to audit a course are required to pay a fee of \$250 per credit hour and must have written permission from the instructor who is teaching the course. Audited courses appear on the transcript but do not receive a grade.
4. *Continuing Enrollment Fee.* Students must be continuously enrolled in a degree program, the only exception being students who have been granted a leave of absence. Students who have completed all course work and who are enrolled in thesis continuation hours (only) will be assessed a \$100 continuing enrollment fee each semester until graduating.
5. *Late Payment Fee.* A late payment fee of \$50 will be charged beginning the third working day following the Institute-established due date.

6. *Late Registration Fee.* Students permitted to register after classes begin will be charged a late registration fee of \$25.

7. *Reinstatement Fee.* A student permitted to register and/or pay after the twelfth class day of a semester will be assessed a reinstatement fee of \$100. This fee is in addition to the late payment penalty and the late registration fee.

8. *Anatomy Fee.* This is a one-time laboratory fee assessed to students in the Professional Program in Physical Therapy in the first semester of their program study. The amount of the fee is \$250.

9. *Clinical Education Fee.* A clinical education fee is charged by each program to cover the additional costs incurred for the clinical experience. The fee is based on actual cost to the program on an individual basis as follows:

<i>Communications Sciences & Disorders</i>	\$1500 per annum
<i>Nursing</i>	\$100 per annum
<i>Professional Program in Physical Therapy</i>	\$300 per annum
<i>Post-Professional Program in Physical Therapy</i>	\$300 one-time fee upon entry

10. *Learning Resource Fee.* Each student is required to pay this fee based on the number of semester credit hours for which he/she is enrolled. The cost is \$6.25 per credit hour, with a maximum amount of \$75 charged per semester.

11. *Student Activity Fee.* Each student is required to pay this fee based on the number of semester credit hours for which he/she is enrolled. The amount of the fee is \$2.50 per credit hour.

12. *Key Access Fee.* Students are charged a mandatory \$20 fee to receive a key to access floors in the building on which they have classes in a given semester, if said classes fall outside normal business hours. Key access codes are changed each semester depending on the student's schedule; the keys of students who, for whatever reason, are not enrolled in any given semester will be deactivated immediately. The fee is refundable upon request but the request must be received by the end of the semester following a student's last enrollment.

13. *Graduation Fee.* Graduating students will be charged a fee of \$50 to cover the cost

of the diploma and regalia rental. The fee will be assessed in the semester in which the student intends to graduate.

14. *Fee for Credit by Examination or Advanced Practice Module advanced placement.* 10 percent of current tuition for each course (matriculated students only).

BURSAR'S OFFICE

The Bursar's Office is located in the Office of Student Affairs suite on the 5th floor of 101 Merrimac Street, Room 502D. Students wishing to make payments or having questions concerning their bill may contact the Bursar during regular office hours at 726-8015. Payments and inquiries by mail should be sent to BURSAR, MGH Institute of Health Professions, PO Box 6224, Boston, MA 02114.

TUITION REIMBURSEMENT

Students who participate in an employer's tuition reimbursement program must pay all tuition and fees prior to the start of classes. At the end of the semester, students will be sent a grade report that can then be used to secure tuition reimbursement from their employer.

RETURNED CHECK FEE

A fee of \$15.00 is charged for non-negotiable checks. Students who present a non-negotiable check to the Institute will be required to make future payments with a certified check, cashier's check, or money order.

WITHDRAWAL FROM THE INSTITUTE

If a student leaves the Institute through 1) withdrawal, 2) dismissal, or 3) leave of absence, the following procedure should be followed:

- Request a *Notice of Withdrawal or Leave of Absence* form from the Registrar;
- Obtain the approval and signature of the faculty advisor and the Program Director;
- Obtain clearance in appropriate areas listed on the form;
- Schedule an Exit Interview with the Student Financial Aid Office if in receipt of financial aid.

See *Financial Aid Information* for specific information concerning effects of withdrawal or LOA on financial aid received.

WITHDRAWAL REFUND POLICY

The following refund schedule applies to each full-length term's tuition and is determined by the date of receipt of the appropriate form in the Office of Student Affairs. Fees and deposits are non-refundable.

Withdrawal/dropping

1st five class days of semester . . . 100% refund

2nd five class days of semester . . . 75% refund

3rd five class days of semester . . . 50% refund

4th five class days of semester . . . 25% refund

21st class day of semester or after . . . no refund

For courses of shorter duration, the Registrar will prepare a refund schedule that students should consult.

No deduction is made for temporary absence, nor is any refund made if a student is suspended, dismissed, or leaves the Institute without formally withdrawing. In the event a refund of tuition is issued, the refund amount is paid by check directly to the withdrawn student, except in instances when the student has received financial aid. For aid recipients, portions of the refund will be calculated for return to the source of the financial aid award. Students are advised that they have legal obligations to repay loan obligations in accordance with the established grace periods and repayment terms. Lenders are notified of withdrawn students and withdrawal dates by the Institute.

No student may withdraw in good standing until all current and past financial obligations to the Institute are paid in full, the completed Notice of Withdrawal form is filed, and all Institute property has been returned. All students receiving financial aid must contact the Financial Aid Office prior to leaving the Institute. Failure to do so may jeopardize future aid funding at the Institute and elsewhere.

Policies and Regulations

STUDENTS WITH DISABILITIES

Disabilities services are coordinated through the Office of Student Affairs. Students who have special needs that require assistance are encouraged to fill out the Disabilities Service Request Form mailed to all applicants following acceptance into a program. Students may also contact the

Office of Student Affairs at 101 Merrimac Street, Boston, MA 02114 or by phone at 726-3140. All information provided will be held in strict confidence.

RIGHT TO PRIVACY/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. They may use a *Right of Access* form in the Office of Student Affairs. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, she shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students should ask the Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an

administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, collection agent, or National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Institute discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify the student of the records request.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA.

The Institute does not release personally identifiable information contained in student education records, except as authorized by law. The Institute has designated certain types of personally identifiable information as "directory information." It includes the following:

Name, address, telephone number
Program of study
Dates of attendance, degrees and awards
E-mail address

If students wish to restrict release of this information, they must sign a form and return it to the Registrar's Office no later than October 1.

STUDENT'S ABSENCE DUE TO RELIGIOUS BELIEFS

Massachusetts General Laws, Chapter 375, 1985 Regular Session, Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement

on a particular day shall be excused from any such examination or study or work requirement and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. *Approved October 8, 1985.*

ADMISSIONS

The MGH Institute of Health Professions, a unique and innovative graduate school affiliated with the internationally-known Massachusetts General Hospital (MGH) in Boston, seeks highly motivated students who are interested in assuming leadership roles within their intended professions. Applications are sought from men and women with diverse backgrounds who bring a wide range of education and experience to their graduate studies. Admission decisions are based upon a careful evaluation of each applicant's academic record, test scores, written application, essay, references, and life experiences.

Prospective students are encouraged to attend one of the information sessions which are held onsite during the fall and spring. Dates are published elsewhere in this document, or you may contact the Office of Student Affairs for further information.

Admissions Criteria

An undergraduate degree is a prerequisite for admission to any of the graduate programs. Admission requirements are program-specific and more fully outlined in the program section of the catalog; an application is included in the catalog as well.

Application Procedures

Before the Admissions Committee can evaluate an application, the applicant's file must include:

- a completed, signed application form along with the \$50 nonrefundable application fee.
- official transcripts for all academic work beyond high school whether a degree was received or not.

- official score report of GRE (Graduate Record Examination) — general test only. Tests are prepared and scored by the Educational Testing Service: GRE, PO Box 6000, Princeton, NJ 08541-6000. The telephone is 609/771-7670; fax 609/771-7906. The GRE is not required for entrance into certificate programs.
- three letters of recommendation submitted on the forms included in the application packet. Completed forms should be returned to the Admissions Office, following the instructions on the application.
- an essay based on your program interest and questions contained in the application.

Applicants are notified about the status of their admission file upon receipt of their application. While the Admissions Office periodically notifies applicants regarding the completeness of their files, it is the applicants' responsibility to ensure that all necessary documents are received in the Office of Student Affairs by the published deadline.

Reactivating Applications: Applicants who wish to reapply after receiving an official rejection from a program may reactivate their file by written request up to the Admissions deadline the following year. A \$50 application fee must accompany the letter. After a second rejection, an applicant must receive special permission to reapply.

International Applicants

In addition to the other required materials, international applicants must submit the following information before a decision can be made on their application:

- Test of English as a Foreign Language (TOEFL) score, sent directly from the Educational Testing Service, for applicants from non-English-speaking countries.
- Evidence of sufficient funds to maintain themselves for one year in the United States; funds must be on deposit in this country.

Applicants who do not speak English as their first language are required to take the TOEFL if they did not receive their degree from an English-speaking country.

International students should read the insurance and immunization requirements information contained in this catalog. All international students are required to enroll in the health insurance plan offered by the Institute unless they can demonstrate comparable coverage by another US plan. Financial aid is not available to foreign students.

Non-Degree (Special) Students

Physical therapists, speech-language pathologists, nurses, and other health care professionals holding a bachelor's degree may enroll as Special Students in selected courses on a space-available basis. In all programs, Special Students may apply up to nine (9) credits toward a degree upon matriculation. A Special Student brochure is published prior to the beginning of each semester which includes an application and a description of courses open to non-matriculated students. Special Students are not eligible for financial aid and cannot participate in IHP payment plans.

ENROLLMENT

Students who have been granted admission to the Institute are expected to register for course work. Failure to register in the term for which admission is granted ordinarily requires the student to reapply for admission. Any student who fails to register during a one-year period, and who does not have an official Leave of Absence from study or deferral, is subject to review for readmission by the standards in effect at the time of reconsideration.

The details of registration are under the jurisdiction of the Registrar's Office which furnishes to each enrollee complete instructions for all steps in the procedure. Students should follow carefully such instructions and those found below. Pre-registration for current students usually occurs in April for the Summer and Fall Semesters and in November for the Spring Semester. The exact dates may be found in the Academic Calendar. New students register upon arrival at the beginning of the semester in which they are enrolling.

Program Approval of Courses

The student should have a schedule of courses approved by his or her program advisor at the time of registration. It is the student's responsibility to see that the Registrar's print-out corresponds exactly to the courses listed on his or her schedule form.

Full-Time Study

Full-time status in the Fall and Spring Semesters is defined as enrollment in 12 credits or more (audits are not included in this count); part-time status is defined as enrollment in less than 12 credits. Students wishing to take more than 18 credits per term need the permission of their advisor and their Program Director. In Summer Semester, full-time status is program-specific: 6 credits in the Professional Program in Physical Therapy; 9 credits in the Post-Professional Program in Physical Therapy; 9 credits in the Graduate Program in Nursing; and 12 credits in the Graduate Program in Communication Sciences and Disorders. See Financial Issues for further implications of full-time/part-time study.

Continuous Enrollment

Every student is expected to complete the preregistration process each semester in which he or she is a matriculated student at the IHP. Credit is not given for work done without proper registration; the Registrar has no obligation to vouch for a student's matriculated status if the student has not properly completed the registration process. If the student is not registering in a given semester, the appropriate box must be checked on the preregistration form and a Leave of Absence form completed.

Cross-Registration

An agreement with the Harvard University Graduate School of Education (HGSE) allows HGSE students, with advisor approval, to register for courses at the MGH Institute of Health Professions without paying any additional tuition fees. CSD students at the Institute, with advisor approval, may register for courses at the HGSE. Students will pay tuition to the Institute. A full course at HGSE is equivalent to 6 credits, and a half course is equivalent to 3 credits.

The Institute from time to time may contract cross-registration agreements with other institutions of higher learning. Students enrolling in other colleges or universities that have made special agreements with the IHP must gain permission of their advisor. Cross-registration forms are available in the Registrar's Office, Office of Student Affairs, 5th floor. Students should be aware of registration procedures, different course

credits, and academic calendars at the host institutions. Students are responsible for ensuring that the IHP Registrar receives transcripts of grades from host institutions.

Registration for Thesis

Students in the Post-Professional Program in Physical Therapy are required to register for 6 credits of Thesis Research; students in the Graduate Program in Nursing and the Communication Sciences and Disorders Program may elect to complete a thesis and enroll in Thesis Research; nursing students may choose to complete a Scholarly Project instead of a thesis. All students in the Communication Sciences and Disorders Program must complete a Research Proposal.

If the thesis has not been completed (final copy signed by committee members and received by the Registrar), a student is required to register for Thesis Continuation for the term immediately following the last semester in which a course or courses were taken and for all subsequent semesters until graduation. Students on thesis continuation should register with the Institute in accordance with all established preregistration and registration schedules. Students on thesis continuation pay a \$100/semester Continuing Enrollment Fee.

Registration in Semester of Graduation

Even though there is only one commencement exercise each year, there are three official graduation dates: January, May, and September. Every candidate for a degree must be registered in the Institute in the session of graduation, unless special permission is given by the Registrar. Failure to graduate at the expected time requires such additional registrations as may be necessary until graduation.

Deadlines for Awarding of Degrees

The deadlines for completion of all thesis requirements, including submission of the final signed thesis, are as posted in the academic calendar, generally falling on the last Friday of August for a September graduation, the third Friday of December for a January graduation, and the last Friday of April for the May graduation. For degrees awarded in September and January, diplomas will bear the last day of the respective month. Diplomas will bear the date of graduation for degrees awarded in May.

Adding and Dropping Courses

Forms for adding or dropping a course, changing credits, and changing from credit to audit or vice versa are available in the Office of Student Affairs. Forms must be signed by the faculty member responsible for the course and the student's faculty advisor before they are submitted to the Registrar to be validated.

- **Adding courses:** A student may add a course up to and including the twelfth class day of the semester. Students adding courses must present their validated copy of the Add/Drop form to the faculty of the added class(es) in order to gain access. Prerequisite requirements and population limits are to be honored. Appeals to waive prerequisites and limits must be made to the faculty member responsible for the instruction of the course.
- **Dropping a course:** A student may drop a course, including a course taken for audit, up to and including the twelfth class day of the semester without an entry appearing on the transcript. Non-attendance does not constitute dropping a course.

Changes in credit loads made during the first four weeks of the semester will result in tuition adjustments. Students receiving financial aid and/or international students should be aware that dropping courses may affect continued financial aid support and/or visa status.

Withdrawal from a Course after the Add/Drop Period (Request for Advance Grade of "W")

After the Add/Drop period, students may withdraw from course(s) until the posted Withdrawal deadline. Requests to withdraw from a course are initiated and processed on a *Request for Advance Grade of "W"* form available in the Office of Student Affairs. The form must be signed by a faculty member responsible for the course and the student's faculty advisor before it is presented to the Registrar for validation.

A final grade of "W" will be posted for each withdrawn course. Both the course title and the grade of "W" will appear on the student's transcript.

Tuition adjustments will be made for withdrawn courses consistent with the Institute's withdrawal policy refund schedule found elsewhere in this catalog.

Requests to withdraw from a course after the posted deadline will require completion of the *Late Drop Request* form available in the Office of Student Affairs.

Responsibility of Students

Each student is expected to become thoroughly familiar with both program and Institute regulations and with the requirements for degrees. Failure to follow the regulations and requirements almost inevitably results in complications for which the Institute cannot assume responsibility. To facilitate communications, students should promptly notify the Registrar's Office of changes of address.

Faculty Advisors

Faculty advisors are assigned by program. Students are encouraged to meet with their faculty advisors frequently to discuss academic concerns. Many advisors have established office hours. Faculty and program office phone numbers are published in the Faculty and Staff Directory distributed each year.

Statement of Intention to Graduate

Students must file the *Intent to Graduate* form with the Office of Student Affairs by the established deadline in the semester in which they expect to graduate along with a \$50 Graduation Fee. Should the student be unable to graduate as planned, another *Intent to Graduate* form will have to be submitted each semester until the degree is completed. Students planning to participate in the Spring graduation ceremony must complete the *Intent to Graduate* form by the January deadline.

The student's diploma name as requested on the *Intent to Graduate* form is printed on his or her diploma. Information provided by the student also appears in commencement programs.

HEALTH POLICY AND GUIDELINES

The Commonwealth of Massachusetts College Law requires that all students in the health sciences present proof of immunity against Diphtheria, Tetanus, Measles, Mumps, and Rubella prior to registration. The MGH Institute of Health Professions requires all students to have a Tuberculin Test read, signed, and dated by a physician, nurse practitioner or RN within a month of enrollment (if positive, a chest x-ray within 6 months is required), and a Varicella vaccine

or proof of childhood chicken pox. The Hepatitis B Vaccination series is required for nursing students and students in the Professional Program in Physical Therapy. The Hepatitis B series and the Tuberculin Test may be started in advance of registration and completed at Partners Occupational Health Service at no cost to students. In addition, immunization for influenza is recommended and is offered at MGH Employee Health Service at no cost. All other testing costs are the responsibility of the student.

Students are not officially enrolled unless immunization requirements have been met.

The following guidelines are from the College Immunization Law, Massachusetts Department of Public Health:

- Immunity against Diphtheria, Tetanus, Measles, Mumps, and Rubella is required.
- Evidence of one dose of Measles Mumps Rubella (MMR) vaccine after age 4 is required. MMR vaccine should not be given to pregnant women.
- 1 dose of Td given within last 10 years.

Statements acceptable in lieu of immunization histories include:

- A medical certificate signed by a physician or nurse practitioner stating specific immunizations are medically contraindicated.
- A statement signed by the student indicating immunizations conflict with religious beliefs.

Note: if an outbreak of a vaccine-preventable disease occurs, people who have been exempted for medical and religious reasons will be prevented from attending classes.

Immunization histories not acceptable as evidence of protection include:

- Received Measles, Mumps, and Rubella vaccine before age one.
- Received measles vaccine prior to 1968.
- History of Rubella, Tetanus, or Diphtheria disease, or a physician diagnosis for Measles or Mumps.

The Hepatitis A series is highly recommended.

Students who move into a high-risk environment should be tested annually for tuberculosis.

Students should make photocopies of their immunization records before submitting them to the Institute.

OSHA Bloodborne Standard

Students are required to attend an annual information session on the Universal Precaution Techniques and Infection Control Practices, the "OSHA Bloodborne Standard." Each program is responsible for developing the appropriate compliance mechanism.

Health Insurance

All students (with the exception of those enrolled only in Thesis Continuation) are required by the Institute to carry personal health insurance either through the Institute or through a comparable plan of their own. Evidence of an outside plan must be documented in writing every academic year. If a student who is covered by an outside plan changes his or her carrier and/or policy number during the year, he or she must inform the Institute in writing of the change and the effective date. See the Student Handbook for more details.

Financial Aid Information

Graduate students who plan to attend the MGH Institute of Health Professions may be eligible for various types of financial aid. However, planning the financing of a graduate education can be as important as planning a career. Students should estimate how much their entire education will cost and determine the financial resources necessary to support graduate study. Financial assistance is available to students in the form of grants, loans, graduate assistantships, and scholarships.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To receive financial aid, a student must:

- Complete the financial aid application process;
- Be enrolled in at least six credits at all times;
- Maintain satisfactory academic progress;
- Be a US citizen or eligible non-citizen (international students are not eligible for financial aid);
- Not be in default status on existing loans.

Students are made aware of their financial aid rights and responsibilities and truth-in-lending statutes at Entrance Interviews. Students who have not attended an Entrance Interview will not receive a financial aid disbursement. Entrance Interviews are scheduled during Orientation and periodically throughout the school year.

Exit Interviews are required of each student who receives financial aid before he or she leaves the Institute through graduation, withdrawal, dismissal, or leave of absence. Repayment of financial aid debts and debt management are covered at these sessions. Students receive repayment schedules and other critical information at this time.

HOW TO APPLY FOR FINANCIAL AID

Financial aid application packets detailing deadlines and requirements will be available to students on February 1, 1998. Meeting financial aid deadlines will ensure that students will receive notification of their awards in a timely fashion. Late or incomplete applications will be subject to the availability of funds.

TYPES OF FINANCIAL ASSISTANCE

Federal Loans

Federal Stafford loan eligibility will automatically be determined for students who apply for financial aid. In most instances, students are eligible to borrow \$18,500 per year through the Federal Stafford Loan Program. Financial need determines which portion of this loan is subsidized (interest does not accrue until graduation), and which portion of this loan is unsubsidized (interest begins to accrue while in school). This is a low interest, flexible loan.

Scholarships and Special Funds

As a result of the generosity of several donors to the MGH Institute of Health Professions, the Institute has a number of named scholarships and scholarship funds from which to provide financial aid to our students. A limited number of these scholarships are awarded on the basis of academic achievement, diversity of cultural and ethnic background, and/or excellence in professionalism/patient care. The majority of these awards are made for the fall semester. To be eligible for institutional grants

and most named scholarships, a student must meet eligibility criteria based on financial information as reported on the FAFSA. Applications are available as of February 1 in the Financial Aid Office as are flyers defining the criteria for particular named awards.

A partial listing of the named funds available for student financial aid and scholarships follows:

- The Adams Scholarship Fund
- The Judith Fong Bressler Nursing Scholarship Fund
- The Mary Clapham Endowed Nursing Fund
- The Marjorie K. Ionta Fund
- The John Hilton Knowles Memorial Fellowships
- The McElwee-Souretis Award Fund
- The James C. Melvin Scholarship
- The Memorial Scholarship Fund of the MGH School of Nursing
- The Amelia Peabody Scholarship Fund
- The Roxane Laboratories HIV/AIDS Fellowship
- The Mary Hammond Taylor Nursing Scholarship Fund
- The Trustees' Diversity Scholarships
- The Virginia Delaware Zahka Scholarship

Credit-based Loans

Credit-based loans are available to augment financial aid packages and to help with possible remaining educational costs after the maximum amount of Federal Stafford Loan monies (\$18,500 per year) has been borrowed. Unlike Federal Stafford Loans, credit-based loans are not guaranteed. Applicants must demonstrate a good credit history and must remain within certain debt to income ratios. The two credit-based loan programs in which the Institute participates are the Graduate Education Loan (GEL) and the EXCEL Preferred Grad. Credit-based loan applications will be mailed to students prior to matriculation in the fall. Students applying for January or May admittance will be sent credit-based loan information with their financial aid awards.

Graduate Assistantships

Graduate assistantships permit eligible students to work in one of a number of positions that may involve research, teaching,

or administrative support. These opportunities are flexible to accommodate students' class schedules, professional interests, and skills. Graduate assistantships enable students to earn a small stipend to offset some of their educational costs.

Students will be informed of their eligibility as part of the financial aid award.

INDEPENDENT STUDENT STATUS

The requirements for dependency status classification are subject to change annually. Current definition of Independent Student is one who meets one or more of the following criteria:

- 24 years of age or older by December 31 of the year for which aid is sought;
- An orphan or ward of the court;
- A veteran of active duty in the US armed forces;
- An independent with a legal dependent other than a spouse;
- A legally married student.

Changes in students' financial situation. If a student's financial situation changes from that which was reported on the FAFSA or Institutional application during the academic year, the student must report these changes to the Financial Aid Office. Some of the most common instances of change in financial situation include:

- Marriage/divorce;
- Withdrawal from the Institute;
- Leave of absence;
- Enrollment as a less-than-half-time student;
- Increase in income;
- Receipt of outside scholarship, loan, or financial gift.

EMERGENCY ASSISTANCE

No student should consider dropping out of an educational program due to financial difficulties without first seeking counseling from a financial aid advisor. The Financial Aid Office can assist students with debt management, working out a budget, and short-term emergency loans. One such loan is the Nelson Darling Emergency Loan Fund.

APPLICATION INSTRUCTIONS

Application Materials: Applicants are asked to collect and submit their application materials, including sealed official transcripts and sealed letters of recommendation, in one envelope. However, test scores must be submitted directly to the Institute by the testing companies. Please make sure your full name is included on all materials being submitted. It is the applicant's obligation to insure that their application is complete.

Application and Filing Fee: Applicants should submit the completed application with a non-refundable \$50.00 application fee, making checks payable to the MGH Institute of Health Professions. We will acknowledge the receipt of all applications. Please be sure to note the application deadline for the program to which you are applying. All materials *must* be submitted by the stated deadline.

Resume: Applicants are encouraged to submit resumes, but not in lieu of completing any section of the application. A resume is required of applicants to the Graduate Program in Clinical Investigation and the Post Professional Program in Physical Therapy.

Transcripts: Applicants must request official transcripts from all colleges and universities attended, even if a degree was not received from that institution. Include undergraduate and graduate course work. Sealed official transcripts should be mailed with the application packet. *For courses in progress, transcripts should be forwarded once courses are completed.*

Recommendations: Applicants are required to submit three letters of recommendation. Write your name and social security number on each form. Give these forms to three individuals who can address your academic ability and potential for graduate and professional study. These recommendations should come from professors and employers (a current supervisor for Clinical Investigation applicants). However, at least one must be an academic recommendation. Give each referee a plain envelope with your name on the front. Ask him or her to place the completed letter in the envelope, seal it, *sign his or her name over the flap*, and **return the sealed envelope to you**. All three sealed recommendations should then be enclosed with your application. Only three recommendations will be reviewed as part of your application.

Test Scores: GRE scores must be submitted for the Verbal, Quantitative, and Analytical portions of the test and must have been taken within the last five years. Because it may take up to six weeks for the Institute to receive these scores, a copy may be submitted by the applicant pending receipt of official test results. Computer-based tests require approximately two weeks for reporting scores. The Institute code is R3513. GRE's are not required of applicants to the Clinical Investigation Program who have an M.D., Ph.D., or other graduate degree (unless international). They are also not required of applicants to the Nurse Practitioner Certificate Program or of applicants to the Certificate of Advanced Study in Physical Therapy.

Essay: Your essay is a very important part of your application and will be read with great care. It should be typed, double-spaced, and no more than three pages in length.

International Students Only: Applicants, whose native language is not English and who did not receive a degree from an English-speaking country, are required to take the Test of English as a Foreign Language (TOEFL) in addition to the GRE. An official score report must be sent directly to the Institute by the Educational Testing Service. Applicants who did not receive their degree in the United States must have that degree transcript evaluated by an American credentialing agency. **International Scholars (Physical Therapy Program) must apply by March 1** in order to be considered for study in September of that year. This will allow adequate time for the processing of visas.

Professional Program in Physical Therapy Only: Complete the PREREQUISITE CHECKLIST by listing all the courses you have taken to satisfy the prerequisites for the program. A list of all prerequisite courses is provided in the program catalogue. If a course is in progress, indicate "IP" as the grade. *No more than two (2) prerequisite courses may be in progress at the time of application.* If you are expecting to take a course, indicate the term you will be taking it. **All prerequisite courses must be completed prior to entry into the program.** Applicants may be requested to submit mid-term reports from their professors for certain prerequisite courses. Requests for prerequisite evaluations will be addressed in writing only.

STANDARDIZED TESTS

On what date did you/will you take the GRE? _____

On what date did you request that your scores be sent to us? _____

If you have already taken the GRE, please provide your test results: _____

Verbal _____ Quantitative _____ Analytical _____

Report of official scores must be sent to the MGH Institute of Health Professions.

Applicants whose native language is not English and who did not receive a degree from an English-speaking country are required to take the Test of English as a Foreign Language (TOEFL).

On what date did you/will you take the TOEFL? _____

On what date did you request that your scores be sent to us? _____

If you have already taken the TOEFL, please provide your test results: _____

Report of official scores must be sent to the MGH Institute of Health Professions.

EDUCATION

List all schools attended beyond high school including schools at which you are currently enrolled. Please list most recent first and report GPA only for institutions where you received a degree.

Name of College/University	Dates Attended From/To	Degree or Certificate	Major	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List all courses (with dates) taken at the MGH Institute of Health Professions

Do you believe that your academic record accurately reflects your ability? Yes No. If not, please explain:
Attach additional sheets if necessary.



APPLICATION FOR ADMISSION

ACADEMIC YEAR 1998-1999

Last Name: _____

First Name: _____

Middle Initial: _____

Please Print

Other last name under which records may appear: _____

Social Security Number: _____

Current Address: _____ Until: _____

Permanent address if different from current address:

Street _____

Street _____

City _____ County _____

City _____ County _____

State _____ Zip _____

State _____ Zip _____

Country _____

Country _____

Home Phone () _____

Phone () _____

Place of Employment _____

Business Phone () _____

Fax Number () _____

Sex: Male Female

E-mail Address _____

How did you hear about the Institute? _____

Are you a United States citizen? Yes No. If No: Of what country are you a citizen? _____

Do you hold permanent resident status in the US? Yes No. Alien Registration #: _____

What is your expected visa status during your studies in the United States? _____

OPTIONAL

The MGH Institute of Health Professions provides equality of opportunity to all students. Ethnic and profile information are used to complete accurate reports required by the government.

Black/African American

Native American/Alaskan Native

Asian American/Pacific Islander

White American

Hispanic

Other

Date of Birth _____

WORK EXPERIENCE

List employment positions (include paid and volunteer positions) with the most recent positions first. Attach additional sheets if necessary. This section must be completed. Resumes may be submitted additionally.

Employer	Position/Type of Work	Dates From/To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROFESSIONAL ORGANIZATIONS AND/OR COMMUNITY ACTIVITIES

List all professional organizations and/or community activities in which you have been involved.

Organization	Year	Activity
_____	_____	_____
_____	_____	_____
_____	_____	_____

HONORS AND AWARDS/RESEARCH AND PUBLICATIONS

List any academic, professional, or community recognition you have received as well as any research or publications you have been involved in.

RECOMMENDATIONS

Please list persons you have asked to complete a *Recommendation Form*.

Name and Address	Relationship
1. _____	_____
_____	_____
_____	_____
2. _____	_____
_____	_____
_____	_____
3. _____	_____
_____	_____
_____	_____

RECOMMENDATION FORM

Name of Applicant _____

Social Security no. _____

Last

First

Middle Initial

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their right of access to recommendations. The following signed statement indicates the wish of the applicant regarding this recommendation. Failure to respond will be considered a waiver of the right of access to this recommendation. This waiver is not required for admission.

I do waive my right to inspect this recommendation.

I do not waive my right to inspect this recommendation.

Signature _____

The above applicant wishes you to write a letter of recommendation on behalf of his/her application for admission to the MGH Institute of Health Professions. We would greatly appreciate your objective evaluation of the applicant's qualifications.

How long and in what capacity have you known the applicant? _____

Please rank the applicant with respect to each category below.

	Excellent	Good	Average	Below Average
Overall intellectual ability				
Written expression				
Oral expression				
Flexibility				
Ability to organize and apply information				
Problem solving skills				
Maturity and emotional stability				
Initiative and perseverance				
Curiosity				
Potential for clinical competence				
Ability to handle stressful situations				
Ability to interact well with others				
Ability to accept constructive feedback				
Ability to work independently				
Capacity for graduate study				

Please complete the reverse side. Your narrative comments will be used with the above ratings to fully evaluate this applicant's potential for success at the MGH Institute of Health Professions.

Please evaluate the potential of the applicant to be a graduate student including any additional comments concerning maturity, critical thinking skills, ability to adapt to change, or any other factors which you think may be pertinent to the student's performance in a professional curriculum. Additionally, it is important for us to assess the potential of each student to succeed in a clinical environment. If you feel qualified to make this assessment, please include your comments in this evaluation. Please feel free to attach an additional page.

Summary Recommendation for Admission:

- Strongly recommend
- Recommend
- Recommend with Reservations
- Do not Recommend

Please print or type:

Name _____

Signature _____

Title _____

Date _____

Department _____

Phone () _____

College/University/Institution _____

Street _____

City _____

State _____ Zip _____

Please return this form to the applicant in a signed, sealed envelope. Thank you for your assistance.

PLEASE CHECK YOUR PROGRAM OF STUDY:

- Professional Program in Physical Therapy** (for entry-level candidates)

Full-time, June Admission only - January 23 deadline

- Post Professional Program in Physical Therapy** (for experienced physical therapists)

January - Nov. 1 deadline May - March 1 deadline September - July 1 deadline

International Scholars must apply by March 1. September admission only.

Program: Management Individualized Program of Study Certificate of Advanced Study
 International Scholar (full-time only)

Full-time Part-time

Area of specialization: Cardiopulmonary Neurology Orthopaedics

Are you a U.S. licensed physical therapist? Yes No

If yes, what state(s) are you licensed in? _____ License number(s)? _____

Please include a copy of your licensure.

- Communication Sciences and Disorders**, Full-time, Sept. admission only - January 23 deadline

- Nursing** (for non-RN candidates with non-nursing bachelor degrees)

Full-time, September admission only - January 23 deadline

Rank your top three choices in order of priority. You must complete this section to be considered for admission. Track of preference is not guaranteed, although every attempt will be made to give you your selection of choice.

Pediatric General Adult Adult-Women's Health

Family Adult-Gerontology Adult-HIV/AIDS

- Nursing** (for registered nurses with bachelor degrees: BSN non-BSN

Area of specialization: Pediatric General Adult Adult-Women's Health

Family Adult-Gerontology Adult-HIV/AIDS

Full-time Part-time Rolling admissions with priority deadlines

January - October 31 deadline May - March 15 deadline September - June 15 deadline

- Nurse Practitioner Certificate Program** (for registered nurses with master's degrees in nursing)

Rolling admissions with priority deadlines

January - October 31 deadline May - March 15 deadline September - June 15 deadline

Only Adult NP Track is available to NP Certificate students

- Clinical Investigation**

Master of Science Degree Program Certificate Program Full-time Part-time

September January May

May 15, early admis. deadline

Oct. 15, early admis. deadline

April 15, early admis. deadline

Aug. 1, final deadline

Dec. 1, final deadline

May 1, final deadline

ALL APPLICATION MATERIALS SHOULD BE SENT TO:

Office of Student Affairs, MGH Institute of Health Professions, P.O. Box 6357, Boston, MA 02114

Please note that providing fraudulent information will result in the cancellation of your application.

ESSAYS

Applicants are required to answer all questions listed under the program in which they are interested. Answers should be typed, double-spaced, and no longer than three pages in total. Please make sure your full name is included on all pages.

Professional Program in Physical Therapy:

1. What qualities do you possess that are important for you to function as a physical therapist within the present health care environment?
2. You have been appointed director of a program to provide comprehensive services for the homeless in a small city that does not have such a program. Describe what steps you would take to develop a program. Do not describe the program itself.
3. Physical therapists work with people of all ages, cultural backgrounds, and social circumstances. Describe a situation in which you had the opportunity to interact with someone very different from yourself. How did you react to this difference, and how did this influence your interaction?

Post-Professional Program in Physical Therapy or Communication Sciences and Disorders:

Discuss your personal and professional experiences, your academic interests and objectives, and your career aspirations. You should also address how and why you feel the MGH Institute of Health Professions can help you to achieve your academic and professional goals. Please include any other information you believe is relevant.

Nursing Programs:

Give your reasons for wanting to become a nurse practitioner. Though your comments may reflect your personal experiences and beliefs about health care that led you to choose the role of the nurse practitioner, they should focus on future goals and plans. Please elaborate on those personal experiences that have contributed to your decision to become a nurse practitioner. Specify what roles and responsibilities you carried out in these listed endeavors.

Clinical Investigation:

Explain in detail why you want to be involved in Clinical Investigation. What is the therapeutic area that interests you? As a Clinical Investigator, what are your future goals? If applicable, describe a mentor with whom you would like to train.

I certify that the information on this application is true, and I understand that any misrepresentation may be cause for rejection of this application or subsequent dismissal from the MGH Institute of Health Professions.

Signature of Applicant

Date

It is the policy of the MGH Institute of Health Professions not to discriminate on the basis of race, color, creed, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The Institute respects and values the diverse backgrounds of all people and welcomes all students to fully participate in all the rights, privileges, programs, and activities generally accorded or made available to the IHP community. This policy incorporates, by reference, the requirements of Title VII of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and all relevant federal, state, and local laws, statutes, and regulations.

TERMINATION OF STUDIES AND REPAYMENT OF LOANS

Repayment of loans begins when a student borrower "terminates studies." For financial aid purposes, study is "terminated" when the student is no longer enrolled at least half-time in a course of study, or no longer in good academic standing. Therefore, when a student graduates, drops out, or elects not to re-enroll each term, study is "terminated." Most loans have *grace periods*. The grace period is the period of time between "termination of studies" and the date the first payment is due on a loan. The grace period varies with loan programs, but is usually six months.

REFUND POLICY FOR FEDERAL TITLE IV FUNDS

When a student withdraws from a program, federal calculations are used to determine if the student will be allowed to retain federal monies above and beyond the cost of tuition. There are instances, usually when withdrawal takes place within the first 60 percentile of the first semester of the first year, when the student will be required to remit loan monies to the government.

Academic Policies and Procedures

ATTENDANCE

The MGH Institute of Health Professions has no general policy regarding attendance, with the exception of practica and fieldwork. At the beginning of each course, the instructor will state the attendance requirement for the course. In the case of a practicum or fieldwork in which the student has service or patient-care responsibilities, an unexcused absence may be cause for failure in the course and dismissal from the program.

COURSE REGISTRATION AND GRADING POLICIES

Preregistration

Matriculated students, including those on thesis continuation, are expected to preregister for courses during preregistration in November and April. Three-year nursing students do not normally register for Summer Semester (although they may, with permission), but all other students must complete a preregistration

form even if they are not taking classes (check appropriate box and complete Leave of Absence form). Preregistration allows continuing students first choice of courses and assists the Institute with enrollment planning. Unless otherwise noted, registration takes place in person in the Office of Student Affairs during regular business hours.

Audit

Students who wish to audit a course are admitted on a space-available basis only after proper registration procedures have been completed and with the written consent of the instructor/coordinator on a *Request to Audit* form. Auditors may include students enrolled in the Institute and those with Special Student status. The fee is \$250 per credit hour. Auditors do not receive a grade; the symbol for "audit" is entered on transcripts. To drop an audited course, students must submit the Add/Drop or Withdrawal form by the posted deadline.

Leave of Absence

To request a leave of absence from the Institute, the student must have the *Request for Leave of Absence* form completed and returned to the Office of Student Affairs prior to the start of the semester in which the leave is desired. A leave of absence does not extend the time a student has to complete the program of study as defined elsewhere. A student must be in good academic and financial standing before a leave of absence will be approved.

Independent Study

An Independent Study course may be arranged as an elective when appropriate to the matriculated student's educational goals and with the approval of the student's advisor. Students must enroll for Independent Study under the guidance of an appropriate faculty member. Students wishing to receive credit for independent study must complete the appropriate form, available in the Office of Student Affairs, and follow guidelines established by the program.

Transfer Credit

Each Program Committee decides the number of outside credits that may be transferred into the program prior to beginning study at the Institute as credits for program completion. During study at the Institute, students may take approved courses at other colleges and universities.

Approval of the student's program committee is required. A form to petition for transfer credit is available in the Office of Student Affairs. When transfer credit is awarded, no grade will be recorded, and no fee charged. A code of "T" will be recorded on the transcript.

No transfer credit will be allowed from institutions or programs that lack appropriate accreditation or for courses for which the student received a grade of less than B. Transfer credit will not be allowed for courses counted toward another degree.

Course Exemptions

Matriculated students may petition for exemption from a specific course in the curriculum on the basis of previous study or, on occasion, for life-experience; forms are available in the Office of Student Affairs. Students will be required to submit substantiating evidence of how his or her experiences have met specific course objectives. If an exemption is granted, no credit is given and no fee is charged for the exempted course(s). If the student enrolls in a course and then decides to exempt the course, a request to do so must be made to the student's faculty advisor and the course instructor by two weeks into the semester. The maximum number of credits students may exempt will be decided by each program. A code of "X" will be recorded on the transcript.

Credit by Examination

Matriculated students with life/work experience related to specific courses in their fields of study at the Institute who wish to receive credit for courses by taking special examinations may do so by submitting the appropriate form (available in the Office of Student Affairs) to his or her advisor, the course instructor, and the Program Director no later than two weeks into the term. The special examination must be given no later than two weeks after the request is approved. The student will be allowed to take the exam only once. Upon passing the examination, the student will receive credit for the course and a grade of CR. A student failing the exam will be expected to register for the course. The maximum number of credits students may obtain using this mechanism will be decided by each program. A non-refundable fee of 10 percent of course tuition is charged. A code of "C" will be recorded on the transcript to indicate passing such an examination.

Course Evaluation

Each semester students are given the opportunity to evaluate courses and professors. Summarized evaluations are returned to faculty in each program. Uses of course and faculty evaluations include promoting faculty teaching effectiveness, faculty development, faculty reappointment and promotion, and curriculum development.

Grade Reports

Semester grades are mailed to the student's home address at the end of each semester.

Grades

The Institute's grading system is:

Grade	Points
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2.0
F	0 (failing)
W [†]	Withdrawal – passing
WF	Withdrawal – failing
CR [†]	Credit
NC [†]	No credit
IP [†]	In progress
I [†]	Incomplete (permanent)
P [†]	Passing
R [†]	Work in progress; continuing fieldwork or registered for thesis credit and has a thesis advisor
*	Grade not submitted, Transfer, Exempt, Advanced Placement Module

[†]Not used in determining Grade Point Average

"R" is used to indicate continuing fieldwork or that a student is registered for thesis credit and has a thesis advisor. Upon completion of the thesis, the "R" is converted to Pass/Fail for final credits.

Each faculty member or teaching team is responsible for developing criteria, including numerical grading scales used in computing course grades, which shall be published, distributed to students at the beginning of the semester, and made available for review.

Semester and Cumulative Grade Point Average

Quality points represent the course credit multiplied by the numerical value of the letter grade received. The semester GPA is calculated by dividing the number of quality points earned in that semester by the number of credits attempted and graded in that semester. The cumulative GPA is obtained by dividing the total number of quality points earned by the total number of credits attempted and graded.

Academic Standing

All Institute students are required to maintain a minimum cumulative grade point average of 3.0 each semester. Failure to do so will result in an academic warning issued by the appropriate Program Director. Students given an academic warning must regain a cumulative 3.0 GPA within the following semester or they will be subject to termination.

Pass/Fail Option

Certain courses are offered for Pass/Fail grading (Pass = A, B, or C). A student may indicate the Pass/Fail option on a preregistration form. Students wishing to change a graded course to the Pass/Fail option must complete the Pass/Fail form and submit it to the Registrar by the Pass/Fail deadline. The number of Pass/Fail options that a student may exercise is determined by each program.

Incompletes and Incomplete Grade Policy

A student who is unable to complete all requirements for a course may petition the instructor(s) for a temporary grade of Incomplete (IP) on a form available in the Office of Student Affairs. Students must make up an "IP" grade within the time period stipulated by the instructor at the time the Incomplete is granted. If a student does not complete the required work within the stipulated time period, the instructor may, at his or her own discretion, change the grade to an "F". The student will be notified in writing of any grade changes. If the instructor does not change the grade, it will become a permanent "I" on the transcript.

Course Repeat/Retake

A student may elect to repeat any course once only. If a student repeats a course, both grades will stand on the transcript but only the second grade will be considered in determining the GPA; the first grade will be coded "R" for "Repeat/Retake." The student will be charged the prevailing per-credit rate for the repeated course. Withdrawing from a course with a grade of "W" constitutes having taken the course once.

Grade Change Policy

All grades with the exception of the grade of "IP" or "R" are considered final. If you believe an error has been made in calculating or recording a course grade, contact the professor immediately. Grade change forms are available only to faculty members or their staff. Forms are available in the Office of Student Affairs. Only change of grade forms signed by the instructor or Program Director can be accepted.

No grades will be changed following the awarding of the degree except in the case of clerical error.

Time Limits for Completion of a Program

Each program determines the number of years allowable for completion of program requirements. The student's program committee will review and act on petitions from students requesting extensions beyond the deadline established by each program.

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Directions to the IHP

BY FOOT FROM MAIN MGH CAMPUS

1. Leaving the Jackson or Gay lobby, turn right onto Blossom Street and left onto O'Connell Way. Follow the winding road until you reach Staniford Street. Turn left and walk to the lights. Turn right onto Merrimac Street. #101 is on the left.
2. Walk down Cambridge Street toward Government Center to Staniford Street (first street after Charles Plaza). Turn left and walk to first set of lights where you will then turn right onto Merrimac Street. #101 is on the left.

BY CAR

From the South

Follow I-93 North to North Station/Causeway Street exit. Turn left onto Causeway Street and then left at second set of lights onto Merrimac Street. #101 is on the left.

From the North

Take I-93 South to Storrow Drive, bear right onto Storrow Drive exit, stay left. Take Government Center exit onto Cambridge Street and continue past MGH. At second set of lights, turn left onto Staniford Street. At next set of lights, turn right onto Merrimac Street. #101 is on the left.

There is some on-street parking and garages and lots in the area.

By MBTA

Orange Line.

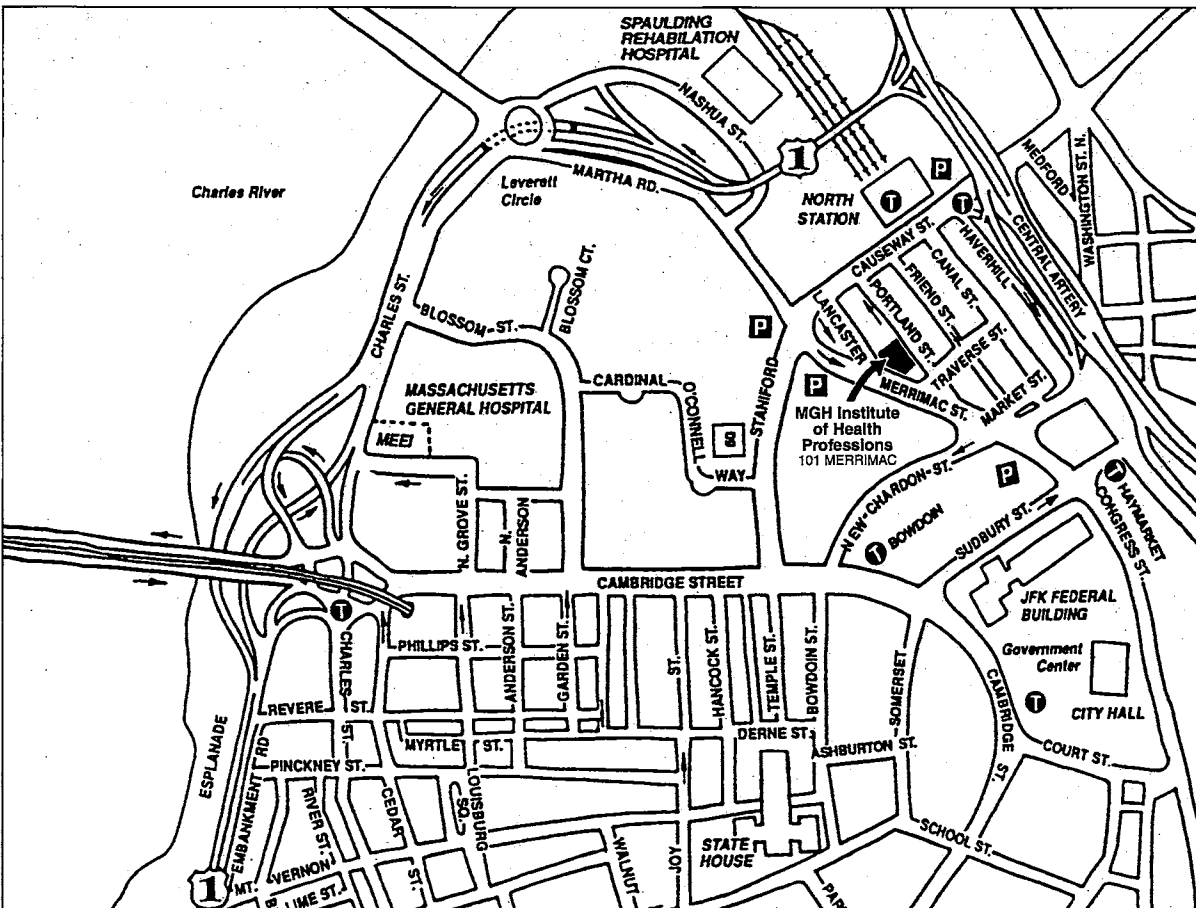
Take the Orange Line to North Station. Exit the station and turn left onto Causeway Street. Walk to the first set of lights and turn left onto Portland Street. There is an entrance to 101 Merrimac Street on Portland Street; entrance is on the right.

Green Line.

Take the Green Line to North Station and follow Orange Line directions from above to 101 Merrimac Street.

Red Line.

1. Take the Red Line to Charles Street/MGH Station. Follow signs to hospitals. Walk two blocks on Charles Street to Blossom Street and turn right. Walk down Blossom Street until you reach the entrance to the Jackson Building (third hospital entrance). Just past the entrance, you will see a shuttle stop where you may board a 101 Merrimac Street or North Station/Charlestown van (with valid MGH ID badge). If you take the shuttle to North Station, follow the Orange Line directions above to 101 Merrimac Street.
2. Take the Red Line to Downtown Crossing/Washington Street Station. Change to the Orange Line toward Oak Grove to North Station. Follow Orange Line directions from above to 101 Merrimac Street.



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THE GRADUATE CATALOG

This catalog is an official bulletin of the MGH Institute of Health Professions containing policies, regulations, procedures, and fees in effect as the publication went to press. The Institute reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law, and fee changes.

The Student Handbook contains the institution's policies and regulations relating to student conduct.

EQUAL OPPORTUNITY POLICY

It is the policy of the MGH Institute of Health Professions not to discriminate on the basis of race, color, religion, creed, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The Institute respects and values the diverse backgrounds of all people and welcomes all students to participate fully in all the rights, privileges, programs, and activities generally accorded or made available to the IHP community.

This policy incorporates, by reference, the requirements of Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and all relevant federal, state and local laws, statutes, and regulations.

STATEMENT ON DIVERSITY

The MGH Institute of Health Professions, an autonomous educational institution on the campus of Massachusetts General Hospital, is deeply committed to increasing the representation of diverse groups on its Board of Trustees, administration, faculty, students, and staff. We envision a community that is bound by the desire for equal consideration of all people. We value, affirm, and respect the many individual differences each of us brings to the Institute. Our community strives to reflect the multicultural, multiethnic, and pluralistic composition of local, national, and international populations. The Institute's curricula prepare culturally competent health care providers.

Our commitment to the philosophy and value of diversity is evidenced by active recruitment and retention. Academic and administrative policies, procedures, and practices will promote a supportive environment that welcomes, affirms, and respects each individual. Accountability for implementation of this statement rests with the IHP leadership and is the shared responsibility of the entire IHP community.

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101 Merrimac Street • Boston, Massachusetts 02114 • Phone: 617-726-3140

MGH INSTITUTE *of*
HEALTH PROFESSIONS
at Massachusetts General Hospital
1997-1998



Clinical Investigation

Information Sessions

Monthly Information Sessions are held at the Institute during the Fall Semester to provide information regarding the following graduate programs:

Physical Therapy
Nursing
Communication Sciences & Disorders
Clinical Investigation

This is an opportunity to learn more about the programs as well as information regarding admissions, prerequisites, financial aid and the curriculum. Sessions will be held from 4:30 - 6:30 pm on:

Friday, September 19, 1997
Friday, October 17, 1997
Friday, November 14, 1997
Friday, December 12, 1997

Location: 101 Merrimac Street

RSVP: 617/726-3140

This catalog provides the procedures and policies in effect at the time of printing. Although the information is subject to change, the published program requirements for students who enter the MGH Institute of Health Professions during the 1998-99 school year must be satisfied by the student for the successful completion of any program.

This catalog should be retained permanently since future program revisions will generally not apply to students already enrolled. Furthermore, the course descriptions provided herein may be valuable to potential employers reviewing a student's completed course work.

While every attempt is made to ensure accuracy in its reporting of programs, policies, fees, and other statements within this publication, the Institute reserves the right to make changes at any time without notice.

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1998-1999 ACADEMIC CALENDAR

Fall Semester

September 8 to December 23, 1998

Payment deadline for preregistered students	July 15
Open registration	Aug. 31-Sept. 4
Labor Day - IHP closed	Sept. 7
Orientation	Sept. 8
New student registration and classes begin	Sept. 9
Last day for 100% refund	Sept. 15
Intent to Graduate Forms and \$50 graduation fee due for January 1999 diploma	Sept. 18
Last day for 75% refund	Sept. 22
Add/Drop and Pass/Fail deadline	Sept. 24
Last day for 50% refund	Sept. 29
Last day for 25% refund	Oct. 6
Columbus Day - IHP closed	Oct. 12
Advance Grade of "W" deadline	Oct. 30
Registration for Spring Semester	Nov. 9-20
Veterans' Day - IHP closed	Nov. 11
Thanksgiving Break	Nov. 25-29
<i>Classes end at 4:00 p.m. on Nov. 25</i>	
<i>Classes resume on Monday, Nov. 30</i>	
Classes end	Dec. 14
Reading period	Dec. 15
Final examinations	Dec. 16-22
Deadline for completion of all thesis requirements for January 1999 diploma	Dec. 18
Exam make-up day	Dec. 23

Spring Semester

January 11 to May 5, 1999

Payment deadline for preregistered students	Dec. 15
Open registration	Jan. 4-8
Classes begin	Jan. 11
Last day for 100% refund	Jan. 15
MLK Day - IHP closed	Jan. 18
Last day for 75% refund	Jan. 22
Intent to Graduate Forms and \$50 graduation fee due for May 1999 diploma	Jan. 27
Add/Drop and Pass/Fail deadline	Jan. 27
Last day for 50% refund	Jan. 29

Spring Semester (continued)

Financial Aid Packets ready	Feb. 1
Last day for 25% refund	Feb. 5
President's Day - IHP closed	Feb. 15
Advance Grade of "W" deadline	Feb. 26
Spring break	Mar. 8-12
Registration for Summer and Fall Semesters	Mar. 29-Apr. 9
Deadline for completion of all thesis requirements for May 1999 diploma	Apr. 23
Classes end	Apr. 26
Reading period	Apr. 27-28
Final examinations	Apr. 29-May 5
Commencement	May 15

Summer Term

May 10 to August 13, 1999

Payment deadline for registered students	Apr. 30
Open registration	May 6-7
Add/Drop and Pass/Fail deadline	May 25
Intent to Graduate Forms and \$50 graduation fee due for September 1999 diploma	May 28
Memorial Day - IHP closed	May 31
Advance Grade of "W" deadline	June 25
Interim registration for Fall Semester	July 29-30
Final examinations	Aug. 12-13
Deadline for completion of all thesis requirements for September 1999 diploma	Aug. 27

Science Summer (Nursing) and (S/D) Prerequisites

June 7 to August 13, 1999

First class meeting	week of June 7
Payment deadline	week of June 7
Add/Drop and Pass/Fail deadline	June 10

Professional PT Students (New)

June 7 to August 13, 1999

Orientation and registration	June 17
Payment deadline	June 17
Add/Drop and Pass/Fail deadline	June 23

Dear Applicant,

I am delighted that you are interested in the MGH Institute of Health Professions for your graduate education. As you may already know, ours is an unusual institution, affiliated with the world-renowned Massachusetts General Hospital and dedicated to providing both rigorous theoretical knowledge and intensive hands-on clinical practice.

Here you will find a rich curriculum, excellent faculty, relevant and challenging clinical experiences, and a student body with varied backgrounds and interests combined with deep commitment to the health professions. If you choose the Institute for your graduate education, you will benefit from the Institute's affiliations with the Partners HealthCare System, Inc., the parent corporation of Massachusetts General Hospital, Brigham and Women's Hospital, and the North Shore Medical Center as well as many other affiliate organizations. In these world-class academic medical centers, you will explore and learn in an environment where serious research is actively pursued.

As a student at the MGH Institute, you can expect to receive a highly personalized education with faculty who will get to know you well and will attempt to respond to your individual needs and concerns. Likewise, our Office of Student Affairs will help you in every way it can. Each student has an assigned advisor throughout the program, and alumni have generously offered to mentor students as well. A new Academic Support Services Office provides special assistance to students in a variety of areas.

I hope you will choose the MGH Institute of Health professions for your graduate education, and I look forward to welcoming you personally into the Institute family and to our community of teachers, researchers, clinicians, and students.



Sincerely,

A handwritten signature in black ink that reads "Ann W. Caldwell". The signature is written in a cursive, flowing style.

Ann W. Caldwell
Interim President

THE INSTITUTE

The MGH Institute of Health Professions is a unique and innovative graduate school affiliated with the internationally-known Massachusetts General Hospital (MGH) in Boston. Created by the MGH in the late 1970's to respond to major changes in health care delivery and the changing educational needs of the health care professions, the Institute was separately incorporated under its own Board of Trustees in 1985. In addition to its affiliation with MGH, the Institute also enjoys affiliation with the Partners HealthCare System, Inc., which includes the Brigham and Women's, McLean, and Spaulding Rehabilitation Hospitals, and a large network of primary care organizations and practices.

Accredited by the New England Association of Schools and Colleges, the Institute offers academic programs leading to the Master of Science degree in clinical investigation, nursing, physical therapy, and speech-language pathology. Within these fields, there are different tracks and specialties as well as several opportunities for special post-professional certification.

Because of its close association with the Massachusetts General Hospital and its affiliates, the Institute offers a comprehensive health care environment. The Hospital is on the leading edge of new knowledge and care innovation and oversees the largest research budget of any hospital in the United States. The MGH Health Sciences Library and the Countway Library of Medicine at Harvard Medical School provide major basic science, medical, and nursing collections, periodicals, and online computer databases.

You will benefit from the Institute's interdisciplinary approach to health care education. Advances in research and technology, evolving social and political values, a changing demographic picture, and economic concerns are causing extraordinary

changes in the health care world. The interdisciplinary approach will equip you to deal effectively with the humanistic concerns, ethical challenges, and social influences of contemporary care.

THE MISSION

The MGH Institute of Health Professions is an interdisciplinary academic center for learning, research, and clinical scholarship with the power to grant degrees in selected health professions. The mission includes:

- preparing skilled health care specialists, capable of becoming leaders in their clinical disciplines;
- developing innovative instructional models and methods for preparing skilled clinicians;
- strengthening the scientific foundations of health care practices;
- developing new methods of practice and patterns of service to foster provision of effective, affordable, accessible, ethical, and humane health care;
- providing opportunities to explore innovative approaches to health care practice and education.

LOCATION

In 1992, the Institute moved from its historic site at the Massachusetts General Hospital to a newly constructed building very near the MGH at 101 Merrimac Street. Its downtown location provides convenient access to Faneuil Hall, the North End, the waterfront, restaurants, shops, hotels, museums, banks, art galleries, and public transportation.

Boston is home to numerous colleges and universities with a combined student population of more than 200,000 within its metropolitan area. As well, Boston is recognized around the world as a center for medical research and quality health care.

The field of clinical investigation has developed rapidly over the past ten years. World-wide, expenditures on clinical investigations are estimated to be in the range of \$40 to \$50 billion. Representatives of government, industry and academia have participated in global conferences addressing the issues of clinical investigation. Their reports have emphasized an increasing need for clinical scientists who are more rigorously trained in research design, data analysis, and human studies research.

Many factors are driving this increased emphasis on clinical investigation. Among these factors are the following:

- advanced knowledge and complexity of scientific techniques resulting from new biological and genetic advances;
- the rising cost of developing and marketing new medications, medical devices and other interventional procedures;
- the growing attention to the necessity and development of more consistent global rules and regulations;
- the increased global competition along with issues of cost-containment resulting in new categories of research modalities (e.g. outcomes research, evidence-based research, pharmacoeconomics and translational research);
- newly formed alliances and consortia established to optimize current resources available for cost efficient, high quality clinical research.

These factors as well as others have resulted in the recognition that not enough people are trained in the complexities of clinical investigation to meet current and future needs. To date, educational programs have emphasized the preparation of the “lead” clinical investigator but not the many other health professionals who play major roles on clinical investigation teams and who will bear increasing levels of responsibility as clinical investigation moves into the 21st century.

The MGH Institute of Health Professions has developed this new Graduate Program in Clinical Investigation in direct response to this need. Clinical research professionals who complete this innovative program are in demand and have potential opportunities to work in academic health centers, pharmaceutical or biotechnology companies, contract research organizations, site management organizations, government, or other evolving settings. The next ten years promise to be intellectually, scientifically, and financially rewarding to those individuals who are best prepared to take on the opportunities offered by the Graduate Program in Clinical Investigation.

PROGRAM DESCRIPTION

The Graduate Program in Clinical Investigation grants the degree of Master of Science in Clinical Investigation. The field of clinical investigation generates knowledge about health, illness, interventions and outcomes and contributes to the current development and future direction of health care. The goal of clinical investigation is to provide valid data and information that will ultimately improve health care for all populations through the development of new medications, devices, and treatment modalities.

Clinical investigation is a comparatively new academic field. Clinical investigators and the clinical investigation team, unlike bench research scientists, interact directly with human subjects, who may or may not be patients. The clinical investigation team is responsible for study design, committee reviews, human studies approval, informed consent, and subject/patient enrollment and may care for the patient throughout the study while performing the specified research.

This program will introduce students to new ideas and professional issues by drawing upon a variety of faculty, ongoing research studies, and program resources. It will encourage new relationships among health care professionals and clinical scientists, fostering opportunities to develop collaborative clinical research projects. The program provides students with sound ethical guidelines for decision-making and a mentored field experience that will provide practical experience and participation in clinical investigation.

Graduates of this program who have MD's, DMD's, Pharm-D's or PhD's may be principal investigators and would apply knowledge gained in this program to their clinical research studies. Those without doctoral preparation will assume roles as project managers, study coordinators, or study specialists in industry, government, or academic health care settings. Graduates of the program will be leaders in clinical research through their contributions to new and improved therapies, assessments of existing therapeutic interventions, evaluations of patient needs and the appropriateness of health care service settings, and studies of cost-effectiveness of current and proposed health care interventions.

PROGRAM PHILOSOPHY

The mission of the Graduate Program in Clinical Investigation is to prepare multidisciplinary, pre-doctoral, and post-doctoral health care professionals and clinical scientists for a variety of roles in the design and implementation of human clinical research. The program offers rigorous clinical and didactic graduate education, providing a core of courses that include scientific, patient monitoring and ethical considerations essential to the development of a broadly prepared, multi-skilled leader in clinical investigation. It is expected that graduates of the Clinical Investigation Program will:

- Apply the frameworks, philosophies, and constructs of scientific research to clinical investigation studies, employing principles of good clinical practice to produce valid data.
- Ensure that ethical principles and values are upheld in human subjects research.
- Use current statistical knowledge and methods in the design, implementation, and assessment of clinical research.
- Communicate effectively, both orally and in writing, with other investigators and participants in human clinical research, grantors and contractors of clinical research support, administrators, and other public and private participants.

PROGRAM ADVANTAGES/ SPECIAL FEATURES

The Graduate Program in Clinical Investigation has a number of special features. These include:

- Affiliated with the world-renowned Massachusetts General Hospital, Brigham and Women's Hospital, and Partners HealthCare System, Inc., with access to diverse clinical research resources;
- Allows students to apply theory in clinical research to their ongoing professional activities;
- Tailored to a student's time frame, the program allows both part-time and full-time study;
- Brings together a variety of health care professionals in a graduate level, interdisciplinary clinical investigation program which emphasizes the theory and practice of ethical research conduct;
- Ties academia and industry together for practical and research purposes;
- Offers in-depth mentored field experiences;
- Provides a career ladder for those who wish to advance their responsibilities, knowledge and income over an extended period of time.

MENTORED FIELD EXPERIENCE

The required Mentored Field Experience courses are structured so that students will have mentors, in addition to faculty advisors, to supervise their clinical investigation project. In order to receive in-depth exposure, students may remain in the same mentored field experience throughout the program. Institute faculty are involved in many clinical investigation projects, and numerous opportunities for field experience are available through affiliations with the Partners HealthCare System, Inc., the

Massachusetts General Hospital, and the Brigham and Women's Hospital. Mentors and advisors are selected for the nature of their clinical research, experience, commitment, and reputation as teachers. A national and international network of associations with mentors drawn from other health care organizations, industry, and government is developing. As a result of these associations, students may draw upon prominent and internationally respected clinical investigators.

Applied clinical research experience is supported by didactic classroom teaching and by individualized mentor and advisor interactions. Interactive student, faculty, and site evaluations will facilitate continued improvement of these experiences. The strong mentoring component of the program permits students to work with a clinical investigator to gain hands-on experience in research methods, design, implementation, and outcomes.

CURRICULUM OUTLINE

In order to receive a Master of Science in Clinical Investigation degree, a matriculated student must complete a minimum of 36 credit hours. The four major components of the curriculum are:

- The core courses, some of which are taken with graduate students from other IHP programs, e.g., Nursing, Physical Therapy, and Communication Sciences and Disorders.
- Courses specific to clinical investigation that focus on research design, data collection, data management and analysis, and ethical and legal aspects of the research enterprise.
- The Mentored Field Experience
- A Clinical Investigation Project

Course descriptions can be found later in this catalog.

*Clinical Investigation Program
Recommended Full-time Course Sequence
for Master of Science*

FIRST SEMESTER

- CI 610 ETHICS & SOCIALLY RESPONSIBLE
CLINICAL INVESTIGATION (3)*
- CI 720 DESIGNING CLINICAL RESEARCH I (3)*
- CI 721 STATISTICS I (3)*
- CI 840 CLINICAL TRIALS RESEARCH (3)

SECOND SEMESTER

- CI 631 MENTORED FIELD EXPERIENCE I (3)* **
- CI 800 REGULATORY LAW & HEALTH POLICY (3)
- CI 820 DESIGNING CLINICAL RESEARCH II (3)
- CI 821 STATISTICS II (3)

THIRD SEMESTER

- CI 632 MENTORED FIELD EXPERIENCE II (3)**
- CI 880 CLINICAL INVESTIGATION PROJECT (3)
- NH730 HEALTH CARE POLICY AND POLITICS (3)

Six credits of elective courses from among the following:

- OUTCOMES RESEARCH (3)
- PHARMACOLOGY FOR CLINICAL INVESTIGATION (3)
- TRANSLATIONAL RESEARCH (3)
- EPIDEMIOLOGY (3)
- INFORMATICS (3)

Students choosing to attend **part-time** are encouraged to take CI 720 *Designing Clinical Research I* (3 credits) and CI 721 *Statistics I* (3 credits) during the first semester of study. CI 720 is highly recommended prior to, or concurrent with, enrollment in CI 721. Similarly, CI 820 *Designing Clinical Research II* should be taken before, or concurrent with, CI 821 *Statistics II* (3 credits). CI 840 *Clinical Trials Research* (3 credits) is required before, or concurrent with, the CI 631 *Mentored Field Experience I* (3 credits). Sequencing of the remaining courses is based on scheduled course offerings.

* Required for Certificate.

** One graduate credit in the Mentored Field Experience I and II will require 4 clock hours of time in the clinical placement. Thus a student electing 3 credits of Mentored Field Experience I will spend 192 hours in the experience. The daily or weekly schedule will be arranged to accommodate the student and the mentor.

CERTIFICATE OF ADVANCED STUDY

A Certificate of Advanced Study may be obtained on a part-time or full-time basis. A minimum of 15 course credits including 3 credits of Mentored Field Experience are required. These courses are identified by the asterisk in the Required Course listing.

ADMISSION REQUIREMENTS

Students accepted to this program may already have a master's or doctoral degree in a clinical discipline but will have strong research interests and want more formal instruction in research and design methodology.

Pre- or post-doctoral applicants and clinical scientists may include, but are not limited to, physicians, dentists, nurses, physical and occupational therapists, dietitians, social workers, psychologists, speech-language pathologists, physicians' assistants, pharmacists, and others who have been in a health care provider relationship. Those without degrees in the applied clinical sciences will be considered for admission. Additional course work related to human health needs and aspects of clinical care will be required. Specific requirements will be determined on an individual basis. All students must have a baccalaureate degree. The admissions committee will make the final determination of eligibility to matriculate into the Graduate Program in Clinical Investigation and may require applicants to successfully complete a "science summer" or take other prerequisites prior to enrolling in the fall-term courses. All applicants are required to submit three letters of recommendation. Non-doctorally prepared applicants are required to submit scores of the GRE (taken within the past five years).

Clinical Investigation

CI 610 ETHICS AND SOCIALLY RESPONSIBLE CLINICAL INVESTIGATION

Prerequisite: none. Pass/Fail and audit not available. 3 credits. Provides a conceptual understanding of the rules and regulations. Ethical reasoning and examination of the principles of the Helsinki Agreement, GCP, and Informed Consent case studies of scientific misconduct and strategies to prevent it.

CI 631 MENTORED FIELD EXPERIENCE I

Prerequisite: consent of instructor. Pass/Fail and audit not available. 2-5 credits. Provides hands-on mentored fieldwork with a clinical investigator or multidisciplinary team in the student's area of interest. Interfaces with the research design application of material covered in *Research Methods I* and the concrete skills needed to perform research and scientific inquiry.

CI 632 MENTORED FIELD EXPERIENCE II

Prerequisite: consent of instructor. Pass/Fail and audit not available. 1-4 credits. Addresses the research design application of material covered in *Research Methods II* and builds on the knowledge, experience, and challenges developed during *Mentored Field Experience I*.

CI 720 DESIGNING CLINICAL RESEARCH I

Prerequisite: Per program requirements. Pass/Fail and audit not available. 3 credits. Basic introduction to the use of scientific methods in clinical contexts. Students critically analyze research in the field, formulate researchable questions and apply research designs. Cross-listed as HP 720.

CI 721 STATISTICS I

Prerequisite: Per program requirements. Pass/Fail and audit not available. 3 credits. Basic statistics for graduate students in the health professions, including descriptive statistics and inferential statistics. Cross-listed as HP 721.

CI 800 REGULATORY LAW & HEALTH POLICY

Prerequisite: none. Pass/Fail and audit not available. 3 credits. Presents principles of legal contracts and torts, federal regulations and local laws governing research. Addresses policy decisions consistent with Helsinki and Nuremberg principles from practical, ethical, societal, and legal perspectives.

CI 820 DESIGNING CLINICAL RESEARCH II

Prerequisite: CI 720. Pass/Fail and audit not available. 3 credits. An intermediate level research design course on the use of scientific methods in clinical context. Students will apply various research designs to important clinical investigation questions, generate meaningful and testable hypotheses, and conduct a research investigation with minimal supervision.

CI 821 STATISTICS II

Prerequisite: CI 721. Pass/Fail and audit not available. 3 credits. An intermediate course in statistics for clinical research. Topics include multivariate analysis of variance, canonical correlation, multiple regression, multivariate multiple regression, principal components, factor analysis, and other data reduction techniques.

CI 840 CLINICAL TRIALS RESEARCH

Prerequisite: none. Pass/Fail and audit not available. 3 credits. Focuses on the infrastructure of the clinical investigation process, stressing the rigorous scientific multidisciplinary team responsibilities including protocol review and feasibility, institutional review board directions, implementation of the trial, data management, and study completion.

CI 880 CLINICAL INVESTIGATION PROJECT

Prerequisite or Co-requisite: Mentored Field Experience II. Pass/Fail and audit not available. 3 credits. The student's written culmination of the course of study. The scope varies with each student's background, and is determined by the student's primary advisor/mentor and the department director on the basis of a written proposal.

POSSIBLE ELECTIVES:

*Regulatory Law & Health Policy
Outcomes Research
Pharmacology for Clinical Research
Pathophysiology
Epidemiology
Computer Technology in Clinical Investigations
Pharmacoeconomics*

Interdisciplinary

HP 621 PATHOPHYSIOLOGY

Prerequisites: anatomy, physiology. Pass/Fail and audit available. 3 credits. Common pathophysiological processes applied to common acute and chronic diseases.

HP 622 PHARMACOLOGY

Prerequisite: none. Pass/Fail and audit available. 3 credits. Research, theory and practices in pharmacology as a base for the safe administration of drugs.

HP 696 SPECIAL TOPIC COURSE: SPANISH FOR HEALTH CARE PROFESSIONALS

Prerequisite: none. Pass/Fail available. 3 credits. Beginning conversational Spanish to familiarize students with the Spanish language around health related issues.

HP 703 INTERDISCIPLINARY APPROACHES TO PAIN MANAGEMENT

Prerequisite: Clinical experience as a health care worker. Pass/Fail and audit available. 3 credits. The basis of understanding the symptom of pain is discussed from physiological, anatomic, pathologic, and psychologic perspectives. Syndromes of acute/chronic pain are described and evaluation and management strategies presented. Examples of how health professionals from many disciplines can work together to assess and treat pain are examined through case studies.

HP 710 TEACHING SKILLS FOR HEALTH CARE PROFESSIONALS

Prerequisite: none. Pass/Fail and audit not available. 3 credits. This course helps clinicians learn principles of effective teaching/learning and emphasizes application of principles to patient education, staff training, clinical supervision of students, and classroom teaching. Classes are interactive and give learners opportunities to experience varied teaching techniques.

**HP 720 DESIGNING
CLINICAL RESEARCH**

Pass/Fail available. 3 credits. This course is an introduction to the basic elements of research design for clinical inquiry emphasizing the process of developing clinically relevant and feasible research questions, concepts of reliability and validity in measurement and design, and the application of a variety of research designs for answering questions of clinical interest. Cross-listed as CI 720.

**HP 721 STATISTICS FOR
CLINICAL RESEARCH**

Pass/Fail available. 3 credits. Basic statistics for graduate students in the health professions, including descriptive statistics and inferential statistics. Cross-listed as CI 721.

**HP 722 INTERDISCIPLINARY HEALTH
PRACTICE: THE CARE
OF THE AGED PERSON**

Prerequisite: none. Pass/Fail and audit available. 2 credits. Teaches a comprehensive, integrated approach to professional practice; the ability to collaborate with other professions in health care; health problems and treatment approaches in the aged population. Taught at Harvard Medical School.

**HP 731 STATISTICS FOR
CLINICAL RESEARCH
COMPUTER LABORATORY**

Co-requisite: HP 721. Pass/Fail grading only; audit available. 1 credit. Laboratory for the computer applications of material covered in Statistics for Clinical Research.

**HP 820 ETHICAL ISSUES
IN HEALTH CARE**

Prerequisite: none. Pass/Fail and audit available. 2 credits. Basic ethical theory combined with a problem-solving approach to ethical issues commonly confronting health professionals.

**HP 822 LIVING WITH DEATH, LIVING
WITH GRIEF: PERSPECTIVES
FOR THE CLINICIAN**

Prerequisite: none. Pass/Fail and audit available. 3 credits. Provides an understanding of dying, death, and bereavement from historical, cultural, societal, interpersonal, and personal perspectives. Exploration of philosophical, theoretical, and pragmatic issues underlying choices and decisions in clinical practice.

**HP 825 THE PLACE OF DEATH
IN A CHILD'S LIFE**

Prerequisite: none. Pass/Fail and audit available. 3 credits. Children's reactions to death and dying from emotional, cognitive and social perspectives. Special emphasis will be given to skills needed to provide care to this population.

**HP 831 ORGANIZATIONAL
PERSPECTIVES:
THEORY AND ACTION**

Prerequisite: none. Pass/Fail and audit available. 3 credits. Interdisciplinary survey of theoretical approaches to the study of organizations. Macro and micro views of human systems are compared and contrasted, with emphasis on analyzing and intervening in organizations.

**NH 730 HEALTH CARE POLICY
AND POLITICS**

Prerequisite: none. Pass/Fail and audit available. 3 credits. Provides a forum for the discussion of policies related to health care such as the role of health care professionals in this process and delivery of health care. Students analyze health care policy from socioeconomic, legal, ethical, political, and historical perspectives.

**PH 740 MANAGEMENT OF PATIENTS
WITH CARDIOPULMONARY
DYSFUNCTION FROM THE
ICU TO HOME CARE**

Prerequisite: PH 742. Pass/Fail and audit available. 3 credits. Evaluation methods, including ventilation, respiratory muscle function, functional performance, hemodynamic responses, and aerobic capacity for critical care, as well as rehabilitation settings, will be presented. Treatment techniques, focused on maximizing whole body/performance, analysis of cases with multisystem involvement will provide the clinical judgment opportunities for cardiopulmonary care.

**PH 742 CLINICAL APPLICATIONS
IN EXERCISE PHYSIOLOGY**

Prerequisite: human physiology and clinical experience. Pass/Fail and audit available. 3 credits. This course provides an overview of normal and abnormal adjustments to exercise, considering the processes associated with aging and of various pathologies. Content includes pulmonary and cardiovascular responses, the oxygen transport system, components of muscle contraction and responses to learning, energy requirements, and long-term adaptation to training.

**PH 760 CLINICAL NEUROANATOMY
AND NEUROPHYSIOLOGY**

Prerequisite: human physiology. Pass/Fail and audit available. 3 credits. The course emphasizes neuroanatomy and pathology of the membranes, synapses, peripheral/cranial nerves, neuropathic processes, autonomic nervous system, spinal column, and reflexes. Laboratory sessions emphasize gross and surface anatomy of the nervous system pathologic reactions and plasticity of the nervous system, electrophysiology and conduction velocities, and clinical examination of peripheral nerves.

PH 761 CLINICAL NEUROLOGY

Prerequisite: none. Pass/Fail and audit available. 3 credits. This course examines the clinical problems of disorders of the motor system, sensory integration, cognitive functions of language and praxis, and the neurologic issues of aging, seizures, attention, memory, and learning. The laboratory consists of neuropsychological testing, clinical testing, electroencephalography, and neuroradiological techniques and findings.

**PH 771 ANATOMICAL BASIS
OF KINESIOLOGY**

Prerequisite: human anatomy. Pass/Fail and audit available. 3 credits. Advanced study of structure and function of the musculoskeletal system. Includes lectures and a dissection laboratory, with emphasis on extremities and the spine. Detailed dissection of cadaver specimens serve as the basis for discussion of orthopaedic dysfunction.

**PH 774 BASIC ORTHOPAEDIC
RADIOLOGICAL ASSESSMENT**

Prerequisite: none. Pass/Fail and audit available. 2 credits. Introduction of radiological imaging principles and techniques as applied to orthopaedic physical therapy. Lectures are provided by radiologists and orthopaedic surgeons. Radiography, CT Scans, MRI, special studies, and arthrography are addressed. Case studies are used to illustrate selection of imaging techniques and integration of radiographic information with physical therapy.

Facilities and Services

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs (OSA), located on the 5th floor of 101 Merrimac Street, Room 502, provides a number of services that support the academic programs and assist IHP students. Here students will find information and assistance with admissions, financial aid, academic records and transcripts, scheduling, pre-registration, registration, and student billing. Forms required for academic procedures are available in the 5th floor office. Students are encouraged to make appointments with staff members for personal assistance or information. Students are responsible for keeping the Office of Student Affairs apprised of any changes in their name, address, or phone number. The OSA phone number is 726-3140. The office is open from 8:30 am to 5:00 pm.

CLINICAL FACILITIES

For practica and clinical research, the Institute has access to the full range of clinical facilities of Massachusetts General Hospital and its affiliates through Partners HealthCare System, Inc. Established in March 1994, Partners is the corporation created by the affiliation of the Massachusetts General Hospital and the Brigham and Women's Hospital. The Partners System also includes area community health centers and hospitals, the Institute, and many private primary care practices throughout New England. Partners provides primary and specialty care and serves as a referral center for patients throughout the region and around the world. Its clinical facilities are an extraordinary resource for the education of health care professionals. Affiliations are also arranged, as appropriate, with other Boston-area health care centers and community settings.

The Biomotion Laboratory is a joint effort of the Institute and the MGH Department of Orthopaedics. It combines the talents of physical therapists, physicians, engineers, and other health care professionals to investigate movement in subjects and patients with motion disorders, including those with neuromuscular, post-surgical, and balance impairments. It provides opportunities for technologically sophisticated research utilizing the Selspot system with real-time EMG, Kinematic, and Kinetic data analysis. Research efforts of

the laboratory are directed toward better understanding the underlying mechanisms of locomotion and the major complications induced by arthritis, orthopaedic, vestibular, and other neural impairments. In addition to offering opportunities to students and faculty for research and education, the Biomotion Laboratory provides clinical fee-for-service locomotion analysis.

ADDITIONAL EDUCATIONAL OPPORTUNITIES

Educational opportunities such as Grand Rounds at MGH and lectures at nearby medical facilities are regularly posted on 3rd floor bulletin boards at 101 Merrimac Street. Thesis presentations by IHP students are posted as well. Newsletters such as the *MGH Hotline*, *IHP News*, and *Caring Headlines* provide information about additional educational offerings.

HOUSING

Students are responsible for making their own housing arrangements. Apartments, condominiums, and rental homes in the suburban area that surrounds the Institute offer a variety of housing options. The Office of Student Affairs maintains a file of students seeking roommates, and bulletin boards throughout the Institute carry notices from students who are looking for a roommate, subleasing apartments, etc.

The classified section of local newspapers provides additional information about the range of prices and types of accommodations available in the area. Locating near public transportation is always a good idea, since parking in the city can be difficult and expensive.

TRANSPORTATION

The Institute is within walking distance of Massachusetts General Hospital. The free hospital shuttle van operates between the Portland Street entrance of 101 Merrimac Street and the Jackson Building entrance on Blossom Street on the MGH campus. The free hospital shuttle bus stops close by at North Station (Beverly Street) en route to MGH East in Charlestown and the main hospital campus stop at the Jackson Building on Blossom Street for connections to other MGH sites and Brigham and Women's Hospital. Published shuttle bus schedules are available on the 3rd floor and in the Office of Student Affairs. Students are required to show the IHP ID badge to use the shuttle service.

Proximity to North Station provides easy access to commuter rail lines and the Massachusetts Bay Transportation Authority (MBTA) Orange and Green Lines. MBTA monthly passes may be purchased at North Station and other locations on the last three working days of the month. Maps and schedules for both the MBTA and the MGH shuttle bus are available in the Office of Student Affairs.

RUTH SLEEPER LEARNING CENTER (RSLC)

Named after Miss Ruth Sleeper, the Director of the MGH School of Nursing from 1946 through 1966, the Learning Center, located in Rooms 345 and 347 at 101 Merrimac Street, is a multimedia technology lab providing research, references, computing, and audio-visual support services. The instructional and educational materials of the Center are extensive, providing a wealth of tools that enhance the learning experience at the Institute. The classroom section (Room 345) is accessible to students 7 days a week, 24 hours per day. Word processing, presentation, statistics, spreadsheet, and database applications are provided to assist with assignments and thesis work.

In the multimedia lab (Room 347), workstations are equipped so that students may do research through the many magnetic media assets of the Center. Holdings contained on CD-ROM include *The New England Journal of Medicine*, *AIDS 2000*, *Skeletal Radiology*, and *The Slice of Life* are some of the resources accessible on laser-disk. Other titles of instructional and interactive software are provided on various workstations that supplement and enhance the classroom experience. The multimedia lab additionally offers connectivity to the Internet, enabling students to have electronic mail, Telnet, FTP, and World Wide Web (WWW) access. Our website address is: <http://www.mgh.harvard.edu/depts/ihp/mgh.htm>. An extensive library of video and audio tapes are also contained in the Center. The Ruth Sleeper Learning Center serves students as a gateway to a vast array of information resources. The lab section of the RSLC is open Monday through Thursday from 9:00 am to 9:00 pm, and Fridays until 5:00 pm during the school year (September to May). During the Summer semester the lab is open 9:00 am to 5:00 pm, Monday - Friday. The multimedia area is closed on weekends.

BOOKSTORES

IHP students will find school supplies and textbooks at Suffolk University Bookstore, 148 Cambridge Street, Boston, MA 02114. The telephone number is 227-4085.

Hours:

Monday - Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 6:00 pm
Saturday	9:00 am - 2:00 pm

Textbooks may also be found at Brown and Connolly Medical Book Store, 1315 Boylston Street, Boston, MA 02215. The telephone number is 262-5162. Check with the program office or course instructor about the location of required texts.

FOOD SERVICE

The WACC Cafeteria (726-5909) is located in the lobby of the Wang Ambulatory Care Center, and is open Monday - Friday 7:30 am - 3:00 pm.

The Eat Street Café (724-8879) is located in the White Building basement. The café is open weekdays 6:30 am - 8:00 pm, and weekends 6:30 am - 7:00 pm.

There is a cafeteria on the 7th floor of the Massachusetts Eye and Ear Infirmary.

There are numerous restaurants in the area surrounding 101 Merrimac Street as well as one located on the first floor of the building.

LIBRARIES

Treadwell Library. Treadwell Library, located in Bartlett Extension One in the MGH complex, is the Health Sciences Library for all MGH personnel and Institute students and faculty. The telephone number is 726-8600. The collection, over 50,000 volumes and 920 journal titles, includes holdings in medicine, basic sciences, nursing, and allied health.

Students enrolled at the IHP are eligible to register as borrowers. Institute course reserve readings are held at the Information Desk. Reference librarians are available to assist students with reserve readings and information.

End User Search Systems are available. A variety of free and fee-based electronic search methods are available through the RSLC or the library. Terminals for access to MGH are on the ground floor of the library, or you may dial in from any computer with a modem or via MGH LAN.

Countway Library. Countway Library of Medicine, the Harvard Medical School library, is located at 10 Shattuck Street, Boston. The telephone number is 432-4888. Students working on specific research topics who wish to use Countway Library should pick up the Access Request Form in the Office of Student Affairs and have it signed by their faculty advisor, thesis advisor, or Program Director. With a signed form, passes are available from the Office of Student Affairs. The \$25/per day usage fee is paid by the Institute. Students do not have borrowing privileges.

Warren Library. Warren Library is located in the Bulfinch Basement at MGH. The telephone number is 726-2213. Warren is a nonmedical library with over 10,000 books of all types, including best sellers, which may be borrowed. Daily newspapers and a large selection of magazines and tapes round out the collection. The Warren Library gladly accepts donations of used books for their lending library and the hospital book carts.

STUDENT ORGANIZATIONS

The Office of Student Affairs staff provides support for student organizations. Through their activities, these organizations support educational, social and cultural activities directed toward enriching the experiences of graduate students. Students interested in participating in one or more of these organizations should inquire in the OSA for more information.

Student Senate. This is a newly-created organization established to serve the needs and interests of the IHP student body, to provide a communication vehicle to decision-making bodies, to promote interdisciplinary collegiality, and to participate in the allocation of student activity funds.

Graduate Nursing Student Journal Club. This club explores and discusses the current nursing literature in a group setting.

International Social Club. This organization promotes diversity and cultural understanding by planning social events/activities for the student body.

National Student Nurses Association. The Student Nurses Association promotes the nursing profession through its activities and provides opportunities to enhance students' educational experience.

National Student Speech Language Hearing Association. This organization promotes the study of speech pathology and provides additional learning experiences for students.

Fees and Deposits

TUITION FOR 1997-98

Full and Part-Time:	\$500 per credit
Audit:	\$250 per credit

The Institute offers no guarantee that all course requirements can be completed at the current tuition rate.

PAYMENTS

The Institute accepts checks, American Express, Discover, Mastercard, and VISA.

Transcripts, letters of reference, grade reports, and diplomas are provided only for those who have met all financial obligations. All financial obligations must be met before graduation.

Preregistered Students. The statement for tuition and fees is mailed to preregistered students approximately one month prior to the payment deadline. Full payment must be received by the payment deadline unless the student has enrolled in the Institute-approved plan administered by Tuition Management Systems, Inc. or has been approved for a Stafford Loan. (If the Stafford Loan does not cover full cost of tuition and fees, the student must pay the amount due by the payment deadline.)

A late payment fee of \$50.00 will be assessed for accounts with outstanding balances on the third day following the payment deadline. At that time, students with unresolved financial obligations will be disenrolled and ineligible to attend classes or use the resources and facilities of the Institute.

Open Registration. Full payment must be made at time of registration, unless the student has enrolled in the Institute-approved plan administered by Tuition Management Systems, Inc., or has been approved for a Stafford Loan. Bills will not be mailed.

Add/Drop Period. Payment is due at the time of registration for any courses added during the Add/Drop period.

REFUNDS

Financial Aid refunds, for students whose aid exceeds the cost of tuition, will be released starting the first week of each semester, as the funds are received and the refunds processed. Students will receive a notice in their mailbox when the refund check is available.

All other refunds will be calculated and processed at the end of the Add/Drop period.

GENERAL FEES

The following fees are in effect beginning with the fall semester of the 1997-98 academic year. They are subject to change by the IHP Board of Trustees and will not necessarily be the same for the Fall '98 Semester.

1. *Orientation Fee.* A fee of \$35 is required of each student to cover the cost of orientation activities upon first enrolling.
2. *Transcript Fee.* Copies of a student's transcript are available upon written request to the Registrar's Office. A copy of the transcript includes only the academic record earned at MGH IHP; copies of transcripts furnished from other institutions become the property of MGH IHP and will not be furnished by the Institute. The cost of an IHP transcript is \$4.00 per copy, payable in advance. All transcript requests must be made by the student and must be in writing. Adequate advance notice, normally 48 hours, is required for transcript processing.
3. *Auditing Fee.* Students who wish to audit a course are required to pay a fee of \$250 per credit hour and must have written permission from the instructor who is teaching the course. Audited courses appear on the transcript but do not receive a grade.
4. *Continuing Enrollment Fee.* Students must be continuously enrolled in a degree program, the only exception being students who have been granted a leave of absence. Students who have completed all course work and who are enrolled in thesis continuation hours (only) will be assessed a \$100 continuing enrollment fee each semester until graduating.
5. *Late Payment Fee.* A late payment fee of \$50 will be charged beginning the third working day following the Institute-established due date.

6. *Late Registration Fee.* Students permitted to register after classes begin will be charged a late registration fee of \$25.
7. *Reinstatement Fee.* A student permitted to register and/or pay after the twelfth class day of a semester will be assessed a reinstatement fee of \$100. This fee is in addition to the late payment penalty and the late registration fee.
8. *Anatomy Fee.* This is a one-time laboratory fee assessed to students in the Professional Program in Physical Therapy in the first semester of their program study. The amount of the fee is \$250.
9. *Clinical Education Fee.* A clinical education fee is charged by each program to cover the additional costs incurred for the clinical experience. The fee is based on actual cost to the program on an individual basis as follows:

<i>Communications Sciences & Disorders</i>	\$1500 per annum
<i>Nursing</i>	\$100 per annum
<i>Professional Program in Physical Therapy</i>	\$300 per annum
<i>Post-Professional Program in Physical Therapy</i>	\$300 one-time fee upon entry
10. *Learning Resource Fee.* Each student is required to pay this fee based on the number of semester credit hours for which he/she is enrolled. The cost is \$6.25 per credit hour, with a maximum amount of \$75 charged per semester.
11. *Student Activity Fee.* Each student is required to pay this fee based on the number of semester credit hours for which he/she is enrolled. The amount of the fee is \$2.50 per credit hour.
12. *Key Access Fee.* Students are charged a mandatory \$20 fee to receive a key to access floors in the building on which they have classes in a given semester, if said classes fall outside normal business hours. Key access codes are changed each semester depending on the student's schedule; the keys of students who, for whatever reason, are not enrolled in any given semester will be deactivated immediately. The fee is refundable upon request but the request must be received by the end of the semester following a student's last enrollment.
13. *Graduation Fee.* Graduating students will be charged a fee of \$50 to cover the cost

of the diploma and regalia rental. The fee will be assessed in the semester in which the student intends to graduate.

14. *Fee for Credit by Examination or Advanced Practice Module advanced placement.* 10 percent of current tuition for each course (matriculated students only).

BURSAR'S OFFICE

The Bursar's Office is located in the Office of Student Affairs suite on the 5th floor of 101 Merrimac Street, Room 502D. Students wishing to make payments or having questions concerning their bill may contact the Bursar during regular office hours at 726-8015. Payments and inquiries by mail should be sent to BURSAR, MGH Institute of Health Professions, PO Box 6224, Boston, MA 02114.

TUITION REIMBURSEMENT

Students who participate in an employer's tuition reimbursement program must pay all tuition and fees prior to the start of classes. At the end of the semester, students will be sent a grade report that can then be used to secure tuition reimbursement from their employer.

RETURNED CHECK FEE

A fee of \$15.00 is charged for non-negotiable checks. Students who present a non-negotiable check to the Institute will be required to make future payments with a certified check, cashier's check, or money order.

WITHDRAWAL FROM THE INSTITUTE

If a student leaves the Institute through 1) withdrawal, 2) dismissal, or 3) leave of absence, the following procedure should be followed:

- Request a *Notice of Withdrawal or Leave of Absence* form from the Registrar;
- Obtain the approval and signature of the faculty advisor and the Program Director;
- Obtain clearance in appropriate areas listed on the form;
- Schedule an Exit Interview with the Student Financial Aid Office if in receipt of financial aid.

See *Financial Aid Information* for specific information concerning effects of withdrawal or LOA on financial aid received.

WITHDRAWAL REFUND POLICY

The following refund schedule applies to each full-length term's tuition and is determined by the date of receipt of the appropriate form in the Office of Student Affairs. Fees and deposits are non-refundable.

Withdrawal/dropping

1st five class days of semester . . . 100% refund
2nd five class days of semester . . . 75% refund
3rd five class days of semester . . . 50% refund
4th five class days of semester . . . 25% refund
21st class day of semester or after . . . no refund

For courses of shorter duration, the Registrar will prepare a refund schedule that students should consult.

No deduction is made for temporary absence, nor is any refund made if a student is suspended, dismissed, or leaves the Institute without formally withdrawing. In the event a refund of tuition is issued, the refund amount is paid by check directly to the withdrawn student, except in instances when the student has received financial aid. For aid recipients, portions of the refund will be calculated for return to the source of the financial aid award. Students are advised that they have legal obligations to repay loan obligations in accordance with the established grace periods and repayment terms. Lenders are notified of withdrawn students and withdrawal dates by the Institute.

No student may withdraw in good standing until all current and past financial obligations to the Institute are paid in full, the completed Notice of Withdrawal form is filed, and all Institute property has been returned. All students receiving financial aid must contact the Financial Aid Office prior to leaving the Institute. Failure to do so may jeopardize future aid funding at the Institute and elsewhere.

Policies and Regulations

STUDENTS WITH DISABILITIES

Disabilities services are coordinated through the Office of Student Affairs. Students who have special needs that require assistance are encouraged to fill out the Disabilities Service Request Form mailed to all applicants following acceptance into a program. Students may also contact the

Office of Student Affairs at 101 Merrimac Street, Boston, MA 02114 or by phone at 726-3140. All information provided will be held in strict confidence.

RIGHT TO PRIVACY/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. They may use a *Right of Access* form in the Office of Student Affairs. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, she shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students should ask the Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an

administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, collection agent, or National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Institute discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify the student of the records request.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA.

The Institute does not release personally identifiable information contained in student education records, except as authorized by law. The Institute has designated certain types of personally identifiable information as "directory information." It includes the following:

Name, address, telephone number

Program of study

Dates of attendance, degrees and awards

E-mail address

If students wish to restrict release of this information, they must sign a form and return it to the Registrar's Office no later than October 1.

STUDENT'S ABSENCE DUE TO RELIGIOUS BELIEFS

Massachusetts General Laws, Chapter 375, 1985 Regular Session, Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement

on a particular day shall be excused from any such examination or study or work requirement and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. *Approved October 8, 1985.*

ADMISSIONS

The MGH Institute of Health Professions, a unique and innovative graduate school affiliated with the internationally-known Massachusetts General Hospital (MGH) in Boston, seeks highly motivated students who are interested in assuming leadership roles within their intended professions. Applications are sought from men and women with diverse backgrounds who bring a wide range of education and experience to their graduate studies. Admission decisions are based upon a careful evaluation of each applicant's academic record, test scores, written application, essay, references, and life experiences.

Prospective students are encouraged to attend one of the information sessions which are held onsite during the fall and spring. Dates are published elsewhere in this document, or you may contact the Office of Student Affairs for further information.

Admissions Criteria

An undergraduate degree is a prerequisite for admission to any of the graduate programs. Admission requirements are program-specific and more fully outlined in the program section of the catalog; an application is included in the catalog as well.

Application Procedures

Before the Admissions Committee can evaluate an application, the applicant's file must include:

- a completed, signed application form along with the \$50 nonrefundable application fee.
- official transcripts for all academic work beyond high school whether a degree was received or not.

- official score report of GRE (Graduate Record Examination) — general test only. Tests are prepared and scored by the Educational Testing Service: GRE, PO Box 6000, Princeton, NJ 08541-6000. The telephone is 609/771-7670; fax 609/771-7906. The GRE is not required for entrance into certificate programs.
- three letters of recommendation submitted on the forms included in the application packet. Completed forms should be returned to the Admissions Office, following the instructions on the application.
- an essay based on your program interest and questions contained in the application.

Applicants are notified about the status of their admission file upon receipt of their application. While the Admissions Office periodically notifies applicants regarding the completeness of their files, it is the applicants' responsibility to ensure that all necessary documents are received in the Office of Student Affairs by the published deadline.

Reactivating Applications: Applicants who wish to reapply after receiving an official rejection from a program may reactivate their file by written request up to the Admissions deadline the following year. A \$50 application fee must accompany the letter. After a second rejection, an applicant must receive special permission to reapply.

International Applicants

In addition to the other required materials, international applicants must submit the following information before a decision can be made on their application:

- Test of English as a Foreign Language (TOEFL) score, sent directly from the Educational Testing Service, for applicants from non-English-speaking countries.
- Evidence of sufficient funds to maintain themselves for one year in the United States; funds must be on deposit in this country.

Applicants who do not speak English as their first language are required to take the TOEFL if they did not receive their degree from an English-speaking country.

International students should read the insurance and immunization requirements information contained in this catalog. All international students are required to enroll in the health insurance plan offered by the Institute unless they can demonstrate comparable coverage by another US plan. Financial aid is not available to foreign students.

Non-Degree (Special) Students

Physical therapists, speech-language pathologists, nurses, and other health care professionals holding a bachelor's degree may enroll as Special Students in selected courses on a space-available basis. In all programs, Special Students may apply up to nine (9) credits toward a degree upon matriculation. A Special Student brochure is published prior to the beginning of each semester which includes an application and a description of courses open to non-matriculated students. Special Students are not eligible for financial aid and cannot participate in IHP payment plans.

ENROLLMENT

Students who have been granted admission to the Institute are expected to register for course work. Failure to register in the term for which admission is granted ordinarily requires the student to reapply for admission. Any student who fails to register during a one-year period, and who does not have an official Leave of Absence from study or deferral, is subject to review for readmission by the standards in effect at the time of reconsideration.

The details of registration are under the jurisdiction of the Registrar's Office which furnishes to each enrollee complete instructions for all steps in the procedure. Students should follow carefully such instructions and those found below. Pre-registration for current students usually occurs in April for the Summer and Fall Semesters and in November for the Spring Semester. The exact dates may be found in the Academic Calendar. New students register upon arrival at the beginning of the semester in which they are enrolling.

Program Approval of Courses

The student should have a schedule of courses approved by his or her program advisor at the time of registration. It is the student's responsibility to see that the Registrar's print-out corresponds exactly to the courses listed on his or her schedule form.

Full-Time Study

Full-time status in the Fall and Spring Semesters is defined as enrollment in 12 credits or more (audits are not included in this count); part-time status is defined as enrollment in less than 12 credits. Students wishing to take more than 18 credits per term need the permission of their advisor and their Program Director. In Summer Semester, full-time status is program-specific: 6 credits in the Professional Program in Physical Therapy; 9 credits in the Post-Professional Program in Physical Therapy; 9 credits in the Graduate Program in Nursing; and 12 credits in the Graduate Program in Communication Sciences and Disorders. See Financial Issues for further implications of full-time/part-time study.

Continuous Enrollment

Every student is expected to complete the preregistration process each semester in which he or she is a matriculated student at the IHP. Credit is not given for work done without proper registration; the Registrar has no obligation to vouch for a student's matriculated status if the student has not properly completed the registration process. If the student is not registering in a given semester, the appropriate box must be checked on the preregistration form and a Leave of Absence form completed.

Cross-Registration

An agreement with the Harvard University Graduate School of Education (HGSE) allows HGSE students, with advisor approval, to register for courses at the MGH Institute of Health Professions without paying any additional tuition fees. CSD students at the Institute, with advisor approval, may register for courses at the HGSE. Students will pay tuition to the Institute. A full course at HGSE is equivalent to 6 credits, and a half course is equivalent to 3 credits.

The Institute from time to time may contract cross-registration agreements with other institutions of higher learning. Students enrolling in other colleges or universities that have made special agreements with the IHP must gain permission of their advisor. Cross-registration forms are available in the Registrar's Office, Office of Student Affairs, 5th floor. Students should be aware of registration procedures, different course

credits, and academic calendars at the host institutions. Students are responsible for ensuring that the IHP Registrar receives transcripts of grades from host institutions.

Registration for Thesis

Students in the Post-Professional Program in Physical Therapy are required to register for 6 credits of Thesis Research; students in the Graduate Program in Nursing and the Communication Sciences and Disorders Program may elect to complete a thesis and enroll in Thesis Research; nursing students may choose to complete a Scholarly Project instead of a thesis. All students in the Communication Sciences and Disorders Program must complete a Research Proposal.

If the thesis has not been completed (final copy signed by committee members and received by the Registrar), a student is required to register for Thesis Continuation for the term immediately following the last semester in which a course or courses were taken and for all subsequent semesters until graduation. Students on thesis continuation should register with the Institute in accordance with all established preregistration and registration schedules. Students on thesis continuation pay a \$100/semester Continuing Enrollment Fee.

Registration in Semester of Graduation

Even though there is only one commencement exercise each year, there are three official graduation dates: January, May, and September. Every candidate for a degree must be registered in the Institute in the session of graduation, unless special permission is given by the Registrar. Failure to graduate at the expected time requires such additional registrations as may be necessary until graduation.

Deadlines for Awarding of Degrees

The deadlines for completion of all thesis requirements, including submission of the final signed thesis, are as posted in the academic calendar, generally falling on the last Friday of August for a September graduation, the third Friday of December for a January graduation, and the last Friday of April for the May graduation. For degrees awarded in September and January, diplomas will bear the last day of the respective month. Diplomas will bear the date of graduation for degrees awarded in May.

Adding and Dropping Courses

Forms for adding or dropping a course, changing credits, and changing from credit to audit or vice versa are available in the Office of Student Affairs. Forms must be signed by the faculty member responsible for the course and the student's faculty advisor before they are submitted to the Registrar to be validated.

- **Adding courses:** A student may add a course up to and including the twelfth class day of the semester. Students adding courses must present their validated copy of the Add/Drop form to the faculty of the added class(es) in order to gain access. Prerequisite requirements and population limits are to be honored. Appeals to waive prerequisites and limits must be made to the faculty member responsible for the instruction of the course.
- **Dropping a course:** A student may drop a course, including a course taken for audit, up to and including the twelfth class day of the semester without an entry appearing on the transcript. Non-attendance does not constitute dropping a course.

Changes in credit loads made during the first four weeks of the semester will result in tuition adjustments. Students receiving financial aid and/or international students should be aware that dropping courses may affect continued financial aid support and/or visa status.

Withdrawal from a Course after the Add/Drop Period (Request for Advance Grade of "W")

After the Add/Drop period, students may withdraw from course(s) until the posted Withdrawal deadline. Requests to withdraw from a course are initiated and processed on a *Request for Advance Grade of "W"* form available in the Office of Student Affairs. The form must be signed by a faculty member responsible for the course and the student's faculty advisor before it is presented to the Registrar for validation.

A final grade of "W" will be posted for each withdrawn course. Both the course title and the grade of "W" will appear on the student's transcript.

Tuition adjustments will be made for withdrawn courses consistent with the Institute's withdrawal policy refund schedule found elsewhere in this catalog.

Requests to withdraw from a course after the posted deadline will require completion of the *Late Drop Request* form available in the Office of Student Affairs.

Responsibility of Students

Each student is expected to become thoroughly familiar with both program and Institute regulations and with the requirements for degrees. Failure to follow the regulations and requirements almost inevitably results in complications for which the Institute cannot assume responsibility. To facilitate communications, students should promptly notify the Registrar's Office of changes of address.

Faculty Advisors

Faculty advisors are assigned by program. Students are encouraged to meet with their faculty advisors frequently to discuss academic concerns. Many advisors have established office hours. Faculty and program office phone numbers are published in the Faculty and Staff Directory distributed each year.

Statement of Intention to Graduate

Students must file the *Intent to Graduate* form with the Office of Student Affairs by the established deadline in the semester in which they expect to graduate along with a \$50 Graduation Fee. Should the student be unable to graduate as planned, another *Intent to Graduate* form will have to be submitted each semester until the degree is completed. Students planning to participate in the Spring graduation ceremony must complete the *Intent to Graduate* form by the January deadline.

The student's diploma name as requested on the *Intent to Graduate* form is printed on his or her diploma. Information provided by the student also appears in commencement programs.

HEALTH POLICY AND GUIDELINES

The Commonwealth of Massachusetts College Law requires that all students in the health sciences present proof of immunity against Diphtheria, Tetanus, Measles, Mumps, and Rubella prior to registration. The MGH Institute of Health Professions requires all students to have a Tuberculin Test read, signed, and dated by a physician, nurse practitioner or RN within a month of enrollment (if positive, a chest x-ray within 6 months is required), and a Varicella vaccine

or proof of childhood chicken pox. The Hepatitis B Vaccination series is required for nursing students and students in the Professional Program in Physical Therapy. The Hepatitis B series and the Tuberculin Test may be started in advance of registration and completed at Partners Occupational Health Service at no cost to students. In addition, immunization for influenza is recommended and is offered at MGH Employee Health Service at no cost. All other testing costs are the responsibility of the student.

Students are not officially enrolled unless immunization requirements have been met.

The following guidelines are from the College Immunization Law, Massachusetts Department of Public Health:

- Immunity against Diphtheria, Tetanus, Measles, Mumps, and Rubella is required.
- Evidence of one dose of Measles Mumps Rubella (MMR) vaccine after age 4 is required. MMR vaccine should not be given to pregnant women.
- 1 dose of Td given within last 10 years.

Statements acceptable in lieu of immunization histories include:

- A medical certificate signed by a physician or nurse practitioner stating specific immunizations are medically contraindicated.
- A statement signed by the student indicating immunizations conflict with religious beliefs.

Note: if an outbreak of a vaccine-preventable disease occurs, people who have been exempted for medical and religious reasons will be prevented from attending classes.

Immunization histories not acceptable as evidence of protection include:

- Received Measles, Mumps, and Rubella vaccine before age one.
- Received measles vaccine prior to 1968.
- History of Rubella, Tetanus, or Diphtheria disease, or a physician diagnosis for Measles or Mumps.

The Hepatitis A series is highly recommended.

Students who move into a high-risk environment should be tested annually for tuberculosis.

Students should make photocopies of their immunization records before submitting them to the Institute.

OSHA Bloodborne Standard

Students are required to attend an annual information session on the Universal Precaution Techniques and Infection Control Practices, the "OSHA Bloodborne Standard." Each program is responsible for developing the appropriate compliance mechanism.

Health Insurance

All students (with the exception of those enrolled only in Thesis Continuation) are required by the Institute to carry personal health insurance either through the Institute or through a comparable plan of their own. Evidence of an outside plan must be documented in writing every academic year. If a student who is covered by an outside plan changes his or her carrier and/or policy number during the year, he or she must inform the Institute in writing of the change and the effective date. See the Student Handbook for more details.

Financial Aid Information

Graduate students who plan to attend the MGH Institute of Health Professions may be eligible for various types of financial aid. However, planning the financing of a graduate education can be as important as planning a career. Students should estimate how much their entire education will cost and determine the financial resources necessary to support graduate study. Financial assistance is available to students in the form of grants, loans, graduate assistantships, and scholarships.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To receive financial aid, a student must:

- Complete the financial aid application process;
- Be enrolled in at least six credits at all times;
- Maintain satisfactory academic progress;
- Be a US citizen or eligible non-citizen (international students are not eligible for financial aid);
- Not be in default status on existing loans.

Students are made aware of their financial aid rights and responsibilities and truth-in-lending statutes at Entrance Interviews. Students who have not attended an Entrance Interview will not receive a financial aid disbursement. Entrance Interviews are scheduled during Orientation and periodically throughout the school year.

Exit Interviews are required of each student who receives financial aid before he or she leaves the Institute through graduation, withdrawal, dismissal, or leave of absence. Repayment of financial aid debts and debt management are covered at these sessions. Students receive repayment schedules and other critical information at this time.

HOW TO APPLY FOR FINANCIAL AID

Financial aid application packets detailing deadlines and requirements will be available to students on February 1, 1998. Meeting financial aid deadlines will ensure that students will receive notification of their awards in a timely fashion. Late or incomplete applications will be subject to the availability of funds.

TYPES OF FINANCIAL ASSISTANCE

Federal Loans

Federal Stafford loan eligibility will automatically be determined for students who apply for financial aid. In most instances, students are eligible to borrow \$18,500 per year through the Federal Stafford Loan Program. Financial need determines which portion of this loan is subsidized (interest does not accrue until graduation), and which portion of this loan is unsubsidized (interest begins to accrue while in school). This is a low interest, flexible loan.

Scholarships and Special Funds

As a result of the generosity of several donors to the MGH Institute of Health Professions, the Institute has a number of named scholarships and scholarship funds from which to provide financial aid to our students. A limited number of these scholarships are awarded on the basis of academic achievement, diversity of cultural and ethnic background, and/or excellence in professionalism/patient care. The majority of these awards are made for the fall semester. To be eligible for institutional grants

and most named scholarships, a student must meet eligibility criteria based on financial information as reported on the FAFSA. Applications are available as of February 1 in the Financial Aid Office as are flyers defining the criteria for particular named awards.

A partial listing of the named funds available for student financial aid and scholarships follows:

The Adams Scholarship Fund

The Judith Fong Bressler Nursing Scholarship Fund

The Mary Clapham Endowed Nursing Fund

The Marjorie K. Ionta Fund

The John Hilton Knowles Memorial Fellowships

The McElwee-Souretis Award Fund

The James C. Melvin Scholarship

The Memorial Scholarship Fund of the MGH School of Nursing

The Amelia Peabody Scholarship Fund

The Roxane Laboratories HIV/AIDS Fellowship

The Mary Hammond Taylor Nursing Scholarship Fund

The Trustees' Diversity Scholarships

The Virginia Delaware Zahka Scholarship

Credit-based Loans

Credit-based loans are available to augment financial aid packages and to help with possible remaining educational costs after the maximum amount of Federal Stafford Loan monies (\$18,500 per year) has been borrowed. Unlike Federal Stafford Loans, credit-based loans are not guaranteed. Applicants must demonstrate a good credit history and must remain within certain debt to income ratios. The two credit-based loan programs in which the Institute participates are the Graduate Education Loan (GEL) and the EXCEL Preferred Grad. Credit-based loan applications will be mailed to students prior to matriculation in the fall. Students applying for January or May admittance will be sent credit-based loan information with their financial aid awards.

Graduate Assistantships

Graduate assistantships permit eligible students to work in one of a number of positions that may involve research, teaching,

or administrative support. These opportunities are flexible to accommodate students' class schedules, professional interests, and skills. Graduate assistantships enable students to earn a small stipend to offset some of their educational costs.

Students will be informed of their eligibility as part of the financial aid award.

INDEPENDENT STUDENT STATUS

The requirements for dependency status classification are subject to change annually. Current definition of Independent Student is one who meets one or more of the following criteria:

- 24 years of age or older by December 31 of the year for which aid is sought;
- An orphan or ward of the court;
- A veteran of active duty in the US armed forces;
- An independent with a legal dependent other than a spouse;
- A legally married student.

Changes in students' financial situation. If a student's financial situation changes from that which was reported on the FAFSA or Institutional application during the academic year, the student must report these changes to the Financial Aid Office. Some of the most common instances of change in financial situation include:

- Marriage/divorce;
- Withdrawal from the Institute;
- Leave of absence;
- Enrollment as a less-than-half-time student;
- Increase in income;
- Receipt of outside scholarship, loan, or financial gift.

EMERGENCY ASSISTANCE

No student should consider dropping out of an educational program due to financial difficulties without first seeking counseling from a financial aid advisor. The Financial Aid Office can assist students with debt management, working out a budget, and short-term emergency loans. One such loan is the Nelson Darling Emergency Loan Fund.

TERMINATION OF STUDIES AND REPAYMENT OF LOANS

Repayment of loans begins when a student borrower "terminates studies." For financial aid purposes, study is "terminated" when the student is no longer enrolled at least half-time in a course of study, or no longer in good academic standing. Therefore, when a student graduates, drops out, or elects not to re-enroll each term, study is "terminated." Most loans have *grace periods*. The grace period is the period of time between "termination of studies" and the date the first payment is due on a loan. The grace period varies with loan programs, but is usually six months.

REFUND POLICY FOR FEDERAL TITLE IV FUNDS

When a student withdraws from a program, federal calculations are used to determine if the student will be allowed to retain federal monies above and beyond the cost of tuition. There are instances, usually when withdrawal takes place within the first 60 percentile of the first semester of the first year, when the student will be required to remit loan monies to the government.

Academic Policies and Procedures

ATTENDANCE

The MGH Institute of Health Professions has no general policy regarding attendance, with the exception of practica and fieldwork. At the beginning of each course, the instructor will state the attendance requirement for the course. In the case of a practicum or fieldwork in which the student has service or patient-care responsibilities, an unexcused absence may be cause for failure in the course and dismissal from the program.

COURSE REGISTRATION AND GRADING POLICIES

Preregistration

Matriculated students, including those on thesis continuation, are expected to preregister for courses during preregistration in November and April. Three-year nursing students do not normally register for Summer Semester (although they may, with permission), but all other students must complete a preregistration

form even if they are not taking classes (check appropriate box and complete Leave of Absence form). Preregistration allows continuing students first choice of courses and assists the Institute with enrollment planning. Unless otherwise noted, registration takes place in person in the Office of Student Affairs during regular business hours.

Audit

Students who wish to audit a course are admitted on a space-available basis only after proper registration procedures have been completed and with the written consent of the instructor/coordinator on a *Request to Audit* form. Auditors may include students enrolled in the Institute and those with Special Student status. The fee is \$250 per credit hour. Auditors do not receive a grade; the symbol for "audit" is entered on transcripts. To drop an audited course, students must submit the Add/Drop or Withdrawal form by the posted deadline.

Leave of Absence

To request a leave of absence from the Institute, the student must have the *Request for Leave of Absence* form completed and returned to the Office of Student Affairs prior to the start of the semester in which the leave is desired. A leave of absence does not extend the time a student has to complete the program of study as defined elsewhere. A student must be in good academic and financial standing before a leave of absence will be approved.

Independent Study

An Independent Study course may be arranged as an elective when appropriate to the matriculated student's educational goals and with the approval of the student's advisor. Students must enroll for Independent Study under the guidance of an appropriate faculty member. Students wishing to receive credit for independent study must complete the appropriate form, available in the Office of Student Affairs, and follow guidelines established by the program.

Transfer Credit

Each Program Committee decides the number of outside credits that may be transferred into the program prior to beginning study at the Institute as credits for program completion. During study at the Institute, students may take approved courses at other colleges and universities.

Approval of the student's program committee is required. A form to petition for transfer credit is available in the Office of Student Affairs. When transfer credit is awarded, no grade will be recorded, and no fee charged. A code of "T" will be recorded on the transcript.

No transfer credit will be allowed from institutions or programs that lack appropriate accreditation or for courses for which the student received a grade of less than B. Transfer credit will not be allowed for courses counted toward another degree.

Course Exemptions

Matriculated students may petition for exemption from a specific course in the curriculum on the basis of previous study or, on occasion, for life-experience; forms are available in the Office of Student Affairs. Students will be required to submit substantiating evidence of how his or her experiences have met specific course objectives. If an exemption is granted, no credit is given and no fee is charged for the exempted course(s). If the student enrolls in a course and then decides to exempt the course, a request to do so must be made to the student's faculty advisor and the course instructor by two weeks into the semester. The maximum number of credits students may exempt will be decided by each program. A code of "X" will be recorded on the transcript.

Credit by Examination

Matriculated students with life/work experience related to specific courses in their fields of study at the Institute who wish to receive credit for courses by taking special examinations may do so by submitting the appropriate form (available in the Office of Student Affairs) to his or her advisor, the course instructor, and the Program Director no later than two weeks into the term. The special examination must be given no later than two weeks after the request is approved. The student will be allowed to take the exam only once. Upon passing the examination, the student will receive credit for the course and a grade of CR. A student failing the exam will be expected to register for the course. The maximum number of credits students may obtain using this mechanism will be decided by each program. A non-refundable fee of 10 percent of course tuition is charged. A code of "C" will be recorded on the transcript to indicate passing such an examination.

Course Evaluation

Each semester students are given the opportunity to evaluate courses and professors. Summarized evaluations are returned to faculty in each program. Uses of course and faculty evaluations include promoting faculty teaching effectiveness, faculty development, faculty reappointment and promotion, and curriculum development.

Grade Reports

Semester grades are mailed to the student's home address at the end of each semester.

Grades

The Institute's grading system is:

Grade	Points
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2.0
F	0 (failing)
W [†]	Withdrawal – passing
WF	Withdrawal – failing
CR [†]	Credit
NC [†]	No credit
IP [†]	In progress
I [†]	Incomplete (permanent)
P [†]	Passing
R [†]	Work in progress; continuing fieldwork or registered for thesis credit and has a thesis advisor
*	Grade not submitted, Transfer, Exempt, Advanced Placement Module

[†]Not used in determining Grade Point Average

"R" is used to indicate continuing fieldwork or that a student is registered for thesis credit and has a thesis advisor. Upon completion of the thesis, the "R" is converted to Pass/Fail for final credits.

Each faculty member or teaching team is responsible for developing criteria, including numerical grading scales used in computing course grades, which shall be published, distributed to students at the beginning of the semester, and made available for review.

Semester and Cumulative Grade Point Average

Quality points represent the course credit multiplied by the numerical value of the letter grade received. The semester GPA is calculated by dividing the number of quality points earned in that semester by the number of credits attempted and graded in that semester. The cumulative GPA is obtained by dividing the total number of quality points earned by the total number of credits attempted and graded.

Academic Standing

All Institute students are required to maintain a minimum cumulative grade point average of 3.0 each semester. Failure to do so will result in an academic warning issued by the appropriate Program Director. Students given an academic warning must regain a cumulative 3.0 GPA within the following semester or they will be subject to termination.

Pass/Fail Option

Certain courses are offered for Pass/Fail grading (Pass = A, B, or C). A student may indicate the Pass/Fail option on a preregistration form. Students wishing to change a graded course to the Pass/Fail option must complete the Pass/Fail form and submit it to the Registrar by the Pass/Fail deadline. The number of Pass/Fail options that a student may exercise is determined by each program.

Incompletes and Incomplete Grade Policy

A student who is unable to complete all requirements for a course may petition the instructor(s) for a temporary grade of Incomplete (IP) on a form available in the Office of Student Affairs. Students must make up an "IP" grade within the time period stipulated by the instructor at the time the Incomplete is granted. If a student does not complete the required work within the stipulated time period, the instructor may, at his or her own discretion, change the grade to an "F". The student will be notified in writing of any grade changes. If the instructor does not change the grade, it will become a permanent "I" on the transcript.

Course Repeat/Retake

A student may elect to repeat any course once only. If a student repeats a course, both grades will stand on the transcript but only the second grade will be considered in determining the GPA; the first grade will be coded "R" for "Repeat/Retake." The student will be charged the prevailing per-credit rate for the repeated course. Withdrawing from a course with a grade of "W" constitutes having taken the course once.

Grade Change Policy

All grades with the exception of the grade of "IP" or "R" are considered final. If you believe an error has been made in calculating or recording a course grade, contact the professor immediately. Grade change forms are available only to faculty members or their staff. Forms are available in the Office of Student Affairs. Only change of grade forms signed by the instructor or Program Director can be accepted.

No grades will be changed following the awarding of the degree except in the case of clerical error.

Time Limits for Completion of a Program

Each program determines the number of years allowable for completion of program requirements. The student's program committee will review and act on petitions from students requesting extensions beyond the deadline established by each program.

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Directions to the IHP

By FOOT FROM MAIN MGH CAMPUS

1. Leaving the Jackson or Gay lobby, turn right onto Blossom Street and left onto O'Connell Way. Follow the winding road until you reach Stanford Street. Turn left and walk to the lights. Turn right onto Merrimac Street. #101 is on the left.
2. Walk down Cambridge Street toward Government Center to Stanford Street (first street after Charles Plaza). Turn left and walk to first set of lights where you will then turn right onto Merrimac Street. #101 is on the left.

By CAR

From the South

Follow I-93 North to North Station/Causeway Street exit. Turn left onto Causeway Street and then left at second set of lights onto Merrimac Street. #101 is on the left.

From the North

Take I-93 South to Storrow Drive, bear right onto Storrow Drive exit, stay left. Take Government Center exit onto Cambridge Street and continue past MGH. At second set of lights, turn left onto Stanford Street. At next set of lights, turn right onto Merrimac Street. #101 is on the left.

There is some on-street parking and garages and lots in the area.

By MBTA

Orange Line.

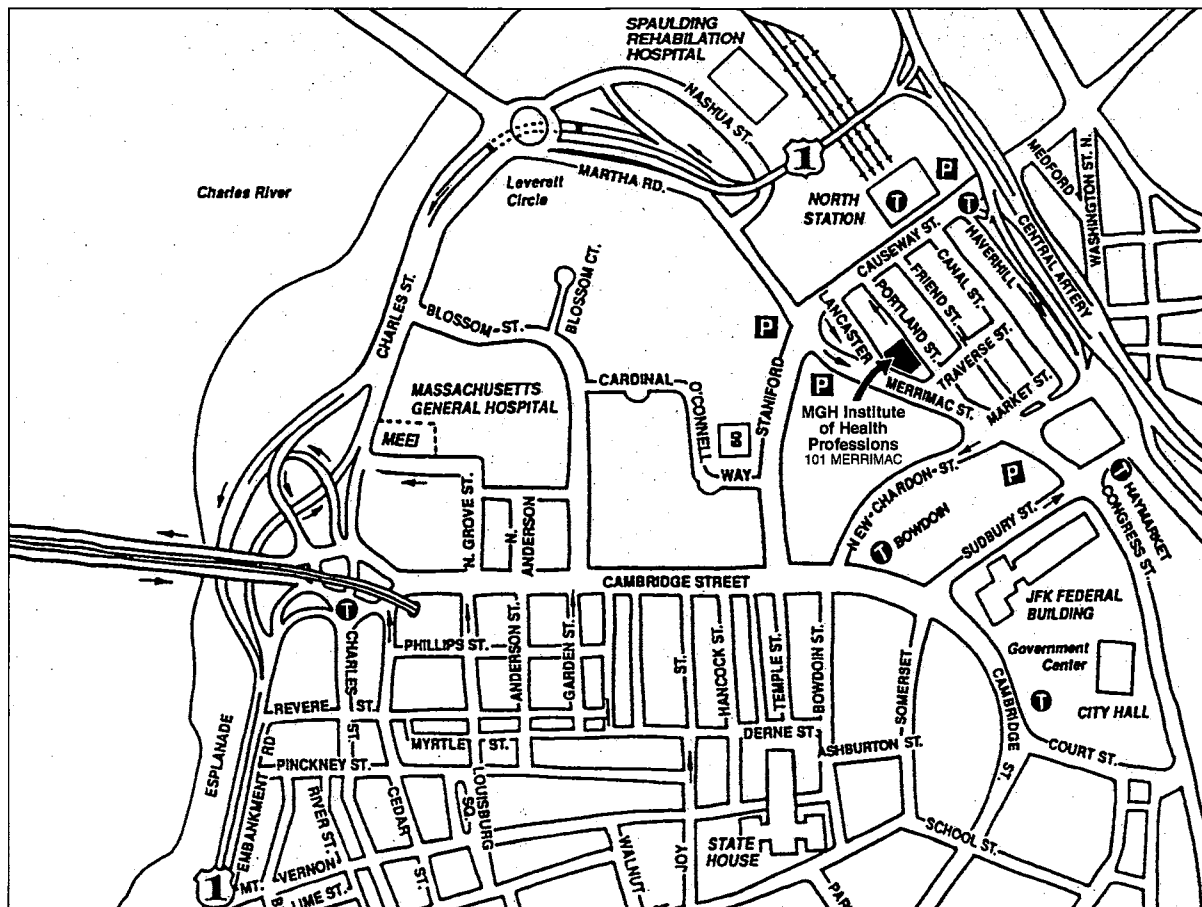
Take the Orange Line to North Station. Exit the station and turn left onto Causeway Street. Walk to the first set of lights and turn left onto Portland Street. There is an entrance to 101 Merrimac Street on Portland Street; entrance is on the right.

Green Line.

Take the Green Line to North Station and follow Orange Line directions from above to 101 Merrimac Street.

Red Line.

1. Take the Red Line to Charles Street/MGH Station. Follow signs to hospitals. Walk two blocks on Charles Street to Blossom Street and turn right. Walk down Blossom Street until you reach the entrance to the Jackson Building (third hospital entrance). Just past the entrance, you will see a shuttle stop where you may board a 101 Merrimac Street or North Station/Charlestown van (with valid MGH ID badge). If you take the shuttle to North Station, follow the Orange Line directions above to 101 Merrimac Street.
2. Take the Red Line to Downtown Crossing/Washington Street Station. Change to the Orange Line toward Oak Grove to North Station. Follow Orange Line directions from above to 101 Merrimac Street.



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APPLICATION FOR ADMISSION

ACADEMIC YEAR 1998-1999

Last Name: _____ First Name: _____ Middle Initial: _____

Please Print

Other last name under which records may appear: _____

Social Security Number: _____

Current Address: _____ Until: _____ Permanent address if different from current address: _____

Street _____ Street _____

City _____ County _____ City _____ County _____

State _____ Zip _____ State _____ Zip _____

Country _____ Country _____

Home Phone () _____ Phone () _____

Place of Employment _____

Business Phone () _____

Fax Number () _____ Sex: Male Female

E-mail Address _____

How did you hear about the Institute? _____

Are you a United States citizen? Yes No. If No: Of what country are you a citizen? _____

Do you hold permanent resident status in the US? Yes No. Alien Registration #: _____

What is your expected visa status during your studies in the United States? _____

OPTIONAL

The MGH Institute of Health Professions provides equality of opportunity to all students. Ethnic and profile information are used to complete accurate reports required by the government.

- | | |
|--|---|
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native American/Alaskan Native |
| <input type="checkbox"/> Asian American/Pacific Islander | <input type="checkbox"/> White American |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other |

Date of Birth _____

WORK EXPERIENCE

List employment positions (include paid and volunteer positions) with the most recent positions first. Attach additional sheets if necessary. This section must be completed. Resumes may be submitted additionally.

Employer	Position/Type of Work	Dates From/To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROFESSIONAL ORGANIZATIONS AND/OR COMMUNITY ACTIVITIES

List all professional organizations and/or community activities in which you have been involved.

Organization	Year	Activity
_____	_____	_____
_____	_____	_____
_____	_____	_____

HONORS AND AWARDS/RESEARCH AND PUBLICATIONS

List any academic, professional, or community recognition you have received as well as any research or publications you have been involved in.

RECOMMENDATIONS

Please list persons you have asked to complete a *Recommendation Form*.

Name and Address	Relationship
1. _____	_____
_____	_____
_____	_____
2. _____	_____
_____	_____
_____	_____
3. _____	_____
_____	_____
_____	_____

STANDARDIZED TESTS

On what date did you/will you take the GRE? _____

On what date did you request that your scores be sent to us? _____

If you have already taken the GRE, please provide your test results: _____

Verbal _____ Quantitative _____ Analytical _____

Report of official scores must be sent to the MGH Institute of Health Professions.

Applicants whose native language is not English and who did not receive a degree from an English-speaking country are required to take the Test of English as a Foreign Language (TOEFL).

On what date did you/will you take the TOEFL? _____

On what date did you request that your scores be sent to us? _____

If you have already taken the TOEFL, please provide your test results: _____

Report of official scores must be sent to the MGH Institute of Health Professions.

EDUCATION

List all schools attended beyond high school including schools at which you are currently enrolled. Please list most recent first and report GPA only for institutions where you received a degree.

Name of College/University	Dates Attended From/To	Degree or Certificate	Major	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List all courses (with dates) taken at the MGH Institute of Health Professions

Do you believe that your academic record accurately reflects your ability? Yes No. If not, please explain:
Attach additional sheets if necessary.

APPLICATION INSTRUCTIONS

Application Materials: Applicants are asked to collect and submit their application materials, including sealed official transcripts and sealed letters of recommendation, in one envelope. However, test scores must be submitted directly to the Institute by the testing companies. Please make sure your full name is included on all materials being submitted. It is the applicant's obligation to insure that their application is complete.

Application and Filing Fee: Applicants should submit the completed application with a non-refundable \$50.00 application fee, making checks payable to the MGH Institute of Health Professions. We will acknowledge the receipt of all applications. Please be sure to note the application deadline for the program to which you are applying. All materials *must* be submitted by the stated deadline.

Resume: Applicants are encouraged to submit resumes, but not in lieu of completing any section of the application. A resume is required of applicants to the Graduate Program in Clinical Investigation and the Post Professional Program in Physical Therapy.

Transcripts: Applicants must request official transcripts from all colleges and universities attended, even if a degree was not received from that institution. Include undergraduate and graduate course work. Sealed official transcripts should be mailed with the application packet. *For courses in progress, transcripts should be forwarded once courses are completed.*

Recommendations: Applicants are required to submit three letters of recommendation. Write your name and social security number on each form. Give these forms to three individuals who can address your academic ability and potential for graduate and professional study. These recommendations should come from professors and employers (a current supervisor for Clinical Investigation applicants). However, at least one must be an academic recommendation. Give each referee a plain envelope with your name on the front. Ask him or her to place the completed letter in the envelope, seal it, *sign his or her name over the flap*, and return the sealed envelope to you. All three sealed recommendations should then be enclosed with your application. Only three recommendations will be reviewed as part of your application.

Test Scores: GRE scores must be submitted for the Verbal, Quantitative, and Analytical portions of the test and must have been taken within the last five years. Because it may take up to six weeks for the Institute to receive these scores, a copy may be submitted by the applicant pending receipt of official test results. Computer-based tests require approximately two weeks for reporting scores. The Institute code is R3513. GRE's are not required of applicants to the Clinical Investigation Program who have an M.D., Ph.D., or other graduate degree (unless international). They are also not required of applicants to the Nurse Practitioner Certificate Program or of applicants to the Certificate of Advanced Study in Physical Therapy.

Essay: Your essay is a very important part of your application and will be read with great care. It should be typed, double-spaced, and no more than three pages in length.

International Students Only: Applicants, whose native language is not English and who did not receive a degree from an English-speaking country, are required to take the Test of English as a Foreign Language (TOEFL) in addition to the GRE. An official score report must be sent directly to the Institute by the Educational Testing Service. Applicants who did not receive their degree in the United States must have that degree transcript evaluated by an American credentialing agency. **International Scholars (Physical Therapy Program) must apply by March 1** in order to be considered for study in September of that year. This will allow adequate time for the processing of visas.

Professional Program in Physical Therapy Only: Complete the PREREQUISITE CHECKLIST by listing all the courses you have taken to satisfy the prerequisites for the program. A list of all prerequisite courses is provided in the program catalogue. If a course is in progress, indicate "IP" as the grade. *No more than two (2) prerequisite courses may be in progress at the time of application.* If you are expecting to take a course, indicate the term you will be taking it. **All prerequisite courses must be completed prior to entry into the program.** Applicants may be requested to submit mid-term reports from their professors for certain prerequisite courses. Requests for prerequisite evaluations will be addressed in writing only.

RECOMMENDATION FORM

Name of Applicant _____

Social Security no. _____

Last

First

Middle Initial

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their right of access to recommendations. The following signed statement indicates the wish of the applicant regarding this recommendation. Failure to respond will be considered a waiver of the right of access to this recommendation. This waiver is not required for admission.

I do waive my right to inspect this recommendation.

I do not waive my right to inspect this recommendation.

Signature _____

The above applicant wishes you to write a letter of recommendation on behalf of his/her application for admission to the MGH Institute of Health Professions. We would greatly appreciate your objective evaluation of the applicant's qualifications.

How long and in what capacity have you known the applicant? _____

Please rank the applicant with respect to each category below.

	Excellent	Good	Average	Below Average
Overall intellectual ability				
Written expression				
Oral expression				
Flexibility				
Ability to organize and apply information				
Problem solving skills				
Maturity and emotional stability				
Initiative and perseverance				
Curiosity				
Potential for clinical competence				
Ability to handle stressful situations				
Ability to interact well with others				
Ability to accept constructive feedback				
Ability to work independently				
Capacity for graduate study				

Please complete the reverse side. Your narrative comments will be used with the above ratings to fully evaluate this applicant's potential for success at the MGH Institute of Health Professions.

Please evaluate the potential of the applicant to be a graduate student including any additional comments concerning maturity, critical thinking skills, ability to adapt to change, or any other factors which you think may be pertinent to the student's performance in a professional curriculum. Additionally, it is important for us to assess the potential of each student to succeed in a clinical environment. If you feel qualified to make this assessment, please include your comments in this evaluation. Please feel free to attach an additional page.

Summary Recommendation for Admission:

- Strongly recommend
- Recommend
- Recommend with Reservations
- Do not Recommend

Please print or type:

Name _____ Signature _____

Title _____ Date _____

Department _____ Phone () _____

College/University/Institution _____

Street _____

City _____

State _____ Zip _____

Please return this form to the applicant in a signed, sealed envelope. Thank you for your assistance.

PLEASE CHECK YOUR PROGRAM OF STUDY:

- Professional Program in Physical Therapy** (for entry-level candidates)
Full-time, June Admission only - January 23 deadline
- Post Professional Program in Physical Therapy** (for experienced physical therapists)
 - January - Nov. 1 deadline May - March 1 deadline September - July 1 deadline
 - International Scholars must apply by March 1. September admission only.
 - Program: Management Individualized Program of Study Certificate of Advanced Study
 International Scholar (full-time only)

Full-time Part-time

Area of specialization: Cardiopulmonary Neurology Orthopaedics

Are you a U.S. licensed physical therapist? Yes No

If yes, what state(s) are you licensed in? _____ License number(s)? _____
Please include a copy of your licensure.

- Communication Sciences and Disorders**, Full-time, Sept. admission only - January 23 deadline

- Nursing** (for non-RN candidates with non-nursing bachelor degrees)
Full-time, September admission only - January 23 deadline

Rank your top three choices in order of priority. You must complete this section to be considered for admission. Track of preference is not guaranteed, although every attempt will be made to give you your selection of choice.

Pediatric General Adult Adult-Women's Health
 Family Adult-Gerontology Adult-HIV/AIDS

- Nursing** (for registered nurses with bachelor degrees: BSN non-BSN

Area of specialization: Pediatric General Adult Adult-Women's Health
 Family Adult-Gerontology Adult-HIV/AIDS

Full-time Part-time Rolling admissions with priority deadlines

January - October 31 deadline May - March 15 deadline September - June 15 deadline

- Nurse Practitioner Certificate Program** (for registered nurses with master's degrees in nursing)
Rolling admissions with priority deadlines

January - October 31 deadline May - March 15 deadline September - June 15 deadline

Only Adult NP Track is available to NP Certificate students

- Clinical Investigation**

Master of Science Degree Program Certificate Program Full-time Part-time

September January May
May 15, early admis. deadline Oct. 15, early admis. deadline April 15, early admis. deadline
Aug. 1, final deadline Dec. 1, final deadline May 1, final deadline

ALL APPLICATION MATERIALS SHOULD BE SENT TO:

Office of Student Affairs, MGH Institute of Health Professions, P.O. Box 6357, Boston, MA 02114

Please note that providing fraudulent information will result in the cancellation of your application.

ESSAYS

Applicants are required to answer all questions listed under the program in which they are interested. Answers should be typed, double-spaced, and no longer than three pages in total. Please make sure your full name is included on all pages.

Professional Program in Physical Therapy:

1. What qualities do you possess that are important for you to function as a physical therapist within the present health care environment?
2. You have been appointed director of a program to provide comprehensive services for the homeless in a small city that does not have such a program. Describe what steps you would take to develop a program. Do not describe the program itself.
3. Physical therapists work with people of all ages, cultural backgrounds, and social circumstances. Describe a situation in which you had the opportunity to interact with someone very different from yourself. How did you react to this difference, and how did this influence your interaction?

Post-Professional Program in Physical Therapy or Communication Sciences and Disorders:

Discuss your personal and professional experiences, your academic interests and objectives, and your career aspirations. You should also address how and why you feel the MGH Institute of Health Professions can help you to achieve your academic and professional goals. Please include any other information you believe is relevant.

Nursing Programs:

Give your reasons for wanting to become a nurse practitioner. Though your comments may reflect your personal experiences and beliefs about health care that led you to choose the role of the nurse practitioner, they should focus on future goals and plans. Please elaborate on those personal experiences that have contributed to your decision to become a nurse practitioner. Specify what roles and responsibilities you carried out in these listed endeavors.

Clinical Investigation:

Explain in detail why you want to be involved in Clinical Investigation. What is the therapeutic area that interests you? As a Clinical Investigator, what are your future goals? If applicable, describe a mentor with whom you would like to train.

I certify that the information on this application is true, and I understand that any misrepresentation may be cause for rejection of this application or subsequent dismissal from the MGH Institute of Health Professions.

Signature of Applicant

Date

It is the policy of the MGH Institute of Health Professions not to discriminate on the basis of race, color, creed, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The Institute respects and values the diverse backgrounds of all people and welcomes all students to fully participate in all the rights, privileges, programs, and activities generally accorded or made available to the IHP community. This policy incorporates, by reference, the requirements of Title VII of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and all relevant federal, state, and local laws, statutes, and regulations.

THE GRADUATE CATALOG

This catalog is an official bulletin of the MGH Institute of Health Professions containing policies, regulations, procedures, and fees in effect as the publication went to press. The Institute reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law, and fee changes.

The Student Handbook contains the institution's policies and regulations relating to student conduct.

EQUAL OPPORTUNITY POLICY

It is the policy of the MGH Institute of Health Professions not to discriminate on the basis of race, color, religion, creed, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The Institute respects and values the diverse backgrounds of all people and welcomes all students to participate fully in all the rights, privileges, programs, and activities generally accorded or made available to the IHP community.

This policy incorporates, by reference, the requirements of Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and all relevant federal, state and local laws, statutes, and regulations.

STATEMENT ON DIVERSITY

The MGH Institute of Health Professions, an autonomous educational institution on the campus of Massachusetts General Hospital, is deeply committed to increasing the representation of diverse groups on its Board of Trustees, administration, faculty, students, and staff. We envision a community that is bound by the desire for equal consideration of all people. We value, affirm, and respect the many individual differences each of us brings to the Institute. Our community strives to reflect the multicultural, multiethnic, and pluralistic composition of local, national, and international populations. The Institute's curricula prepare culturally competent health care providers.

Our commitment to the philosophy and value of diversity is evidenced by active recruitment and retention. Academic and administrative policies, procedures, and practices will promote a supportive environment that welcomes, affirms, and respects each individual. Accountability for implementation of this statement rests with the IHP leadership and is the shared responsibility of the entire IHP community.

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MGH Institute of Health Professions
101 Merrimac Street • Boston, Massachusetts 02114 • Phone: 617-726-3140

MGH INSTITUTE *of*
HEALTH PROFESSIONS
at Massachusetts General Hospital
1997-1998



Nursing

Information Sessions

Monthly Information Sessions are held at the Institute during the Fall Semester to provide information regarding the following graduate programs:

Physical Therapy
Nursing
Communication Sciences & Disorders
Clinical Investigation

This is an opportunity to learn more about the programs as well as information regarding admissions, prerequisites, financial aid and the curriculum. Sessions will be held from 4:30 - 6:30 pm on:

Friday, September 19, 1997
Friday, October 17, 1997
Friday, November 14, 1997
Friday, December 12, 1997

Location: 101 Merrimac Street

RSVP: 617/726-3140

This catalog provides the procedures and policies in effect at the time of printing. Although the information is subject to change, the published program requirements for students who enter the MGH Institute of Health Professions during the 1998-99 school year must be satisfied by the student for the successful completion of any program.

This catalog should be retained permanently since future program revisions will generally not apply to students already enrolled. Furthermore, the course descriptions provided herein may be valuable to potential employers reviewing a student's completed course work.

While every attempt is made to ensure accuracy in its reporting of programs, policies, fees, and other statements within this publication, the Institute reserves the right to make changes at any time without notice.

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1998-1999 ACADEMIC CALENDAR

Fall Semester

September 8 to December 23, 1998

Payment deadline for preregistered students	July 15
Open registration	Aug. 31-Sept. 4
Labor Day - IHP closed	Sept. 7
Orientation	Sept. 8
New student registration and classes begin	Sept. 9
Last day for 100% refund	Sept. 15
Intent to Graduate Forms and \$50 graduation fee due for January 1999 diploma	Sept. 18
Last day for 75% refund	Sept. 22
Add/Drop and Pass/Fail deadline	Sept. 24
Last day for 50% refund	Sept. 29
Last day for 25% refund	Oct. 6
Columbus Day - IHP closed	Oct. 12
Advance Grade of "W" deadline	Oct. 30
Registration for Spring Semester	Nov. 9-20
Veterans' Day - IHP closed	Nov. 11
Thanksgiving Break	Nov. 25-29
<i>Classes end at 4:00 p.m. on Nov. 25</i>	
<i>Classes resume on Monday, Nov. 30</i>	
Classes end	Dec. 14
Reading period	Dec. 15
Final examinations	Dec. 16-22
Deadline for completion of all thesis requirements for January 1999 diploma	Dec. 18
Exam make-up day	Dec. 23

Spring Semester

January 11 to May 5, 1999

Payment deadline for preregistered students	Dec. 15
Open registration	Jan. 4-8
Classes begin	Jan. 11
Last day for 100% refund	Jan. 15
MLK Day - IHP closed	Jan. 18
Last day for 75% refund	Jan. 22
Intent to Graduate Forms and \$50 graduation fee due for May 1999 diploma	Jan. 27
Add/Drop and Pass/Fail deadline	Jan. 27
Last day for 50% refund	Jan. 29

Spring Semester (continued)

Financial Aid Packets ready	Feb. 1
Last day for 25% refund	Feb. 5
President's Day - IHP closed	Feb. 15
Advance Grade of "W" deadline	Feb. 26
Spring break	Mar. 8-12
Registration for Summer and Fall Semesters . .	Mar. 29-Apr. 9
Deadline for completion of all thesis requirements for May 1999 diploma	Apr. 23
Classes end	Apr. 26
Reading period	Apr. 27-28
Final examinations	Apr. 29-May 5
Commencement	May 15

Summer Term

May 10 to August 13, 1999

Payment deadline for registered students	Apr. 30
Open registration	May 6-7
Add/Drop and Pass/Fail deadline	May 25
Intent to Graduate Forms and \$50 graduation fee due for September 1999 diploma	May 28
Memorial Day - IHP closed	May 31
Advance Grade of "W" deadline	June 25
Interim registration for Fall Semester	July 29-30
Final examinations	Aug. 12-13
Deadline for completion of all thesis requirements for September 1999 diploma	Aug. 27

Science Summer (Nursing)

and [SD Prerequisites

June 7 to August 13, 1999

First class meeting	week of June 7
Payment deadline	week of June 7
Add/Drop and Pass/Fail deadline	June 10

Professional PT Students (New)

June 7 to August 13, 1999

Orientation and registration	June 17
Payment deadline	June 17
Add/Drop and Pass/Fail deadline	June 23

Dear Applicant,

I am delighted that you are interested in the MGH Institute of Health Professions for your graduate education. As you may already know, ours is an unusual institution, affiliated with the world-renowned Massachusetts General Hospital and dedicated to providing both rigorous theoretical knowledge and intensive hands-on clinical practice.

Here you will find a rich curriculum, excellent faculty, relevant and challenging clinical experiences, and a student body with varied backgrounds and interests combined with deep commitment to the health professions. If you choose the Institute for your graduate education, you will benefit from the Institute's affiliations with the Partners HealthCare System, Inc., the parent corporation of Massachusetts General Hospital, Brigham and Women's Hospital, and the North Shore Medical Center as well as many other affiliate organizations. In these world-class academic medical centers, you will explore and learn in an environment where serious research is actively pursued.

As a student at the MGH Institute, you can expect to receive a highly personalized education with faculty who will get to know you well and will attempt to respond to your individual needs and concerns. Likewise, our Office of Student Affairs will help you in every way it can. Each student has an assigned advisor throughout the program, and alumni have generously offered to mentor students as well. A new Academic Support Services Office provides special assistance to students in a variety of areas.

I hope you will choose the MGH Institute of Health professions for your graduate education, and I look forward to welcoming you personally into the Institute family and to our community of teachers, researchers, clinicians, and students.



Sincerely,

A handwritten signature in black ink that reads "Ann W. Caldwell". The signature is written in a cursive, flowing style.

Ann W. Caldwell
Interim President

THE INSTITUTE

The MGH Institute of Health Professions is a unique and innovative graduate school affiliated with the internationally-known Massachusetts General Hospital (MGH) in Boston. Created by the MGH in the late 1970's to respond to major changes in health care delivery and the changing educational needs of the health care professions, the Institute was separately incorporated under its own Board of Trustees in 1985. In addition to its affiliation with MGH, the Institute also enjoys affiliation with the Partners HealthCare System, Inc., which includes the Brigham and Women's, McLean, and Spaulding Rehabilitation Hospitals, and a large network of primary care organizations and practices.

Accredited by the New England Association of Schools and Colleges, the Institute offers academic programs leading to the Master of Science degree in clinical investigation, nursing, physical therapy, and speech-language pathology. Within these fields, there are different tracks and specialties as well as several opportunities for special post-professional certification.

Because of its close association with the Massachusetts General Hospital and its affiliates, the Institute offers a comprehensive health care environment. The Hospital is on the leading edge of new knowledge and care innovation and oversees the largest research budget of any hospital in the United States. The MGH Health Sciences Library and the Countway Library of Medicine at Harvard Medical School provide major basic science, medical, and nursing collections, periodicals, and online computer databases.

You will benefit from the Institute's interdisciplinary approach to health care education. Advances in research and technology, evolving social and political values, a changing demographic picture, and economic concerns are causing extraordinary

changes in the health care world. The interdisciplinary approach will equip you to deal effectively with the humanistic concerns, ethical challenges, and social influences of contemporary care.

THE MISSION

The MGH Institute of Health Professions is an interdisciplinary academic center for learning, research, and clinical scholarship with the power to grant degrees in selected health professions. The mission includes:

- preparing skilled health care specialists, capable of becoming leaders in their clinical disciplines;
- developing innovative instructional models and methods for preparing skilled clinicians;
- strengthening the scientific foundations of health care practices;
- developing new methods of practice and patterns of service to foster provision of effective, affordable, accessible, ethical, and humane health care;
- providing opportunities to explore innovative approaches to health care practice and education.

LOCATION

In 1992, the Institute moved from its historic site at the Massachusetts General Hospital to a newly constructed building very near the MGH at 101 Merrimac Street. Its downtown location provides convenient access to Faneuil Hall, the North End, the waterfront, restaurants, shops, hotels, museums, banks, art galleries, and public transportation.

Boston is home to numerous colleges and universities with a combined student population of more than 200,000 within its metropolitan area. As well, Boston is recognized around the world as a center for medical research and quality health care.

The profession of nursing offers the opportunity to work with individuals, families, and communities in many of life's transitions. Advanced preparation permits the nursing professional to develop scientific knowledge and inquiry in combination with the humanistic caring and experiential base necessary to function with more independence in clinical decision making and to increase the ability to guide persons and their families in participation in health decisions. Advanced practice nurses work in diverse settings, with persons of various ethnic groups and all ages to provide more accessible and affordable health care and make a substantial contribution to society through leadership in addressing societal health needs.

The Graduate Program in Nursing offers three separate programs of study depending on the individual student's prior preparation. All are designed to prepare advanced practice nurses who are able to assume leadership roles in the health care system of the future. This includes engaging diverse individuals, families, groups, and communities in the mutual pursuit of healing and wholeness. We achieve this mission through excellence and innovation in education, scholarship, and service.

Graduate Program in Nursing offerings include:

- Master of Science in Nursing Degree for non-nurse college graduates (Entry-Level Program)
- Master of Science in Nursing Degree for Registered Nurses with a Bachelor's Degree in Nursing or other discipline
- Certificate of Advanced Study in Primary Care for Registered Nurses with a Master of Science in Nursing Degree

On successful completion of the generalist courses (at the end of the fall semester, Year II), Entry-Level students are eligible to sit for the examination for licensure as registered nurses, administered by the Massachusetts Board of Registration in Nursing. Upon graduation, students are eligible to sit for adult, pediatric, gerontology, women's health, or family nurse practitioner certification examinations, depending on clinical track selected.

PROGRAM PHILOSOPHY

The Graduate Program in Nursing is based on the philosophy that nursing is holistic concern and caring for the body-mind-spirit unity of persons within their environments. The faculty believe that caring is facilitated by viewing human beings as persons-in-relation at every level of human existence and connection: individual, family, group, and community. Acknowledging each person's right to, and responsibility for, well-being, the faculty understand health to be the active pursuit of high-level wellness rather than the absence of disease. Nursing, as both art and science, encounters persons in their physiological, spiritual, and socio-cultural dimensions. Each of these dimensions of personhood comprise the context within which nursing addresses the potential for promotion, maintenance, and restoration of health.

PROGRAM ADVANTAGES/ SPECIAL FEATURES

Nursing students entering the program come from a wide variety of disciplines, including professional nursing. Building on this background enhances learning opportunities for all. Exposure to different ideas is provided, and the development of skills and ability for critical thinking and collaboration are strengthened.

The Graduate Program in Nursing has an excellent faculty who represent a diversity of backgrounds, academic preparation, and geographical origins. Faculty practice in a variety of health care settings and maintain active programs of clinical research in areas such as maternal-infant health, aging, women's health, HIV disease, behavioral immunology, stress, coping, and hardiness. Through their practice, research, and scholarship, they provide excellent role models for student learning and professional practice.

The Institute's affiliations with the Massachusetts General Hospital, Brigham and Women's Hospital, and Partners HealthCare System, Inc. provide the opportunity to work with expert clinicians in preceptorship experiences. Students work with clinicians in a wide variety of settings: homeless shelters, outpatient clinics, elderly housing, private practices, nurse-managed clinics, and school-based clinics, among others. With more than 400 contractual agreements throughout the greater New England area, clinical learning opportunities are a critical part of the student experience. Clinical learning offers the setting whereby theory is joined with practice to increase student confidence in skills, clinical judgement, and ability to make a valuable contribution to improving health care within society.

Program for Non-Nurse College Graduates

ADMISSION

Entering students are non-nurse graduates of baccalaureate programs. Applicants must submit an application, GRE scores, official transcripts, references, a personal essay, and the application fee. Further details with deadlines are included on the application form.

Students must complete prerequisite course work in anatomy, physiology, chemistry, microbiology, and nutrition before matriculation. Applicants deficient in these areas may complete those prerequisites offered at the Institute in the summer preceding matriculation. (Note that some summer courses offered at the Institute are non-transferrable to other schools and colleges.) An undergraduate or graduate course in statistics is also required before matriculation.

Applicants to the nursing program must apply to specific Nurse Practitioner curriculum tracks (listed below). Application decisions are made competitively within these tracks. If you indicate that you only want to apply to one track (by indicating a "1" next to that track and not ranking any other track), you will only be considered for that track. By indicating more than one track, you will be considered for more than one track if you are not admitted to your first choice. Once admitted to a track, transfer into another track at a later date will only be considered if there is space for additional students in that track. The following advanced practice nurse practitioner tracks are available: General Adult; Adult-Women's Health; Adult-HIV/AIDS; Adult-Gerontology; Pediatric; and Family.

CURRICULUM

Upon successful completion of the generalist courses (end of fall semester, Year II) Entry-Level students receive Certificates of Completion and must then become licensed as registered nurses by the Massachusetts Board of Registration in Nursing, through successful completion of the NCLEX examination.

Course work specific to track selection begins in the Spring semester of year II. Total credits for the program will range from 88-96 depending on the track chosen. Upon graduation, students receive a Master of Science in Nursing Degree (MSN) and are eligible to sit for adult, pediatric, gerontology, women's health, or family nurse practitioner certification examinations. Students may be eligible for additional specialty certification, dependent upon courses selected and certification requirements.

Program for Registered Nurse Students

ADMISSION

Registered Nurse (RN) students with a bachelor's degree in nursing or another discipline may apply to the Graduate Program in Nursing. A current Massachusetts RN license is required. Applicants must submit GRE scores, transcripts, three letters of reference, a personal essay, and application fee. RN students with non-BSN bachelor's degrees are required to successfully complete the NLN Mobility Profile II Exam (administered several times a year at the Institute) following acceptance. An undergraduate or graduate statistics course is prerequisite to matriculation.

CURRICULUM

Students select General Adult, Adult-Gerontology, Adult-Women's Health, Adult-HIV/AIDS, Pediatric, or Family tracks. Students may complete the curriculum on a part- or full-time basis. Course work is available during the day or evening in Fall, Spring, and Summer Semesters. Certain course work is available only once a year during limited hours. Sample curriculum plans for tracks are attached. Individualized course of study plans are designed to meet the needs of all students. Courses are sequenced based on course availability, course prerequisites, and individual needs. A typical part-time course of study may be completed in two years for BSN graduates and two years and one semester for non-BSN graduates. Full-time study may be completed in three terms for BSN graduates or four terms for non-BSN graduates. Continuous enrollment is not required, although students who do not enroll in a given semester will be required to complete a Leave of Absence form.

ADVANCED PLACEMENT FOR ADVANCED PRACTICE MODULES

Experienced RN's are eligible to receive up to 6 credits for validated advanced practice credits. Students complete a form for Advanced Practice Module Credit available in the Office of Student Affairs. Credit may be awarded for existing advanced practice modules or Advanced Practice Module for Life Experience. Advanced Practice Module for Life Experience is designed to offer experienced professionals an opportunity to receive credit for life experiences or course work in areas different from existing advanced practice modules. Students develop a portfolio that defines their unique advanced practice focus areas and describe and validate how their experiences complement their advanced practice foci.

Forms are submitted to the program director within two weeks of the semester; he or she will review the student's request with the appropriate specialty coordinator, faculty, or outside expert. Upon recommendation of appropriate faculty, the student may receive advanced practice module credit. A grade of P and a code of "G" will be recorded on the transcript. A non-refundable fee of 10% of course tuition is charged.

TOTAL CREDITS 49-70

Students who complete the program will receive the MSN and be eligible for certification as Adult, Pediatric, Family, Women's Health, HIV/AIDS, or Gerontologic Nurse Practitioners. Depending upon track selection, additional certifications may be possible in selected areas.

Program for Post-MSN Certificate of Advanced Study in Primary Care

Individuals with an MSN are eligible for this program leading to preparation as Adult Nurse Practitioners. Students may begin this program any term and complete their course of study in three, four or five terms. Students attend classes in the evening. Some daytime hours may be required to complete clinical components of the curriculum. Continuous enrollment is not required, although students who do not enroll in a given semester will be required to complete a Leave of Absence form.

ADMISSION

Requirements include an MSN, official transcripts, three letters of reference, and an essay. An official application and an application fee must be submitted. Please see the application for more complete instructions.

CURRICULUM

- NS-738 ADVANCED ASSESSMENT AND DIAGNOSTIC REASONING (5) ✓
 - NS-739 ADVANCED PHARMACOLOGY (3)
 - NP-761 NURSING MANAGEMENT OF THE ADULT:
PRIMARY CARE I CLINICAL (5) ✓
 - NP-701 NURSING MANAGEMENT OF THE ADULT:
PRIMARY CARE I THEORY (3) ✓
 - NP-861 NURSING MANAGEMENT OF THE ADULT:
PRIMARY CARE II CLINICAL (5)
 - NP-801 NURSING MANAGEMENT OF THE ADULT:
PRIMARY CARE II THEORY (3)
 - HP-621 ~~NP-861~~ PATHOPHYSIOLOGY (3) ✓
 - NP-839 PROFESSIONAL ISSUES (2) ✓
- TOTAL CREDITS 29**

Curriculum for the Graduate Program in Nursing

Curriculum for the Graduate Program in Nursing										
ADVANCED PRACTICE MODULES	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;"> HIV/AIDS DISEASE NP817 Epidemiology HIV/AIDS (2) NP818 Infection Control (1) NP819 Immunology HIV Disease (1) NP820 Biopsych. Response HIV (1) NP821 Acute Care Clinical AIDS (1-3) NP822 Adv. Assess. Sex/HIV (1) NP823 Drug Abuse HIV (1) NP824 Prevention of HIV Disease Clinical (1-3) NP825 Psychosocio. Responses HIV (1) NP826 Life Threatening Illness HIV Clinical (1-3) NP827 Case Management HIV/AIDS (1) NP828 Commun. Clinical (3) </td> <td style="width: 20%;"> GERONTOLOGY NP805 Prim. Care Older Adults (3) NP806 Geront. Nsg. Practicum (3) NP807 Cl. Issues in Care of Frail Elders (3) NP808 Gerontological Practicum (3 or 6) HP822 Living with Death, Living with Grief (3) </td> <td style="width: 20%;"> WOMEN'S HEALTH NP809 Perinatal Issues Theory (3) NP810 Perinatal Clinical (3) NP811 Special Topics in Women's Health (3) NP812 Women's Health Practicum (8) NP851 Women's Health Clinical Seminar (1) </td> <td style="width: 20%;"> PEDIATRIC NP813 Adolescent Health Theory (3) NP814 Adolescent Health Clinical (3) NP815 Behavioral Issues in Peds. (3) NP816 Behavioral Issues in Clinical Peds. (3 or 6) </td> <td style="width: 20%;"> MISCELLANEOUS NP800 Adv. Assess. Sex Health (3) NP829 Complementary Healing Strategies for Primary Care Providers (3) HP822 Living with Death, Living with Grief (3) HP825 Death/Child (3) HP703 Pain Mgmt. (3) </td> </tr> </table>	HIV/AIDS DISEASE NP817 Epidemiology HIV/AIDS (2) NP818 Infection Control (1) NP819 Immunology HIV Disease (1) NP820 Biopsych. Response HIV (1) NP821 Acute Care Clinical AIDS (1-3) NP822 Adv. Assess. Sex/HIV (1) NP823 Drug Abuse HIV (1) NP824 Prevention of HIV Disease Clinical (1-3) NP825 Psychosocio. Responses HIV (1) NP826 Life Threatening Illness HIV Clinical (1-3) NP827 Case Management HIV/AIDS (1) NP828 Commun. Clinical (3)	GERONTOLOGY NP805 Prim. Care Older Adults (3) NP806 Geront. Nsg. Practicum (3) NP807 Cl. Issues in Care of Frail Elders (3) NP808 Gerontological Practicum (3 or 6) HP822 Living with Death, Living with Grief (3)	WOMEN'S HEALTH NP809 Perinatal Issues Theory (3) NP810 Perinatal Clinical (3) NP811 Special Topics in Women's Health (3) NP812 Women's Health Practicum (8) NP851 Women's Health Clinical Seminar (1)	PEDIATRIC NP813 Adolescent Health Theory (3) NP814 Adolescent Health Clinical (3) NP815 Behavioral Issues in Peds. (3) NP816 Behavioral Issues in Clinical Peds. (3 or 6)	MISCELLANEOUS NP800 Adv. Assess. Sex Health (3) NP829 Complementary Healing Strategies for Primary Care Providers (3) HP822 Living with Death, Living with Grief (3) HP825 Death/Child (3) HP703 Pain Mgmt. (3)				
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*Curriculum for Entry Level Students
(Non-Nurse College Graduates*)*

Prerequisites**

SCIENCE SUMMER

- HP 602 CHEMISTRY
- HP 604 MICROBIOLOGY
- HP 605 NUTRITION
- HP 650 ANATOMY
- HP 651 PHYSIOLOGY
- HP 721 STATISTICS

Year 1

TERM I - FALL SEMESTER

- NS 624 BIOBEHAVIORAL PRINCIPLES AND THEORIES (3, 2)
- HP 621 PATHOPHYSIOLOGY (3)
- HP 620 NURSING PRACTICE: PROCESS AND SKILLS (3, 3)
- NS 737 HISTORY OF NURSING IDEAS (3)

TERM II - SPRING SEMESTER

- NS 625 COMMUNITY PRINCIPLES AND THEORIES (3, 2)
- NS 621 NURSING PRACTICE: COMMON PROBLEMS IN ADULT HEALTH (3, 3)
- HP 622 PHARMACOLOGY (3)
- NS 623 HEALTH ASSESSMENT (2, 1)

Year 2

TERM I - FALL SEMESTER

- NS 727 MATERNAL CHILD NURSING (3, 3)
- NS 738 ADVANCED ASSESSMENT AND DIAGNOSTIC REASONING (3, 2)
- NH 730 HEALTH CARE POLICY AND POLITICS (3)

TERM II - SPRING SEMESTER

- HP 720 DESIGNING CLINICAL RESEARCH (3)[†]
- NS 739 ADVANCED PHARMACOLOGY (3)

Curriculum Plans Vary According to Curriculum Track Selection

Students Choose one of the following Curriculum Tracks:

- DUAL ADULT/GERONTOLOGY
- DUAL ADULT/WOMEN'S HEALTH
- PEDIATRIC
- FAMILY
- HIV/AIDS
- GENERAL ADULT

* The Nursing Program reserves the right to modify the curriculum with appropriate notification of students.

** Students who have not already fulfilled their prerequisites may do so during the Science Summer Session by taking the modules and/or credit courses.

† Undergraduate statistics course is required prior to taking the research course.

Curriculum for Entry Level Students
 (Year 1 & Year 2, Term I same for all students)

<i>Dual Adult/Gerontology Track</i>	<i>Dual Adult/Women's Health Track</i>
<p>Year 2</p> <hr/> <p>TERM II - SPRING SEMESTER</p> <p>HP 720 DESIGNING CLINICAL RESEARCH (3) NS 739 ADVANCED PHARMACOLOGY (3) NS 820 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I THEORY (3) NS 821 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I CLINICAL (3)</p> <p>Year 3</p> <hr/> <p>TERM I - FALL SEMESTER</p> <p>NS 822 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II THEORY (3) NS 823 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II CLINICAL (3) HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3) NP 805 PRIMARY CARE OF OLDER CLIENTS (3) NP 806 GERONTOLOGICAL NURSING PRACTICUM I (3)</p> <p>TERM II - SPRING SEMESTER</p> <p>NS 839 PROFESSIONAL ISSUES (2) HP 820 ETHICAL ISSUES IN HEALTH CARE (2) NS 882 SCHOLARLY PROJECT (3) NP 807 CLINICAL ISSUES IN CARE OF FRAIL ELDERLY (3) NP 808 GERONTOLOGICAL PRACTICUM (3 OR 6) HP 822 LIVING WITH DEATH LIVING WITH GRIEF (3)</p>	<p>Year 2</p> <hr/> <p>TERM II - SPRING SEMESTER</p> <p>HP 720 DESIGNING CLINICAL RESEARCH (3) NS 739 ADVANCED PHARMACOLOGY (3) NS 820 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I THEORY (3) NS 821 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I CLINICAL (3) NP 851 WOMEN'S HEALTH CLINICAL SEMINAR (1)</p> <p>Year 3</p> <hr/> <p>TERM I - FALL SEMESTER</p> <p>NS 822 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II THEORY (3) NS 823 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II CLINICAL (3) HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3) NP 809 PERINATAL ISSUES IN PRIMARY CARE (3) NP 810 PERINATAL CLINICAL PRACTICUM (3)</p> <p>TERM II - SPRING SEMESTER</p> <p>NS 839 PROFESSIONAL ISSUES (2) HP 820 ETHICAL ISSUES IN HEALTH CARE (2) NS 882 SCHOLARLY PROJECT (3) NP 811 SPECIAL TOPICS IN WOMEN'S HEALTH (3) NP 812 WOMEN'S HEALTH PRACTICUM (8)</p>

<i>Curriculum for Entry Level Students</i> (Year 1 & Year 2, Term I same for all students)	
<i>Pediatric Track</i>	<i>Family Track</i>
Year 2	Year 2
<p>TERM II - SPRING SEMESTER</p> <p>HP 720 DESIGNING CLINICAL RESEARCH (3)</p> <p>NS 739 ADVANCED PHARMACOLOGY (3)</p> <p>NS 824 NURSING MANAGEMENT OF CHILD: PRIMARY CARE I THEORY (3)</p> <p>NS 825 NURSING MANAGEMENT OF CHILD: PRIMARY CARE I CLINICAL (3)</p>	<p>TERM II - SPRING SEMESTER</p> <p>HP 720 DESIGNING CLINICAL RESEARCH (3)</p> <p>NS 739 ADVANCED PHARMACOLOGY (3)</p> <p>NS 820 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I THEORY (3)</p> <p>NS 824 NURSING MANAGEMENT OF CHILD: PRIMARY CARE I THEORY (3)</p> <p>NP 841 FAMILY PRACTICUM I (3)</p>
Year 3	Year 3
<p>TERM I - FALL SEMESTER</p> <p>HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3)</p> <p>NS 826 NURSING MANAGEMENT OF CHILD: PRIMARY CARE II THEORY (3)</p> <p>NS 827 NURSING MANAGEMENT OF CHILD: PRIMARY CARE II CLINICAL (3)</p> <p>NP 813 ADOLESCENT HEALTH THEORY (3)</p> <p>NP 814 ADOLESCENT HEALTH CLINICAL (3)</p> <p>TERM II - SPRING SEMESTER</p> <p>NS 839 PROFESSIONAL ISSUES (2)</p> <p>HP 820 ETHICAL ISSUES IN HEALTH CARE (2)</p> <p>NS 882 SCHOLARLY PROJECT (3)</p> <p>NP 815 BEHAVIORAL ISSUES IN PEDIATRICS (3)</p> <p>NP 816 BEHAVIORAL ISSUES IN CLINICAL PEDIATRICS (3 OR 6)</p>	<p>TERM I - FALL SEMESTER</p> <p>NS 822 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II (3)</p> <p>NS 826 NURSING MANAGEMENT OF CHILD: PRIMARY CARE II (3)</p> <p>NP 847 FAMILY THEORY: A COMPREHENSIVE APPROACH (2)</p> <p>HP 809 PERINATAL ISSUES THEORY (3)</p> <p>HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3)</p> <p>NP 842 FAMILY HEALTH PRACTICUM II (6)</p> <p>TERM II - SPRING SEMESTER</p> <p>NS 882 SCHOLARLY PROJECT (3)</p> <p>HP 820 ETHICAL ISSUES IN HEALTH CARE (2)</p> <p>NS 839 PROFESSIONAL ISSUES (2)</p> <p>NP 843 FAMILY HEALTH PRACTICUM III (6)</p>

Curriculum for Entry Level Students
(Year 1 & Year 2, Term I same for all students)

<i>HIV/AIDS Track</i>	<i>General Adult Track</i>
<p>Year 2</p> <hr/> <p>TERM II - SPRING SEMESTER</p> <p>HP 720 DESIGNING CLINICAL RESEARCH (3) NS 739 ADVANCED PHARMACOLOGY (3) NS 820 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I THEORY (3) NS 821 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I CLINICAL (3)</p> <p>Year 3</p> <hr/> <p>TERM I - FALL SEMESTER</p> <p>HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3) NS 822 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II THEORY (3) NS 823 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II CLINICAL (3) NP 817 EPIDEMIOLOGY OF HIV/AIDS (2) NP 818 INFECTION CONTROL THEORY (1) NP 819 IMMUNOLOGY AND PATHOGENESIS OF HIV DISEASE (1) NP 820 PSYCHOPHYSIOLOGICAL RESPONSES AND CARE OF PATIENT WITH HIV/DISEASE (1) NP 821 ACUTE CARE CLINICAL (1-3)</p> <p>TERM II - SPRING SEMESTER</p> <p>NS 839 PROFESSIONAL ISSUES (2) HP 820 ETHICAL ISSUES IN HEALTH CARE (2) NS 882 SCHOLARLY PROJECT (3) NP 822 SEXUAL HEALTH: HIV PREVENTION (1) NP 823 DRUGS, DRUG ABUSE AND RECOVERY IN HIV/AIDS (1) NP 824 PRIMARY CARE CLINICAL IN HIV/AIDS CARE (1) NP 825 PSYCHOSOCIOSPIRITUAL RESPONSES OF INDIVIDUALS, FAMILIES AND GROUPS (1) NP 826 CARING CLINICAL (1-3) NP 827 CASE MANAGEMENT OF HIV/AIDS CLIENTS (1) NP 828 COMMUNITY CLINICAL (1-3)</p>	<p>Year 2</p> <hr/> <p>TERM II - SPRING SEMESTER</p> <p>HP 720 DESIGNING CLINICAL RESEARCH (3) NS 739 ADVANCED PHARMACOLOGY (3) NS 820 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I THEORY (3) NS 821 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I CLINICAL (3)</p> <p>Year 3</p> <hr/> <p>TERM I - FALL SEMESTER</p> <p>HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3) NS 822 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II THEORY (3) NS 823 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II CLINICAL (3) ADVANCED PRACTICE MODULES - *(6 CREDITS) (Refer to list of advanced practice modules - course descriptions indicate prerequisite requirements)</p> <p>TERM II - SPRING SEMESTER</p> <p>NS 839 PROFESSIONAL ISSUES (2) HP 820 ETHICAL ISSUES IN HEALTH CARE (2) NS 882 SCHOLARLY PROJECT (3) ADVANCED PRACTICE MODULES - *(9 CREDITS) (Refer to list of advanced practice modules - course descriptions indicate prerequisite requirements)</p> <p>*Must take a total of 15 advanced practice module credits. Six of the credits must be in clinical courses.</p>

*Advanced Practice Modules**

FALL SEMESTER

NP 800 ADVANCED ASSESSMENT SEXUAL HEALTH (3)
NP 805 PRIMARY CARE OLDER ADULTS (3)
NP 806 GERONTOLOGY NSG. PRACTICUM (3)
NP 809 PERINATAL ISSUES PRIMARY CARE (3)
NP 810 PERINATAL PRACTICUM (3)
NP 813 ADOLESCENT HEALTH (3)
NP 814 CLINICAL PRACTICE ADOLESCENT HEALTH (3)
NP 817 EPIDEMIOLOGY OF HIV/AIDS (2)
NP 818 INFECTION CONTROL (1)
NP 819 IMMUNOLOGY, PATHOGENESIS AND CARE (1)
NP 820 PATHOGENESIS HIV & PHYSIOLOGICAL
RESPONSES (1)
NP 821 ACUTE CARE CLINICAL (1-3)
NP 842 FAMILY HEALTH PRACTICUM II (3)
NP 822 ADV. ASSESSMENT SEXUAL/HIV HEALTH (1)

SPRING SEMESTER

NP 800 ADVANCED ASSESSMENT SEXUAL HEALTH (3)
NP 807 CLINICAL ISSUES CARE FRAIL ELDERLY (3)
NP 808 GERONTOL. NSG. PRAC. CARE FRAIL ELDERLY (3)
NP 811 SPECIAL TOPICS WOMEN'S HEALTH (3)
NP 812 WOMEN'S HEALTH PRACTICUM (6)
NS 815 BEHAVIORAL ISSUES IN PEDIATRICS (3)
NP 816 PEDIATRIC CLINICAL PRACTICUM (3)
NP 822 SEXUAL HEALTH: HIV PREVENTION (1)
NP 823 DRUGS, DRUG ABUSE AND RECOVERY (1)
NP 824 PRIMARY PREVENTION CLINICAL (3)
NP 825 PSYCHOSOCIOSPIRITUAL RESPONSES
INDIVIDUALS, FAMILIES, GROUPS (1)
NP 826 CLIN. PRACTICUM CARING PERSONS
(FNP)W/HIV/AIDS (1-3)
NP 827 CASE MGMT. HIV/AIDS CLIENTS (1)
NP 828 COMMUNITY CLINICAL (1-3)
NP 829 COMPLEMENTARY HEALING STRATEGIES
NP 841 FAMILY PRACTICUM I (3) (FNP)
NP 843 FAMILY HEALTH PRACTICUM III (6)

* Minimum enrollment standards must be met for courses to be offered.

*Daytime Full-time RN Curriculum Plans
(Adult & Pediatric Tracks)*

*Curriculum for
Non-BSN Bachelor's-Prepared Nurses
with 6 credits for validated Advanced Placement
(56-59 credits)*

*Curriculum for
BSN-Prepared, Experienced Nurses
with 6 credits for validated Advanced Placement
(49-52 credits)*

Year 1

FALL SEMESTER

- NS 738 ADVANCED ASSESSMENT AND DIAGNOSTIC REASONING (5)
- HP 720 RESEARCH (3)
- NS 737 HISTORY OF NURSING IDEAS (3)
- HP 621 PATHOPHYSIOLOGY (3)

SPRING SEMESTER

- NS 739 ADVANCED PHARMACOLOGY (3)
- NS 820 NURSING MANAGEMENT OF ADULT:
-821 PRIMARY CARE I (THEORY AND CLINICAL) (6)
(OR NS 824 AND NS 825)
- NS 625 COMMUNITY PRINCIPLES AND THEORIES (5)

Year 2

FALL SEMESTER

- NS 822 NURSING MANAGEMENT OF ADULT:
-823 PRIMARY CARE II (THEORY AND CLINICAL) (6)
- NP 800 ADVANCED PRACTICE MODULES (6)
- HP 831 ORGANIZATIONAL PERSPECTIVES (3)

SPRING SEMESTER

- HP 820 ETHICS (2)
- NS 839 PROFESSIONAL ISSUES (2)
- NS 882 SCHOLARLY PROJECT (3) OR THESIS (6)
- NP 800 ADVANCED PRACTICE MODULES (3-6)
- NH 730 HEALTH CARE POLICY & POLITICS (3)

Year 1

FALL SEMESTER

- NS 738 ADVANCED ASSESSMENT AND DIAGNOSTIC REASONING (5)
- HP 831 ORGANIZATIONAL PERSPECTIVES:
THEORY AND ACTION (3)
- HP 720 RESEARCH (3)
- NS 737 HISTORY OF NURSING IDEAS (3)
- HP 621 PATHOPHYSIOLOGY (3)

SPRING SEMESTER

- NS 739 ADVANCED PHARMACOLOGY (3)
- NS 820 NURSING MANAGEMENT OF ADULT:
-821 PRIMARY CARE I (THEORY AND CLINICAL) (6)
(OR CHILD: NS 824 AND NS 825) (6)
- NP 800 ADVANCED PRACTICE MODULE (3)
- NH 730 HEALTH CARE POLICY & POLITICS (3)
- NS 839 PROFESSIONAL ISSUES (2)

Year 2

FALL SEMESTER

- NS 822 NURSING MANAGEMENT OF ADULT:
-823 PRIMARY CARE II (THEORY AND CLINICAL) (6)
(OR CHILD: NS 826 AND NS 827) (6)
- NP 800 ADVANCED PRACTICE MODULES (6)
- NS 882 SCHOLARLY PROJECT (3) OR THESIS (6)

NOTE: A minimum of 9 credits (6 clinical) of Advanced Practice Modules must be taken. Students choosing to complete requirements for specialty areas, e.g. women's health, gerontology, oncology, or HIV/AIDS may be limited by course availability in the desired term. Other plans may be available with advisement.

<i>Daytime Full-time RN Curriculum Plans (Family Track)</i>	
<i>Curriculum for Non-BSN Bachelor's-Prepared Nurses (67-70 credits)</i>	<i>Curriculum for BSN-Prepared, Experienced Nurses (60-63 credits)</i>
<p>Year 1</p> <hr/> <p>FALL SEMESTER</p> <p>NS 738 ADVANCED ASSESSMENT AND DIAGNOSTIC REASONING (5)</p> <p>HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3)</p> <p>HP 720 RESEARCH (3)</p> <p>NS 737 HISTORY OF NURSING IDEAS (3)</p> <p>HP 621 PATHOPHYSIOLOGY (3)</p> <p>SPRING SEMESTER</p> <p>NS 739 ADVANCED PHARMACOLOGY (3)</p> <p>NS 820 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I THEORY (3)</p> <p>NS 625 COMMUNITY PRINCIPLES AND THEORIES (5)</p> <p>NS 824 NURSING MANAGEMENT OF CHILD: PRIMARY CARE I THEORY (3)</p> <p>NP 841 FAMILY HEALTH PRACTICUM I (3)</p> <p>Year 2</p> <hr/> <p>FALL SEMESTER</p> <p>NS 822 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II THEORY (3)</p> <p>NS 826 NURSING MANAGEMENT OF CHILD: PRIMARY CARE II THEORY (3)</p> <p>NP 809 PERINATAL ISSUES IN PRIMARY CARE (3)</p> <p>NP 842 FAMILY HEALTH PRACTICUM II (6)</p> <p>NP 847 FAMILY THEORY: A COMPREHENSIVE APPROACH (2)</p> <p>SPRING SEMESTER</p> <p>HP 820 ETHICS (2)</p> <p>NS 839 PROFESSIONAL ISSUES (2)</p> <p>NS 882 SCHOLARLY PROJECT (3) OR THESIS (6)</p> <p>NH 730 HEALTH CARE POLICY & POLITICS (3)</p> <p>NP 843 FAMILY HEALTH PRACTICUM III (6)</p>	<p>Year 1</p> <hr/> <p>FALL SEMESTER</p> <p>NS 738 ADVANCED ASSESSMENT AND DIAGNOSTIC REASONING (5)</p> <p>HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3)</p> <p>HP 720 RESEARCH (3)</p> <p>NS 737 HISTORY OF NURSING IDEAS (3)</p> <p>HP 621 PATHOPHYSIOLOGY</p> <p>SPRING SEMESTER</p> <p>NS 739 ADVANCED PHARMACOLOGY (3)</p> <p>NS 820 NURSING MANAGEMENT OF ADULT: PRIMARY CARE I THEORY (3)</p> <p>NS 824 NURSING MANAGEMENT OF CHILD: PRIMARY CARE I THEORY (3)</p> <p>NP 841 FAMILY HEALTH PRACTICUM I (3)</p> <p>Year 2</p> <hr/> <p>FALL SEMESTER</p> <p>NS 822 NURSING MANAGEMENT OF ADULT: PRIMARY CARE II THEORY (3)</p> <p>NS 826 NURSING MANAGEMENT OF CHILD: PRIMARY CARE II THEORY (3)</p> <p>NP 809 PERINATAL ISSUES IN PRIMARY CARE (3)</p> <p>NP 842 FAMILY HEALTH PRACTICUM II (6)</p> <p>NP 847 FAMILY THEORY: A COMPREHENSIVE APPROACH (2)</p> <p>SPRING SEMESTER</p> <p>NP 843 FAMILY HEALTH PRACTICUM III (6)</p> <p>NS 839 PROFESSIONAL ISSUES (2)</p> <p>NS 882 SCHOLARLY PROJECT (3) OR THESIS (6)</p> <p>NH 730 HEALTH CARE POLICY AND POLITICS (3)</p>

NOTE: Other plans may be available with advisement.

*Evening Full-time RN Curriculum Plans
(Adult Nurse Practitioner Track)*

*Curriculum for
Non-BSN Bachelor's-Prepared Nurses
with 6 credits for validated Advanced Placement
(59 credits)*

*Curriculum for
BSN-Prepared, Experienced Nurses
with 6 credits for validated Advanced Placement
(49-52 credits)*

Year 1

FALL SEMESTER

- HP 831 ORGANIZATIONAL PERSPECTIVES:
THEORY AND ACTION (3)
- HP 720 RESEARCH (3)
- NH730 HEALTH CARE POLICY AND POLITICS (3)
- HP 621 PATHOPHYSIOLOGY (3)

SPRING SEMESTER

- NS 738 ADVANCED ASSESSMENT AND
DIAGNOSTIC REASONING (5)
- NS 739 ADVANCED PHARMACOLOGY (3)
- HP 820 ETHICS (2)
- NS 625 COMMUNITY PRINCIPLES AND THEORIES (5)

SUMMER

- NS 820 NURSING MANAGEMENT OF ADULT:
-821 PRIMARY CARE I (6)
- NS 839 PROFESSIONAL ISSUES (2)
- NP 800 ADVANCED PRACTICE MODULES (3)
- NS 737 HISTORY OF NURSING IDEAS

Year 2

FALL SEMESTER

- NP 800 ADVANCED PRACTICE MODULES (6)
- NS 882 SCHOLARLY PROJECT (3) OR THESIS (6)
- NS 822 NURSING MANAGEMENT OF ADULT:
-823 PRIMARY CARE II (6)

Year 1

FALL SEMESTER

- NS 738 ADVANCED ASSESSMENT AND
DIAGNOSTIC REASONING (5)
- HP 831 ORGANIZATIONAL PERSPECTIVES:
THEORY AND ACTION (3)
- HP 720 RESEARCH (3)
- NH 730 HEALTH CARE POLICY AND POLITICS (3)
- HP 621 PATHOPHYSIOLOGY (3)

SPRING SEMESTER

- NS 739 ADVANCED PHARMACOLOGY (3)
- NS 820 NURSING MANAGEMENT OF ADULT:
-821 PRIMARY CARE I (6)
- NP 800 ADVANCED PRACTICE MODULE (3)
- NS 839 PROFESSIONAL ISSUES (2)
- NS 882 SCHOLARLY PROJECT (3) OR THESIS (6)

Year 2

SUMMER OR FALL SEMESTER

- NS 822 NURSING MANAGEMENT OF ADULT:
-823 PRIMARY CARE II (THEORY AND CLINICAL) (6)
- NP 800 ADVANCED PRACTICE MODULES (6)
- NS 839 PROFESSIONAL ISSUES (2)
- NS 737 HISTORY OF NURSING IDEAS (3)

NOTE: A minimum of 9 credits (6 clinical) of Advanced Practice Modules must be taken. Students choosing to complete requirements for specialty areas, e.g. women's health, gerontology, oncology, or HIV/AIDS may be limited by course availability in the desired term. Other plans may be available with advisement.

Evening Part-time RN Curriculum Plans (General Adult Nurse Practitioner Track)	
<i>Curriculum for Non-BSN Bachelor's-Prepared Experienced Nurses*</i> (56-59 credits)	<i>Curriculum for BSN-Prepared, Experienced Nurses*</i> (49-52 credits)
<p>Year 1</p> <hr/> <p>FALL SEMESTER NH 730 HEALTH CARE POLICY AND POLITICS (3) NS 737 HISTORY OF NURSING IDEAS (3)</p> <p>SPRING SEMESTER HP 820 ETHICS (3) HP 720 RESEARCH (3) NS 625 COMMUNITY PRINCIPLES AND THEORIES (5)**</p> <p>SUMMER NS 739 ADVANCED PHARMACOLOGY (3) HP 621 PATHOPHYSIOLOGY</p> <p>Year 2</p> <hr/> <p>FALL SEMESTER NS 738 ADVANCED ASSESSMENT AND DIAGNOSTIC REASONING (5) HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION (3)</p> <p>SPRING SEMESTER NS 820 NURSING MANAGEMENT OF ADULT: -821 PRIMARY CARE II (THEORY AND CLINICAL) (6) NS 839 PROFESSIONAL ISSUES (2)</p> <p>SUMMER NS 822 NURSING MANAGEMENT OF ADULT: -823 PRIMARY CARE II (THEORY AND CLINICAL) (6) NP 800 ADVANCED PRACTICE MODULES (3)</p> <p>Year 3</p> <hr/> <p>FALL SEMESTER NP 800 ADVANCED PRACTICE MODULES (6) NS 882 SCHOLARLY PROJECT (3) OR THESIS (6)</p>	<p>Year 1</p> <hr/> <p>FALL SEMESTER NS 737 HISTORY OF NURSING IDEAS (3) HP 720 RESEARCH (3) NH 730 HEALTH CARE POLICY AND POLITICS (3)</p> <p>SPRING SEMESTER NS 738 ADVANCE ASSESSMENT AND DIAGNOSTIC REASONING (5) NS 739 ADVANCED PHARMACOLOGY (3)</p> <p>SUMMER NS 820 NURSING MANAGEMENT OF ADULT: -821 PRIMARY CARE I (6) HP 621 PATHOPHYSIOLOGY (3)</p> <p>Year 2</p> <hr/> <p>FALL SEMESTER HP 831 ORGANIZATION PERSPECTIVES: THEORY AND ACTION (3) NS 822 NURSING MANAGEMENT OF ADULT: -823 PRIMARY CARE II (6)</p> <p>SPRING SEMESTER NP 800 ADVANCED PRACTICE MODULES NS 882 SCHOLARLY PROJECT (3) OR THESIS (6)</p> <p>SUMMER NP 800 ADVANCED PRACTICE MODULES (3) NS 839 PROFESSIONAL ISSUES (2)</p>

* Assumes successful advanced placement for 6 credits of Advanced Practice Modules. A minimum of 9 credits (6 clinical) of Advanced Practice Modules must be taken.

** Daytime hours may be required.

NOTE: Study may begin in any term, but may be limited to course availability.

Nursing

HP 402 CHEMISTRY

Prerequisite: none. Pass/Fail grading only; audit not available. No credit. Focuses on topics and concepts integrated from chemistry which are crucial to clinical nursing practice. Serves as prerequisite to the first semester of three-year nursing program; not transferable to other schools.

HP 404 MICROBIOLOGY

Prerequisite: none. Pass/Fail grading only; audit not available. No credit. Basic level course offering the beginning nursing student a practical knowledge of the concepts of microbiology. Serves as prerequisite to the first semester of the three-year nursing program; not transferable to other schools.

HP 405 NUTRITION

Prerequisite: none. Pass/Fail grading only; audit not available. No credit. Focuses on the functions, sources, and utilization of macronutrients, vitamins/minerals, and fluid. Serves as prerequisite to the first semester of the three-year nursing program; not transferable to other schools.

HP 450 HUMAN ANATOMY

Prerequisite: none. Pass/Fail available; audit not available. 3 undergraduate credits. Provides a comprehensive overview of human anatomy, including the structure of all organ systems. Serves as prerequisite to the first semester of the three-year nursing program.

HP 451 HUMAN PHYSIOLOGY

Prerequisite: none. Pass/Fail available; audit not available. 3 undergraduate credits. Provides a comprehensive overview of human physiology, including study of all organ systems. Serves as prerequisite to the first semester of the three-year nursing program.

NS 620 NURSING PRACTICE: PROCESS AND SKILLS

Prerequisites: Anatomy, Physiology, Microbiology, Chemistry and Nutrition or equivalent. Pass/Fail and audit not available. 6 credits. Introduction to the Advanced Practice role with emphasis on scientific inquiry and critical judgment. Assessments of individuals in beginning problem identification, outcome evaluation, intervention and evaluation.

NS 621 NURSING PRACTICE: COMMON PROBLEMS IN ADULT HEALTH

Prerequisites: NS 620, NS 624. Co-requisite: HP 622. Pass/Fail and audit available. 6 credits. Integration of theory, practice, and research in the care of adults with acute and chronic health problems. Emphasis on advanced practice in health maintenance, restoration and management of patient and family responses to acute and chronic illness.

NS 623 HEALTH ASSESSMENT

Prerequisites: Science Summer or equivalent. Pass/Fail and audit not available. 3 credits. Role, execution, and importance of health assessment in well adults, with emphasis on approaching the patient/client, relevant history taking, and execution and communication of findings related to the physical examination.

NS 624 BIOBEHAVIORAL PRINCIPLES AND THEORIES

Prerequisites: Anatomy, Physiology, Microbiology, Chemistry and Nutrition or equivalent. Co-requisite: NS 620. Pass/Fail and audit not available. 5 credits. The interrelationship of body-mind-spirit in achievement of mental health is examined from historical, philosophical, psychosocial, and scientific perspectives.

NS 625 COMMUNITY PRINCIPLES AND THEORIES

Prerequisites: NS 621, NS 623, or RN status. Pass/Fail and audit available. 5 credits. Concepts, theories, and models of community health are discussed in relation to nursing process application to a community, including principles of program planning and evaluation.

NS 727 MATERNAL CHILD NURSING

Prerequisites: NS 621, NS 623, NS 624, HP 622. Pass/Fail and audit not available. 6 credits. Family-centered framework necessary for the nursing care of child-bearing women and children from infancy through adolescence in wellness and illness. Clinical practice is required.

NS 737 THE HISTORY OF NURSING IDEAS

Prerequisite: none. Pass/Fail and audit available. 3 credits. The contributions of nursing history, nursing theory, and contemporary issues in the social evolution of nursing as a profession, including the nature of nursing theory and the relationship between philosophy, theory, and science.

NS 738 ADVANCED ASSESSMENT AND DIAGNOSTIC REASONING

Prerequisites: NS 623, NS 624, NS 625 or RN status. Pass/Fail and audit not available. 5 credits. Performance of comprehensive wellness-oriented screening and symptom-driven exams with appreciation of normal adult life cycle variations. Emphasis is placed on mastery of interviewing and psychomotor assessment skills, diagnosis of common problems, and exploration of treatment options.

NS 739 ADVANCED PHARMACOLOGY

Prerequisite: HP 622 or RN status. Pass/Fail and audit available. 3 credits. Building on basic knowledge of pharmacology, commonly used drugs, drug interactions and pharmacotherapeutics will be explored. The course is designed to meet requirements for prescription writing by advanced practice nurses.

NS 820 NURSING MANAGEMENT OF THE ADULT: PRIMARY CARE I THEORY

Prerequisite: NS 738. Pre- or co-requisite: NS 739. Pass/Fail not available; audit available. 3 credits. Emphasis is on critical thinking and diagnostic reasoning skills using holistic, culturally, and developmentally sensitive assessment and management of common and episodic health problems of adults.

NS 821 NURSING MANAGEMENT OF THE ADULT: PRIMARY CARE I CLINICAL

Prerequisite: NS 738. Pre- or co-requisite: NS 820. Pass/Fail not available; audit available. 3-6 credits. Emphasis on the development of critical thinking and diagnostic reasoning skills, and assessment and management of common and episodic health problems in adults. Focus on health promotion, including prevention and early detection of health problems, and health maintenance.

NS 822 NURSING MANAGEMENT OF THE ADULT: PRIMARY CARE II THEORY

Prerequisite: NS 820. Pass/Fail available; audit not available. 3 credits. Continues refinement of critical thinking and diagnostic reasoning skills. Emphasis on holistic, culturally and developmentally sensitive assessment and management of complex and chronic health problems of adults.

NS 823 NURSING MANAGEMENT OF THE ADULT: PRIMARY CARE II CLINICAL

Prerequisite: NS 820. *Pass/Fail and audit not available.* 3-6 credits. This second of two primary care clinical courses provides clinical practice experiences in primary care settings with application of theory to clinical practice.

NS 824 NURSING MANAGEMENT CARE OF THE CHILD: PRIMARY CARE I THEORY

Prerequisite: NS 738. *Pre- or co-requisite:* NS 739. *Pass/Fail not available; audit available.* 3 credits. Theoretical content emphasizes critical thinking and diagnostic reasoning skills. Emphasis is placed on holistic, culturally and developmentally sensitive health assessment maintenance, and education of children and families.

NS 825 NURSING MANAGEMENT CARE OF THE CHILD: PRIMARY CARE I CLINICAL

Prerequisite: NS 738. *Pre- or co-requisite:* NS 824. *Pass/Fail not available; audit available.* 3 credits. Emphasizes development of critical thinking and diagnostic reasoning skills and health maintenance and education of children and families along the wellness continuum.

NS 826 NURSING MANAGEMENT CARE OF THE CHILD: PRIMARY CARE II THEORY

Prerequisites: NS 738, NS 824. *Co-requisites:* NS 827 or NP 842. 3 credits. Theoretical content continues to refine critical thinking and diagnostic reasoning skills in the management of common episodic and chronic health problems of children.

NS 827 NURSING MANAGEMENT CARE OF THE CHILD: PRIMARY CARE II CLINICAL

Prerequisites: NS 738, NS 834. *Co-requisite:* NS 826. 3 credits. Clinical experience in utilizing skills in the management of common episodic and chronic health problems of children.

NS 839 PROFESSIONAL ISSUES

Prerequisite: NS 820 or RN status. *Pass/Fail and audit available.* 2 credits. Contemporary issues which affect professional development of advanced practice nurses, including regulation of practice, political activism and professional responsibilities.

NS 880 THESIS RESEARCH I

Prerequisite: none. *Pass/Fail grading only; audit not available.* 3 credits. Registration for the student's work with assigned thesis readers on planning and implementing the thesis study and preparing the written thesis.

NS 881 THESIS RESEARCH II

Prerequisite: NS 880. *Pass/Fail grading only; audit not available.* 3 credits. Continuation of NS 880.

NS 882 SCHOLARLY PROJECT

Prerequisite: HP 720. *Pass/Fail grading only; audit not available.* 3 credits. Designed as a rigorous culminating scholarly activity which provides an opportunity to integrate research, clinical and theoretical knowledge in a faculty guided project.

NS 896 INDEPENDENT STUDY IN NURSING

Prerequisite: written consent of instructor.

NS 899 INDEPENDENT STUDY IN ADVANCED PRACTICE

Prerequisite: written consent of instructor. *Pass/Fail available; audit not available.* Variable credit. Students study special problems in nursing or advanced practice. Individually planned work guided by a member of the faculty.

NP 800 ADVANCED ASSESSMENT OF SEXUAL HEALTH

Prerequisite: none. *Pass/Fail available; audit not available.* 3 credits. Various topics, issues, and values related to sexual health. Development of effective therapeutic relationships to prevent disease and unwanted outcomes, while promoting healthy functioning.

NP 805 PRIMARY CARE OF THE ELDERLY CLIENT

Prerequisites: RN status, NS 738. *Pass/Fail not available; audit available.* 3 credits. Focus on advanced practice in gerontological nursing. Emphasis on health care for older adults within the context of the family and community.

NP 806 GERONTOLOGICAL NURSING PRACTICUM I

Prerequisite: RN status. *Pass/Fail and audit not available.* 3 credits. Skill development in assessment, differential diagnosis, treatment and health promotional strategies with elderly persons presenting complex health problems. Clinical experience with preceptors in advanced gerontological nursing practice.

NP 807 ISSUES IN CARE OF FRAIL ELDERLS

Prerequisites: NS 820, NS 822 or RN status. *Prerequisite:* *Pass/Fail and audit available.* 3 credits. Focus on the aging process, disease and treatment modalities, current societal and nursing policies and approach in providing health care to frail elderly people.

NP 808 GERONTOLOGICAL NURSING PRACTICUM

Prerequisites: NS 820, NS 822 or RN status. *Pass/Fail and audit available.* 3-6 credits. Development of appropriate treatment plan for frail elders with a complexity of physical, mental and emotional health problems. Clinical experience is in a variety of settings which stress rehabilitation and prevention of further loss and exacerbation.

NP 809 PERINATAL ISSUES IN PRIMARY CARE

Prerequisite: NS 738 or RN status with written consent of instructor. *Pass/Fail and audit available.* 3 credits. Advanced course in primary care nursing management of pregnant and parenting women. Health promotion, health maintenance, anticipatory guidance, and early detection of potential problems during gestation and up to six weeks post delivery.

NP 810 PERINATAL CLINICAL PRACTICUM

Prerequisite: RN status. *Pass/Fail and audit not available.* 3 credits. Practice in a clinical setting where prenatal care and post delivery follow-up is provided.

NP 811 SPECIAL TOPICS IN WOMEN'S HEALTH

Prerequisite: NS 738 or written consent of instructor. *Pass/Fail and audit available.* 3 credits. Nursing assessment and management of high incidence health problems in women. Health promotion, early detection of problems, sociopolitical variables that impact women's health, and the application of alternative paradigms in health care practice.

NP 812 WOMEN'S HEALTH PRACTICUM

Pre- or co-requisite: NP 811. *Pass/Fail and audit available.* 3 or 6 credits. Students integrate and apply the theoretical content in nursing assessment and management of women.

**NP 813 ADVANCED PRACTICE
MODULE:
ADOLESCENT HEALTH**

Prerequisite: NS 738; NS 820 or NS 821.
Pass/Fail available; audit not available.
3 credits. Biophysical and psychosocial factors that affect adolescent growth, development. Includes health and legal, political and ethical issues encountered when caring for adolescents.

**NP 814 CLINICAL PRACTICUM
IN ADOLESCENT HEALTH**

Prerequisite: none. *Co-requisite:* NP 813.
Pass/Fail and audit available. 3 credits. Experience in a clinical setting that provides adolescent health care. Clinical seminar is offered weekly.

**NP 815 BEHAVIORAL ISSUES
IN PEDIATRICS**

Prerequisite: NS 821 or RN status with written consent of instructor. *Pass/Fail and audit available.* 3 credits. Theoretical foundation for assessment of the etiologies and manifestations of various child behaviors.

**NP 816 CLINICAL PRACTICUM:
MANAGEMENT OF
BEHAVIORAL PROBLEMS
IN CHILDREN**

Prerequisite: none. *Co-requisite:* NP 815.
Pass/Fail and audit available. 3-6 credits. Clinical placements will be individualized to provide opportunities for holistic evaluation of children: physical, neurodevelopmental, affective, and evaluation of parent-child relationships and counseling techniques.

**NP 817 INTRODUCTION TO HIV/AIDS:
EPIDEMIOLOGY OF HIV/AIDS**

Prerequisite: RN or written consent of instructor. *Pass/Fail and audit available.* 2 credits. Introduction to HIV/AIDS: Epidemiology focusing on the emergence, progression and status of HIV and AIDS from an international perspective.

NP 818 INFECTION CONTROL

Prerequisite: completion of generalist level, RN status, or written consent of instructor. *Pass/Fail and audit available.* 1 credit. Epidemiology of nosocomial infections as defined in the Study on the Efficacy of Nosocomial Infections (SCENIC). Influence of technology on normal host factors in influencing disease causation and transmission.

**NP 819 IMMUNOLOGY AND
PATHOGENESIS
OF HIV DISEASE**

Prerequisite: none. *Pass/Fail and audit available.* 1 credit. Exploration of the molecular biology, virology, pathogenesis, and pathophysiology of HIV/AIDS.

**NP 820 PSYCHOPHYSIOLOGICAL
RESPONSES AND CARE OF
THE PATIENT WITH HIV DISEASE**

Prerequisite: NP 819. *Pass/Fail and audit available.* 1 credit. Biobehavioral responses and current approaches to treatment of persons with HIV disease.

**NP 821 ACUTE CARE CLINICAL
IN HIV/AIDS CARE**

Prerequisite: none. *Pass/Fail and audit not available.* 3 credits. Clinical experience with acute care of the individual with HIV disease. Utilization of physical assessment skills and implementation of a plan of care. Help patients and their lay caregivers to understand and manage the physiological problems associated with HIV disease.

**NP 822 SEXUAL HEALTH:
ADVANCED ASSESSMENT
OF HIV DISEASE PREVENTION**

Prerequisite: none. *Pass/Fail and audit available.* 1 credit. Various sexual topics, issues, and values related to sexual health and HIV-related disease, includes effective means of preventing HIV while promoting healthy functioning.

**NP 823 DRUGS, DRUG ABUSE AND
RECOVERY IN HIV/AIDS**

Prerequisite: RN status. *Pass/Fail and audit available.* 1 credit. Issues related to drug use, abuse, and recovery in the prevention of HIV. Nursing assessment and management of drug use, abuse, and recovery integrated in the care of persons with HIV/AIDS and in the prevention of HIV/AIDS.

**NP 824 PREVENTION OF HIV DISEASE:
PRIMARY PREVENTION
CLINICAL IN HIV/AIDS CARE**

Prerequisite: matriculated students only. *Co-requisite:* NP 823; NP 822 or NP 800. 1-3 credits. Clinical component focused on the prevention of HIV/AIDS. Analysis of individual and community level approaches to prevention and treatment of substance abuse and sexually transmitted diseases.

**NP 825 CARING FOR PERSONS
WITH HIV/AIDS:
PSYCHOSOCIOSPIRITUAL
RESPONSES OF INDIVIDUALS,
FAMILIES, AND GROUPS**

Prerequisite: none. *Pass/Fail and audit available.* 1 credit. Psychological, sociological, and spiritual elements and their interconnection with families and groups, in the care of persons with HIV/AIDS, including alternative therapies as resources for wholeness, healing, and wellness.

**NP 826 CARING FOR PERSONS WITH
LIFE THREATENING ILLNESSES:
CLINICAL IN HIV/AIDS CARE**

Prerequisite: matriculated students only. *Co-requisite:* NP 825. *Pass/Fail and audit available.* 1-3 credits. Clinical component focused on the psychological, social and spiritual needs of the individual with HIV disease.

**NP 827 CASE MANAGEMENT
OF HIV/AIDS CLIENTS**

Prerequisite: none. *Pass/Fail and audit available.* 1 credit. Management of persons, families, or groups with HIV/AIDS, with emphasis on case management strategies with culturally diverse clients applied in primary, secondary, and tertiary settings.

**NP 828 COMMUNITIES OF CARE:
COMMUNITY CLINICAL
IN HIV/AIDS CARE**

Prerequisite: matriculated students only. *Pass/Fail and audit available.* 2 credits. Clinical component focused on the chronic level needs of the individual with HIV disease. Utilization of case management skills in coordinating a plan of care in collaboration with clients, health professionals, and community-based agencies.

**NP 829 COMPLEMENTARY HEALING
STRATEGIES FOR PRIMARY
CARE PROVIDERS**

Prerequisite: NS 738 or RN status. *Pass/Fail available; audit not available.* 3 credits. Alternative nursing strategies are explored and applied to the clinical practice issues managed by nurse practitioners.

NP 841 FAMILY HEALTH PRACTICUM I

Prerequisite: FNP students only. *Pass/Fail available; audit not available.* 3 credits. Clinical practicum in a variety of settings. Theoretical application and skills in health promotion, early detection, and assessment and management of common episodic health problems of individual family members and the family as a unit.

NP 842 FAMILY HEALTH PRACTICUM II

Prerequisites: NS 738, NP 841, FNP students only. *Co-requisite:* NP 845. 6 credits. Clinical practicum with application of family theories to practice in the assessment, diagnosis, and management of individuals and families with common and complex, acute and chronic illnesses.

NP 843 FAMILY HEALTH PRACTICUM III

Prerequisite: FNP students only. *Pass/Fail and audit available.* 6 credits. Continuation of clinical practicum with theory application and skill development in the primary care of individuals and families. Students are placed in a variety of family health settings.

**NP 847 FAMILY THEORY:
A COMPREHENSIVE
APPROACH**

Prerequisite: FNP student or RN status. *Pass/Fail and audit available.* 2 credits. Overview of health theories related to advanced practice nursing care of the family. Strategies and interventions in education, family support and facilitated family communication.

**NP 850 ROLES OF ADVANCED
PRACTICE NURSING:
PRACTICUM**

Prerequisites: NS 738, RN status, ANP student, written consent of instructor. *Pass/Fail and audit available.* 3-6 credits. Experience with client and clinicians and guided discussion of clinical experiences promotes development of skills essential for advanced practice nursing.

**NP 851 WOMEN'S HEALTH
CLINICAL SEMINAR**

Pre- or co-requisite: NS 820. *Pass/Fail not available; audit available.* 1 credit. Critical thinking and diagnostic reasoning skills in the assessment and management of women and episodic health problems of women.

NS 111 THESIS CONTINUATION

Prerequisite: NS 881. *Pass/Fail grading only; audit not available.* No credit. This designation is used for students who are continuing thesis research. Students must register for thesis continuation for each term that the thesis is incomplete.

Interdisciplinary

HP 621 PATHOPHYSIOLOGY

Prerequisites: anatomy, physiology. *Pass/Fail and audit available.* 3 credits. Common pathophysiological processes applied to common acute and chronic diseases.

HP 622 PHARMACOLOGY

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Research, theory and practices in pharmacology as a base for the safe administration of drugs.

**HP 696 SPECIAL TOPIC COURSE:
SPANISH FOR HEALTH CARE
PROFESSIONALS**

Prerequisite: none. *Pass/Fail available.* 3 credits. Beginning conversational Spanish to familiarize students with the Spanish language around health related issues.

**HP 703 INTERDISCIPLINARY
APPROACHES TO
PAIN MANAGEMENT**

Prerequisite: Clinical experience as a health care worker. *Pass/Fail and audit available.* 3 credits. The basis of understanding the symptom of pain is discussed from physiological, anatomic, pathologic, and psychologic perspectives. Syndromes of acute/chronic pain are described and evaluation and management strategies presented. Examples of how health professionals from many disciplines can work together to assess and treat pain are examined through case studies.

**HP 710 TEACHING SKILLS FOR
HEALTH CARE PROFESSIONALS**

Prerequisite: none. *Pass/Fail and audit not available.* 3 credits. This course helps clinicians learn principles of effective teaching/learning and emphasizes application of principles to patient education, staff training, clinical supervision of students, and classroom teaching. Classes are interactive and give learners opportunities to experience varied teaching techniques.

**HP 720 DESIGNING
CLINICAL RESEARCH**

Pass/Fail available. 3 credits. This course is an introduction to the basic elements of research design for clinical inquiry emphasizing the process of developing clinically relevant and feasible research questions, concepts of reliability and validity in measurement and design, and the application of a variety of research designs for answering questions of clinical interest. Cross-listed as CI 720.

**HP 721 STATISTICS FOR
CLINICAL RESEARCH**

Pass/Fail available. 3 credits. Basic statistics for graduate students in the health professions, including descriptive statistics and inferential statistics. Cross-listed as CI 721.

**HP 722 INTERDISCIPLINARY HEALTH
PRACTICE: THE CARE
OF THE AGED PERSON**

Prerequisite: none. *Pass/Fail and audit available.* 2 credits. Teaches a comprehensive, integrated approach to professional practice; the ability to collaborate with other professions in health care; health problems and treatment approaches in the aged population. Taught at Harvard Medical School.

**HP 731 STATISTICS FOR
CLINICAL RESEARCH
COMPUTER LABORATORY**

Co-requisite: HP 721. *Pass/Fail grading only; audit available.* 1 credit. Laboratory for the computer applications of material covered in Statistics for Clinical Research.

**HP 820 ETHICAL ISSUES
IN HEALTH CARE**

Prerequisite: none. *Pass/Fail and audit available.* 2 credits. Basic ethical theory combined with a problem-solving approach to ethical issues commonly confronting health professionals.

**HP 822 LIVING WITH DEATH, LIVING
WITH GRIEF: PERSPECTIVES
FOR THE CLINICIAN**

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Provides an understanding of dying, death, and bereavement from historical, cultural, societal, interpersonal, and personal perspectives. Exploration of philosophical, theoretical, and pragmatic issues underlying choices and decisions in clinical practice.

**HP 825 THE PLACE OF DEATH
IN A CHILD'S LIFE**

Prerequisite: none. Pass/Fail and audit available. 3 credits. Children's reactions to death and dying from emotional, cognitive and social perspectives. Special emphasis will be given to skills needed to provide care to this population.

**HP 831 ORGANIZATIONAL
PERSPECTIVES:
THEORY AND ACTION**

Prerequisite: none. Pass/Fail and audit available. 3 credits. Interdisciplinary survey of theoretical approaches to the study of organizations. Macro and micro views of human systems are compared and contrasted, with emphasis on analyzing and intervening in organizations.

**NH 730 HEALTH CARE POLICY
AND POLITICS**

Prerequisite: none. Pass/Fail and audit available. 3 credits. Provides a forum for the discussion of policies related to health care such as the role of health care professionals in this process and delivery of health care. Students analyze health care policy from socioeconomic, legal, ethical, political, and historical perspectives.

**PH 740 MANAGEMENT OF PATIENTS
WITH CARDIOPULMONARY
DYSFUNCTION FROM THE
ICU TO HOME CARE**

Prerequisite: PH 742. Pass/Fail and audit available. 3 credits. Evaluation methods, including ventilation, respiratory muscle function, functional performance, hemodynamic responses, and aerobic capacity for critical care, as well as rehabilitation settings, will be presented. Treatment techniques, focused on maximizing whole body/performance, analysis of cases with multisystem involvement will provide the clinical judgment opportunities for cardiopulmonary care.

**PH 742 CLINICAL APPLICATIONS
IN EXERCISE PHYSIOLOGY**

Prerequisite: human physiology and clinical experience. Pass/Fail and audit available. 3 credits. This course provides an overview of normal and abnormal adjustments to exercise, considering the processes associated with aging and of various pathologies. Content includes pulmonary and cardiovascular responses, the oxygen transport system, components of muscle contraction and responses to learning, energy requirements, and long-term adaptation to training.

**PH 760 CLINICAL NEUROANATOMY
AND NEUROPHYSIOLOGY**

Prerequisite: human physiology. Pass/Fail and audit available. 3 credits. The course emphasizes neuroanatomy and pathology of the membranes, synapses, peripheral/cranial nerves, neuropathic processes, autonomic nervous system, spinal column, and reflexes. Laboratory sessions emphasize gross and surface anatomy of the nervous system pathologic reactions and plasticity of the nervous system, electrophysiology and conduction velocities, and clinical examination of peripheral nerves.

PH 761 CLINICAL NEUROLOGY

Prerequisite: none. Pass/Fail and audit available. 3 credits. This course examines the clinical problems of disorders of the motor system, sensory integration, cognitive functions of language and praxis, and the neurologic issues of aging, seizures, attention, memory, and learning. The laboratory consists of neuropsychological testing, clinical testing, electroencephalography, and neuroradiological techniques and findings.

**PH 771 ANATOMICAL BASIS
OF KINESIOLOGY**

Prerequisite: human anatomy. Pass/Fail and audit available. 3 credits. Advanced study of structure and function of the musculoskeletal system. Includes lectures and a dissection laboratory, with emphasis on extremities and the spine. Detailed dissection of cadaver specimens serve as the basis for discussion of orthopaedic dysfunction.

**PH 774 BASIC ORTHOPAEDIC
RADIOLOGICAL ASSESSMENT**

Prerequisite: none. Pass/Fail and audit available. 2 credits. Introduction of radiological imaging principles and techniques as applied to orthopaedic physical therapy. Lectures are provided by radiologists and orthopaedic surgeons. Radiography, CT Scans, MRI, special studies, and arthrography are addressed. Case studies are used to illustrate selection of imaging techniques and integration of radiographic information with physical therapy.



APPLICATION FOR ADMISSION

ACADEMIC YEAR 1998-1999

Last Name: _____ First Name: _____ Middle Initial: _____

Please Print

Other last name under which records may appear: _____

Social Security Number: _____

Current Address: _____ Until: _____ Permanent address if different from current address: _____

Street _____ Street _____

City _____ County _____ City _____ County _____

State _____ Zip _____ State _____ Zip _____

Country _____ Country _____

Home Phone () _____ Phone () _____

Place of Employment _____

Business Phone () _____

Fax Number () _____ Sex: Male Female

E-mail Address _____

How did you hear about the Institute? _____

Are you a United States citizen? Yes No. If No: Of what country are you a citizen? _____

Do you hold permanent resident status in the US? Yes No. Alien Registration #: _____

What is your expected visa status during your studies in the United States? _____

OPTIONAL

The MGH Institute of Health Professions provides equality of opportunity to all students. Ethnic and profile information are used to complete accurate reports required by the government.

- | | |
|--|---|
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Native American/Alaskan Native |
| <input type="checkbox"/> Asian American/Pacific Islander | <input type="checkbox"/> White American |
| <input type="checkbox"/> Hispanic | <input type="checkbox"/> Other |

Date of Birth _____

WORK EXPERIENCE

List employment positions (include paid and volunteer positions) with the most recent positions first. Attach additional sheets if necessary. This section must be completed. Resumes may be submitted additionally.

Employer	Position/Type of Work	Dates From/To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROFESSIONAL ORGANIZATIONS AND/OR COMMUNITY ACTIVITIES

List all professional organizations and/or community activities in which you have been involved.

Organization	Year	Activity
_____	_____	_____
_____	_____	_____
_____	_____	_____

HONORS AND AWARDS/RESEARCH AND PUBLICATIONS

List any academic, professional, or community recognition you have received as well as any research or publications you have been involved in.

RECOMMENDATIONS

Please list persons you have asked to complete a *Recommendation Form*.

Name and Address	Relationship
1. _____	_____
_____	_____
_____	_____
2. _____	_____
_____	_____
_____	_____
3. _____	_____
_____	_____
_____	_____

STANDARDIZED TESTS

On what date did you/will you take the GRE? _____

On what date did you request that your scores be sent to us? _____

If you have already taken the GRE, please provide your test results: _____

Verbal _____ Quantitative _____ Analytical _____

Report of official scores must be sent to the MGH Institute of Health Professions.

Applicants whose native language is not English and who did not receive a degree from an English-speaking country are required to take the Test of English as a Foreign Language (TOEFL).

On what date did you/will you take the TOEFL? _____

On what date did you request that your scores be sent to us? _____

If you have already taken the TOEFL, please provide your test results: _____

Report of official scores must be sent to the MGH Institute of Health Professions.

EDUCATION

List all schools attended beyond high school including schools at which you are currently enrolled. Please list most recent first and report GPA only for institutions where you received a degree.

Name of College/University	Dates Attended From/To	Degree or Certificate	Major	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List all courses (with dates) taken at the MGH Institute of Health Professions

Do you believe that your academic record accurately reflects your ability? Yes No. If not, please explain:
Attach additional sheets if necessary.

APPLICATION INSTRUCTIONS

Application Materials: Applicants are asked to collect and submit their application materials, including sealed official transcripts and sealed letters of recommendation, in one envelope. However, test scores must be submitted directly to the Institute by the testing companies. Please make sure your full name is included on all materials being submitted. **It is the applicant's obligation to insure that their application is complete.**

Application and Filing Fee: Applicants should submit the completed application with a non-refundable \$50.00 application fee, making checks payable to the **MGH Institute of Health Professions**. We will acknowledge the receipt of all applications. Please be sure to note the application deadline for the program to which you are applying. All materials *must* be submitted by the stated deadline.

Resume: Applicants are encouraged to submit resumes, but not in lieu of completing any section of the application. A resume is required of applicants to the **Graduate Program in Clinical Investigation and the Post Professional Program in Physical Therapy**.

Transcripts: Applicants must request official transcripts from all colleges and universities attended, even if a degree was not received from that institution. Include undergraduate and graduate course work. Sealed official transcripts should be mailed with the application packet. *For courses in progress, transcripts should be forwarded once courses are completed.*

Recommendations: Applicants are required to submit three letters of recommendation. Write your name and social security number on each form. Give these forms to three individuals who can address your academic ability and potential for graduate and professional study. These recommendations should come from professors and employers (a current supervisor for Clinical Investigation applicants). However, at least one must be an academic recommendation. Give each referee a plain envelope with your name on the front. Ask him or her to place the completed letter in the envelope, seal it, *sign his or her name over the flap*, and return the sealed envelope to you. All three sealed recommendations should then be enclosed with your application. Only three recommendations will be reviewed as part of your application.

Test Scores: GRE scores must be submitted for the Verbal, Quantitative, and Analytical portions of the test and must have been taken within the last five years. Because it may take up to six weeks for the Institute to receive these scores, a copy may be submitted by the applicant pending receipt of official test results. Computer-based tests require approximately two weeks for reporting scores. The Institute code is R3513. GRE's are not required of applicants to the Clinical Investigation Program who have an M.D., Ph.D., or other graduate degree (unless international). They are also not required of applicants to the Nurse Practitioner Certificate Program or of applicants to the Certificate of Advanced Study in Physical Therapy.

Essay: Your essay is a very important part of your application and will be read with great care. **It should be typed, double-spaced, and no more than three pages in length.**

International Students Only: Applicants, whose native language is not English and who did not receive a degree from an English-speaking country, are required to take the Test of English as a Foreign Language (TOEFL) in addition to the GRE. An official score report must be sent directly to the Institute by the Educational Testing Service. Applicants who did not receive their degree in the United States must have that degree transcript evaluated by an American credentialing agency. **International Scholars (Physical Therapy Program) must apply by March 1** in order to be considered for study in September of that year. This will allow adequate time for the processing of visas.

Professional Program in Physical Therapy Only: Complete the PREREQUISITE CHECKLIST by listing all the courses you have taken to satisfy the prerequisites for the program. A list of all prerequisite courses is provided in the program catalogue. If a course is in progress, indicate "IP" as the grade. *No more than two (2) prerequisite courses may be in progress at the time of application.* If you are expecting to take a course, indicate the term you will be taking it. **All prerequisite courses must be completed prior to entry into the program.** Applicants may be requested to submit mid-term reports from their professors for certain prerequisite courses. Requests for prerequisite evaluations will be addressed in writing only.

RECOMMENDATION FORM

Name of Applicant _____

Social Security no. _____

Last

First

Middle Initial

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their right of access to recommendations. The following signed statement indicates the wish of the applicant regarding this recommendation. Failure to respond will be considered a waiver of the right of access to this recommendation. This waiver is not required for admission.

I do waive my right to inspect this recommendation.

I do not waive my right to inspect this recommendation.

Signature _____

The above applicant wishes you to write a letter of recommendation on behalf of his/her application for admission to the MGH Institute of Health Professions. We would greatly appreciate your objective evaluation of the applicant's qualifications.

How long and in what capacity have you known the applicant? _____

Please rank the applicant with respect to each category below.

	Excellent	Good	Average	Below Average
Overall intellectual ability				
Written expression				
Oral expression				
Flexibility				
Ability to organize and apply information				
Problem solving skills				
Maturity and emotional stability				
Initiative and perseverance				
Curiosity				
Potential for clinical competence				
Ability to handle stressful situations				
Ability to interact well with others				
Ability to accept constructive feedback				
Ability to work independently				
Capacity for graduate study				

Please complete the reverse side. Your narrative comments will be used with the above ratings to fully evaluate this applicant's potential for success at the MGH Institute of Health Professions.

Please evaluate the potential of the applicant to be a graduate student including any additional comments concerning maturity, critical thinking skills, ability to adapt to change, or any other factors which you think may be pertinent to the student's performance in a professional curriculum. Additionally, it is important for us to assess the potential of each student to succeed in a clinical environment. If you feel qualified to make this assessment, please include your comments in this evaluation. Please feel free to attach an additional page.

Summary Recommendation for Admission:

- Strongly recommend
- Recommend
- Recommend with Reservations
- Do not Recommend

Please print or type:

Name _____

Signature _____

Title _____

Date _____

Department _____

Phone () _____

College/University/Institution _____

Street _____

City _____

State _____ Zip _____

Please return this form to the applicant in a signed, sealed envelope. Thank you for your assistance.

PLEASE CHECK YOUR PROGRAM OF STUDY:

- Professional Program in Physical Therapy (for entry-level candidates)

Full-time, June Admission only - January 23 deadline

- Post Professional Program in Physical Therapy (for experienced physical therapists)

January - Nov. 1 deadline May - March 1 deadline September - July 1 deadline

International Scholars must apply by March 1. September admission only.

Program: Management Individualized Program of Study Certificate of Advanced Study
 International Scholar (full-time only)

Full-time Part-time

Area of specialization: Cardiopulmonary Neurology Orthopaedics

Are you a U.S. licensed physical therapist? Yes No

If yes, what state(s) are you licensed in? _____ License number(s)? _____

Please include a copy of your licensure.

- Communication Sciences and Disorders, Full-time, Sept. admission only - January 23 deadline

- Nursing (for non-RN candidates with non-nursing bachelor degrees)

Full-time, September admission only - January 23 deadline

Rank your top three choices in order of priority. You must complete this section to be considered for admission. Track of preference is not guaranteed, although every attempt will be made to give you your selection of choice.

Pediatric General Adult Adult-Women's Health

Family Adult-Gerontology Adult-HIV/AIDS

- Nursing (for registered nurses with bachelor degrees: BSN non-BSN

Area of specialization: Pediatric General Adult Adult-Women's Health

Family Adult-Gerontology Adult-HIV/AIDS

Full-time Part-time Rolling admissions with priority deadlines

January - October 31 deadline May - March 15 deadline September - June 15 deadline

- Nurse Practitioner Certificate Program (for registered nurses with master's degrees in nursing)

Rolling admissions with priority deadlines

January - October 31 deadline May - March 15 deadline September - June 15 deadline

Only Adult NP Track is available to NP Certificate students

- Clinical Investigation

Master of Science Degree Program Certificate Program Full-time Part-time

September

May 15, early admis. deadline

Aug. 1, final deadline

January

Oct. 15, early admis. deadline

Dec. 1, final deadline

May

April 15, early admis. deadline

May 1, final deadline

ALL APPLICATION MATERIALS SHOULD BE SENT TO:

Office of Student Affairs, MGH Institute of Health Professions, P.O. Box 6357, Boston, MA 02114

Please note that providing fraudulent information will result in the cancellation of your application.

ESSAYS

Applicants are required to answer all questions listed under the program in which they are interested. Answers should be typed, double-spaced, and no longer than three pages in total. Please make sure your full name is included on all pages.

Professional Program in Physical Therapy:

1. What qualities do you possess that are important for you to function as a physical therapist within the present health care environment?
2. You have been appointed director of a program to provide comprehensive services for the homeless in a small city that does not have such a program. Describe what steps you would take to develop a program. Do not describe the program itself.
3. Physical therapists work with people of all ages, cultural backgrounds, and social circumstances. Describe a situation in which you had the opportunity to interact with someone very different from yourself. How did you react to this difference, and how did this influence your interaction?

Post-Professional Program in Physical Therapy or Communication Sciences and Disorders:

Discuss your personal and professional experiences, your academic interests and objectives, and your career aspirations. You should also address how and why you feel the MGH Institute of Health Professions can help you to achieve your academic and professional goals. Please include any other information you believe is relevant.

Nursing Programs:

Give your reasons for wanting to become a nurse practitioner. Though your comments may reflect your personal experiences and beliefs about health care that led you to choose the role of the nurse practitioner, they should focus on future goals and plans. Please elaborate on those personal experiences that have contributed to your decision to become a nurse practitioner. Specify what roles and responsibilities you carried out in these listed endeavors.

Clinical Investigation:

Explain in detail why you want to be involved in Clinical Investigation. What is the therapeutic area that interests you? As a Clinical Investigator, what are your future goals? If applicable, describe a mentor with whom you would like to train.

I certify that the information on this application is true, and I understand that any misrepresentation may be cause for rejection of this application or subsequent dismissal from the MGH Institute of Health Professions.

Signature of Applicant

Date

It is the policy of the MGH Institute of Health Professions not to discriminate on the basis of race, color, creed, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The Institute respects and values the diverse backgrounds of all people and welcomes all students to fully participate in all the rights, privileges, programs, and activities generally accorded or made available to the IHP community. This policy incorporates, by reference, the requirements of Title VII of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and all relevant federal, state, and local laws, statutes, and regulations.

Facilities and Services

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs (OSA), located on the 5th floor of 101 Merrimac Street, Room 502, provides a number of services that support the academic programs and assist IHP students. Here students will find information and assistance with admissions, financial aid, academic records and transcripts, scheduling, pre-registration, registration, and student billing. Forms required for academic procedures are available in the 5th floor office. Students are encouraged to make appointments with staff members for personal assistance or information. Students are responsible for keeping the Office of Student Affairs apprised of any changes in their name, address, or phone number. The OSA phone number is 726-3140. The office is open from 8:30 am to 5:00 pm.

CLINICAL FACILITIES

For practica and clinical research, the Institute has access to the full range of clinical facilities of Massachusetts General Hospital and its affiliates through Partners HealthCare System, Inc. Established in March 1994, Partners is the corporation created by the affiliation of the Massachusetts General Hospital and the Brigham and Women's Hospital. The Partners System also includes area community health centers and hospitals, the Institute, and many private primary care practices throughout New England. Partners provides primary and specialty care and serves as a referral center for patients throughout the region and around the world. Its clinical facilities are an extraordinary resource for the education of health care professionals. Affiliations are also arranged, as appropriate, with other Boston-area health care centers and community settings.

The Biomotion Laboratory is a joint effort of the Institute and the MGH Department of Orthopaedics. It combines the talents of physical therapists, physicians, engineers, and other health care professionals to investigate movement in subjects and patients with motion disorders, including those with neuromuscular, post-surgical, and balance impairments. It provides opportunities for technologically sophisticated research utilizing the Selspot system with real-time EMG, Kinematic, and Kinetic data analysis. Research efforts of

the laboratory are directed toward better understanding the underlying mechanisms of locomotion and the major complications induced by arthritis, orthopaedic, vestibular, and other neural impairments. In addition to offering opportunities to students and faculty for research and education, the Biomotion Laboratory provides clinical fee-for-service locomotion analysis.

ADDITIONAL EDUCATIONAL OPPORTUNITIES

Educational opportunities such as Grand Rounds at MGH and lectures at nearby medical facilities are regularly posted on 3rd floor bulletin boards at 101 Merrimac Street. Thesis presentations by IHP students are posted as well. Newsletters such as the MGH *Hotline*, *IHP News*, and *Caring Headlines* provide information about additional educational offerings.

HOUSING

Students are responsible for making their own housing arrangements. Apartments, condominiums, and rental homes in the suburban area that surrounds the Institute offer a variety of housing options. The Office of Student Affairs maintains a file of students seeking roommates, and bulletin boards throughout the Institute carry notices from students who are looking for a roommate, subleasing apartments, etc.

The classified section of local newspapers provides additional information about the range of prices and types of accommodations available in the area. Locating near public transportation is always a good idea, since parking in the city can be difficult and expensive.

TRANSPORTATION

The Institute is within walking distance of Massachusetts General Hospital. The free hospital shuttle van operates between the Portland Street entrance of 101 Merrimac Street and the Jackson Building entrance on Blossom Street on the MGH campus. The free hospital shuttle bus stops close by at North Station (Beverly Street) en route to MGH East in Charlestown and the main hospital campus stop at the Jackson Building on Blossom Street for connections to other MGH sites and Brigham and Women's Hospital. Published shuttle bus schedules are available on the 3rd floor and in the Office of Student Affairs. Students are required to show the IHP ID badge to use the shuttle service.

Proximity to North Station provides easy access to commuter rail lines and the Massachusetts Bay Transportation Authority (MBTA) Orange and Green Lines. MBTA monthly passes may be purchased at North Station and other locations on the last three working days of the month. Maps and schedules for both the MBTA and the MGH shuttle bus are available in the Office of Student Affairs.

RUTH SLEEPER LEARNING CENTER (RSLC)

Named after Miss Ruth Sleeper, the Director of the MGH School of Nursing from 1946 through 1966, the Learning Center, located in Rooms 345 and 347 at 101 Merrimac Street, is a multimedia technology lab providing research, references, computing, and audio-visual support services. The instructional and educational materials of the Center are extensive, providing a wealth of tools that enhance the learning experience at the Institute. The classroom section (Room 345) is accessible to students 7 days a week, 24 hours per day. Word processing, presentation, statistics, spreadsheet, and database applications are provided to assist with assignments and thesis work.

In the multimedia lab (Room 347), workstations are equipped so that students may do research through the many magnetic media assets of the Center. Holdings contained on CD-ROM include *The New England Journal of Medicine*, *AIDS 2000*, *Skeletal Radiology*, and *The Slice of Life* are some of the resources accessible on laser-disk. Other titles of instructional and interactive software are provided on various workstations that supplement and enhance the classroom experience. The multimedia lab additionally offers connectivity to the Internet, enabling students to have electronic mail, Telnet, FTP, and World Wide Web (WWW) access. Our website address is: <http://www.mgh.harvard.edu/depts/ihp/mgh.htm>. An extensive library of video and audio tapes are also contained in the Center. The Ruth Sleeper Learning Center serves students as a gateway to a vast array of information resources. The lab section of the RSLC is open Monday through Thursday from 9:00 am to 9:00 pm, and Fridays until 5:00 pm during the school year (September to May). During the Summer semester the lab is open 9:00 am to 5:00 pm, Monday - Friday. The multimedia area is closed on weekends.

BOOKSTORES

IHP students will find school supplies and textbooks at Suffolk University Bookstore, 148 Cambridge Street, Boston, MA 02114. The telephone number is 227-4085.

Hours:

Monday - Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 6:00 pm
Saturday	9:00 am - 2:00 pm

Textbooks may also be found at Brown and Connolly Medical Book Store, 1315 Boylston Street, Boston, MA 02215. The telephone number is 262-5162. Check with the program office or course instructor about the location of required texts.

FOOD SERVICE

The WACC Cafeteria (726-5909) is located in the lobby of the Wang Ambulatory Care Center, and is open Monday - Friday 7:30 am - 3:00 pm.

The Eat Street Café (724-8879) is located in the White Building basement. The café is open weekdays 6:30 am - 8:00 pm, and weekends 6:30 am - 7:00 pm.

There is a cafeteria on the 7th floor of the Massachusetts Eye and Ear Infirmary.

There are numerous restaurants in the area surrounding 101 Merrimac Street as well as one located on the first floor of the building.

LIBRARIES

Treadwell Library. Treadwell Library, located in Bartlett Extension One in the MGH complex, is the Health Sciences Library for all MGH personnel and Institute students and faculty. The telephone number is 726-8600. The collection, over 50,000 volumes and 920 journal titles, includes holdings in medicine, basic sciences, nursing, and allied health.

Students enrolled at the IHP are eligible to register as borrowers. Institute course reserve readings are held at the Information Desk. Reference librarians are available to assist students with reserve readings and information.

End User Search Systems are available. A variety of free and fee-based electronic search methods are available through the RSLC or the library. Terminals for access to MGH are on the ground floor of the library, or you may dial in from any computer with a modem or via MGH LAN.

Countway Library. Countway Library of Medicine, the Harvard Medical School library, is located at 10 Shattuck Street, Boston. The telephone number is 432-4888. Students working on specific research topics who wish to use Countway Library should pick up the Access Request Form in the Office of Student Affairs and have it signed by their faculty advisor, thesis advisor, or Program Director. With a signed form, passes are available from the Office of Student Affairs. The \$25/per day usage fee is paid by the Institute. Students do not have borrowing privileges.

Warren Library. Warren Library is located in the Bulfinch Basement at MGH. The telephone number is 726-2213. Warren is a nonmedical library with over 10,000 books of all types, including best sellers, which may be borrowed. Daily newspapers and a large selection of magazines and tapes round out the collection. The Warren Library gladly accepts donations of used books for their lending library and the hospital book carts.

STUDENT ORGANIZATIONS

The Office of Student Affairs staff provides support for student organizations. Through their activities, these organizations support educational, social and cultural activities directed toward enriching the experiences of graduate students. Students interested in participating in one or more of these organizations should inquire in the OSA for more information.

Student Senate. This is a newly-created organization established to serve the needs and interests of the IHP student body, to provide a communication vehicle to decision-making bodies, to promote interdisciplinary collegiality, and to participate in the allocation of student activity funds.

Graduate Nursing Student Journal Club. This club explores and discusses the current nursing literature in a group setting.

International Social Club. This organization promotes diversity and cultural understanding by planning social events/activities for the student body.

National Student Nurses Association. The Student Nurses Association promotes the nursing profession through its activities and provides opportunities to enhance students' educational experience.

National Student Speech Language Hearing Association. This organization promotes the study of speech pathology and provides additional learning experiences for students.

Fees and Deposits

TUITION FOR 1997-98

Full and Part-Time:	\$500 per credit
Audit:	\$250 per credit

The Institute offers no guarantee that all course requirements can be completed at the current tuition rate.

PAYMENTS

The Institute accepts checks, American Express, Discover, Mastercard, and VISA.

Transcripts, letters of reference, grade reports, and diplomas are provided only for those who have met all financial obligations. All financial obligations must be met before graduation.

Preregistered Students. The statement for tuition and fees is mailed to preregistered students approximately one month prior to the payment deadline. Full payment must be received by the payment deadline unless the student has enrolled in the Institute-approved plan administered by Tuition Management Systems, Inc. or has been approved for a Stafford Loan. (If the Stafford Loan does not cover full cost of tuition and fees, the student must pay the amount due by the payment deadline.) A late payment fee of \$50.00 will be assessed for accounts with outstanding balances on the third day following the payment deadline. At that time, students with unresolved financial obligations will be disenrolled and ineligible to attend classes or use the resources and facilities of the Institute.

Open Registration. Full payment must be made at time of registration, unless the student has enrolled in the Institute-approved plan administered by Tuition Management Systems, Inc., or has been approved for a Stafford Loan. Bills will not be mailed.

Add/Drop Period. Payment is due at the time of registration for any courses added during the Add/Drop period.

REFUNDS

Financial Aid refunds, for students whose aid exceeds the cost of tuition, will be released starting the first week of each semester, as the funds are received and the refunds processed. Students will receive a notice in their mailbox when the refund check is available.

All other refunds will be calculated and processed at the end of the Add/Drop period.

GENERAL FEES

The following fees are in effect beginning with the fall semester of the 1997-98 academic year. They are subject to change by the IHP Board of Trustees and will not necessarily be the same for the Fall '98 Semester.

1. *Orientation Fee.* A fee of \$35 is required of each student to cover the cost of orientation activities upon first enrolling.
2. *Transcript Fee.* Copies of a student's transcript are available upon written request to the Registrar's Office. A copy of the transcript includes only the academic record earned at MGH IHP; copies of transcripts furnished from other institutions become the property of MGH IHP and will not be furnished by the Institute. The cost of an IHP transcript is \$4.00 per copy, payable in advance. All transcript requests must be made by the student and must be in writing. Adequate advance notice, normally 48 hours, is required for transcript processing.
3. *Auditing Fee.* Students who wish to audit a course are required to pay a fee of \$250 per credit hour and must have written permission from the instructor who is teaching the course. Audited courses appear on the transcript but do not receive a grade.
4. *Continuing Enrollment Fee.* Students must be continuously enrolled in a degree program, the only exception being students who have been granted a leave of absence. Students who have completed all course work and who are enrolled in thesis continuation hours (only) will be assessed a \$100 continuing enrollment fee each semester until graduating.
5. *Late Payment Fee.* A late payment fee of \$50 will be charged beginning the third working day following the Institute-established due date.
6. *Late Registration Fee.* Students permitted to register after classes begin will be charged a late registration fee of \$25.
7. *Reinstatement Fee.* A student permitted to register and/or pay after the twelfth class day of a semester will be assessed a reinstatement fee of \$100. This fee is in addition to the late payment penalty and the late registration fee.
8. *Anatomy Fee.* This is a one-time laboratory fee assessed to students in the Professional Program in Physical Therapy in the first semester of their program study. The amount of the fee is \$250.
9. *Clinical Education Fee.* A clinical education fee is charged by each program to cover the additional costs incurred for the clinical experience. The fee is based on actual cost to the program on an individual basis as follows:

<i>Communications Sciences & Disorders</i>	\$1500 per annum
<i>Nursing</i>	\$100 per annum
<i>Professional Program in Physical Therapy</i>	\$300 per annum
<i>Post-Professional Program in Physical Therapy</i>	\$300 one-time fee upon entry
10. *Learning Resource Fee.* Each student is required to pay this fee based on the number of semester credit hours for which he/she is enrolled. The cost is \$6.25 per credit hour, with a maximum amount of \$75 charged per semester.
11. *Student Activity Fee.* Each student is required to pay this fee based on the number of semester credit hours for which he/she is enrolled. The amount of the fee is \$2.50 per credit hour.
12. *Key Access Fee.* Students are charged a mandatory \$20 fee to receive a key to access floors in the building on which they have classes in a given semester, if said classes fall outside normal business hours. Key access codes are changed each semester depending on the student's schedule; the keys of students who, for whatever reason, are not enrolled in any given semester will be deactivated immediately. The fee is refundable upon request but the request must be received by the end of the semester following a student's last enrollment.
13. *Graduation Fee.* Graduating students will be charged a fee of \$50 to cover the cost

of the diploma and regalia rental. The fee will be assessed in the semester in which the student intends to graduate.

14. *Fee for Credit by Examination or Advanced Practice Module advanced placement.* 10 percent of current tuition for each course (matriculated students only).

BURSAR'S OFFICE

The Bursar's Office is located in the Office of Student Affairs suite on the 5th floor of 101 Merrimac Street, Room 502D. Students wishing to make payments or having questions concerning their bill may contact the Bursar during regular office hours at 726-8015. Payments and inquiries by mail should be sent to BURSAR, MGH Institute of Health Professions, PO Box 6224, Boston, MA 02114.

TUITION REIMBURSEMENT

Students who participate in an employer's tuition reimbursement program must pay all tuition and fees prior to the start of classes. At the end of the semester, students will be sent a grade report that can then be used to secure tuition reimbursement from their employer.

RETURNED CHECK FEE

A fee of \$15.00 is charged for non-negotiable checks. Students who present a non-negotiable check to the Institute will be required to make future payments with a certified check, cashier's check, or money order.

WITHDRAWAL FROM THE INSTITUTE

If a student leaves the Institute through 1) withdrawal, 2) dismissal, or 3) leave of absence, the following procedure should be followed:

- Request a *Notice of Withdrawal or Leave of Absence* form from the Registrar;
- Obtain the approval and signature of the faculty advisor and the Program Director;
- Obtain clearance in appropriate areas listed on the form;
- Schedule an Exit Interview with the Student Financial Aid Office if in receipt of financial aid.

See *Financial Aid Information* for specific information concerning effects of withdrawal or LOA on financial aid received.

WITHDRAWAL REFUND POLICY

The following refund schedule applies to each full-length term's tuition and is determined by the date of receipt of the appropriate form in the Office of Student Affairs. Fees and deposits are non-refundable.

Withdrawal/dropping

1st five class days of semester . . . 100% refund
2nd five class days of semester . . . 75% refund
3rd five class days of semester . . . 50% refund
4th five class days of semester . . . 25% refund
21st class day of semester or after . . . no refund

For courses of shorter duration, the Registrar will prepare a refund schedule that students should consult.

No deduction is made for temporary absence, nor is any refund made if a student is suspended, dismissed, or leaves the Institute without formally withdrawing. In the event a refund of tuition is issued, the refund amount is paid by check directly to the withdrawn student, except in instances when the student has received financial aid. For aid recipients, portions of the refund will be calculated for return to the source of the financial aid award. Students are advised that they have legal obligations to repay loan obligations in accordance with the established grace periods and repayment terms. Lenders are notified of withdrawn students and withdrawal dates by the Institute.

No student may withdraw in good standing until all current and past financial obligations to the Institute are paid in full, the completed Notice of Withdrawal form is filed, and all Institute property has been returned. All students receiving financial aid must contact the Financial Aid Office prior to leaving the Institute. Failure to do so may jeopardize future aid funding at the Institute and elsewhere.

Policies and Regulations

STUDENTS WITH DISABILITIES

Disabilities services are coordinated through the Office of Student Affairs. Students who have special needs that require assistance are encouraged to fill out the Disabilities Service Request Form mailed to all applicants following acceptance into a program. Students may also contact the

Office of Student Affairs at 101 Merrimac Street, Boston, MA 02114 or by phone at 726-3140. All information provided will be held in strict confidence.

RIGHT TO PRIVACY/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. They may use a *Right of Access* form in the Office of Student Affairs. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, she shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students should ask the Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an

administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, collection agent, or National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Institute discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify the student of the records request.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA.

The Institute does not release personally identifiable information contained in student education records, except as authorized by law. The Institute has designated certain types of personally identifiable information as "directory information." It includes the following:

Name, address, telephone number
Program of study
Dates of attendance, degrees and awards
E-mail address

If students wish to restrict release of this information, they must sign a form and return it to the Registrar's Office no later than October 1.

STUDENT'S ABSENCE DUE TO RELIGIOUS BELIEFS

Massachusetts General Laws, Chapter 375, 1985 Regular Session, Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement

on a particular day shall be excused from any such examination or study or work requirement and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. *Approved October 8, 1985.*

ADMISSIONS

The MGH Institute of Health Professions, a unique and innovative graduate school affiliated with the internationally-known Massachusetts General Hospital (MGH) in Boston, seeks highly motivated students who are interested in assuming leadership roles within their intended professions. Applications are sought from men and women with diverse backgrounds who bring a wide range of education and experience to their graduate studies. Admission decisions are based upon a careful evaluation of each applicant's academic record, test scores, written application, essay, references, and life experiences.

Prospective students are encouraged to attend one of the information sessions which are held onsite during the fall and spring. Dates are published elsewhere in this document, or you may contact the Office of Student Affairs for further information.

Admissions Criteria

An undergraduate degree is a prerequisite for admission to any of the graduate programs. Admission requirements are program-specific and more fully outlined in the program section of the catalog; an application is included in the catalog as well.

Application Procedures

Before the Admissions Committee can evaluate an application, the applicant's file must include:

- a completed, signed application form along with the \$50 nonrefundable application fee.
- official transcripts for all academic work beyond high school whether a degree was received or not.

- official score report of GRE (Graduate Record Examination) — general test only. Tests are prepared and scored by the Educational Testing Service: GRE, PO Box 6000, Princeton, NJ 08541-6000. The telephone is 609/771-7670; fax 609/771-7906. The GRE is not required for entrance into certificate programs.
- three letters of recommendation submitted on the forms included in the application packet. Completed forms should be returned to the Admissions Office, following the instructions on the application.
- an essay based on your program interest and questions contained in the application.

Applicants are notified about the status of their admission file upon receipt of their application. While the Admissions Office periodically notifies applicants regarding the completeness of their files, it is the applicants' responsibility to ensure that all necessary documents are received in the Office of Student Affairs by the published deadline.

Reactivating Applications: Applicants who wish to reapply after receiving an official rejection from a program may reactivate their file by written request up to the Admissions deadline the following year. A \$50 application fee must accompany the letter. After a second rejection, an applicant must receive special permission to reapply.

International Applicants

In addition to the other required materials, international applicants must submit the following information before a decision can be made on their application:

- Test of English as a Foreign Language (TOEFL) score, sent directly from the Educational Testing Service, for applicants from non-English-speaking countries.
- Evidence of sufficient funds to maintain themselves for one year in the United States; funds must be on deposit in this country.

Applicants who do not speak English as their first language are required to take the TOEFL if they did not receive their degree from an English-speaking country.

International students should read the insurance and immunization requirements information contained in this catalog. All international students are required to enroll in the health insurance plan offered by the Institute unless they can demonstrate comparable coverage by another US plan. Financial aid is not available to foreign students.

Non-Degree (Special) Students

Physical therapists, speech-language pathologists, nurses, and other health care professionals holding a bachelor's degree may enroll as Special Students in selected courses on a space-available basis. In all programs, Special Students may apply up to nine (9) credits toward a degree upon matriculation. A Special Student brochure is published prior to the beginning of each semester which includes an application and a description of courses open to non-matriculated students. Special Students are not eligible for financial aid and cannot participate in IHP payment plans.

ENROLLMENT

Students who have been granted admission to the Institute are expected to register for course work. Failure to register in the term for which admission is granted ordinarily requires the student to reapply for admission. Any student who fails to register during a one-year period, and who does not have an official Leave of Absence from study or deferral, is subject to review for readmission by the standards in effect at the time of reconsideration.

The details of registration are under the jurisdiction of the Registrar's Office which furnishes to each enrollee complete instructions for all steps in the procedure. Students should follow carefully such instructions and those found below. Pre-registration for current students usually occurs in April for the Summer and Fall Semesters and in November for the Spring Semester. The exact dates may be found in the Academic Calendar. New students register upon arrival at the beginning of the semester in which they are enrolling.

Program Approval of Courses

The student should have a schedule of courses approved by his or her program advisor at the time of registration. It is the student's responsibility to see that the Registrar's print-out corresponds exactly to the courses listed on his or her schedule form.

Full-Time Study

Full-time status in the Fall and Spring Semesters is defined as enrollment in 12 credits or more (audits are not included in this count); part-time status is defined as enrollment in less than 12 credits. Students wishing to take more than 18 credits per term need the permission of their advisor and their Program Director. In Summer Semester, full-time status is program-specific: 6 credits in the Professional Program in Physical Therapy; 9 credits in the Post-Professional Program in Physical Therapy; 9 credits in the Graduate Program in Nursing; and 12 credits in the Graduate Program in Communication Sciences and Disorders. See Financial Issues for further implications of full-time/part-time study.

Continuous Enrollment

Every student is expected to complete the preregistration process each semester in which he or she is a matriculated student at the IHP. Credit is not given for work done without proper registration; the Registrar has no obligation to vouch for a student's matriculated status if the student has not properly completed the registration process. If the student is not registering in a given semester, the appropriate box must be checked on the preregistration form and a Leave of Absence form completed.

Cross-Registration

An agreement with the Harvard University Graduate School of Education (HGSE) allows HGSE students, with advisor approval, to register for courses at the MGH Institute of Health Professions without paying any additional tuition fees. CSD students at the Institute, with advisor approval, may register for courses at the HGSE. Students will pay tuition to the Institute. A full course at HGSE is equivalent to 6 credits, and a half course is equivalent to 3 credits.

The Institute from time to time may contract cross-registration agreements with other institutions of higher learning. Students enrolling in other colleges or universities that have made special agreements with the IHP must gain permission of their advisor. Cross-registration forms are available in the Registrar's Office, Office of Student Affairs, 5th floor. Students should be aware of registration procedures, different course

credits, and academic calendars at the host institutions. Students are responsible for ensuring that the IHP Registrar receives transcripts of grades from host institutions.

Registration for Thesis

Students in the Post-Professional Program in Physical Therapy are required to register for 6 credits of Thesis Research; students in the Graduate Program in Nursing and the Communication Sciences and Disorders Program may elect to complete a thesis and enroll in Thesis Research; nursing students may choose to complete a Scholarly Project instead of a thesis. All students in the Communication Sciences and Disorders Program must complete a Research Proposal.

If the thesis has not been completed (final copy signed by committee members and received by the Registrar), a student is required to register for Thesis Continuation for the term immediately following the last semester in which a course or courses were taken and for all subsequent semesters until graduation. Students on thesis continuation should register with the Institute in accordance with all established preregistration and registration schedules. Students on thesis continuation pay a \$100/semester Continuing Enrollment Fee.

Registration in Semester of Graduation

Even though there is only one commencement exercise each year, there are three official graduation dates: January, May, and September. Every candidate for a degree must be registered in the Institute in the session of graduation, unless special permission is given by the Registrar. Failure to graduate at the expected time requires such additional registrations as may be necessary until graduation.

Deadlines for Awarding of Degrees

The deadlines for completion of all thesis requirements, including submission of the final signed thesis, are as posted in the academic calendar, generally falling on the last Friday of August for a September graduation, the third Friday of December for a January graduation, and the last Friday of April for the May graduation. For degrees awarded in September and January, diplomas will bear the last day of the respective month. Diplomas will bear the date of graduation for degrees awarded in May.

Adding and Dropping Courses

Forms for adding or dropping a course, changing credits, and changing from credit to audit or vice versa are available in the Office of Student Affairs. Forms must be signed by the faculty member responsible for the course and the student's faculty advisor before they are submitted to the Registrar to be validated.

- Adding courses: A student may add a course up to and including the twelfth class day of the semester. Students adding courses must present their validated copy of the Add/Drop form to the faculty of the added class(es) in order to gain access. Prerequisite requirements and population limits are to be honored. Appeals to waive prerequisites and limits must be made to the faculty member responsible for the instruction of the course.
- Dropping a course: A student may drop a course, including a course taken for audit, up to and including the twelfth class day of the semester without an entry appearing on the transcript. Non-attendance does not constitute dropping a course.

Changes in credit loads made during the first four weeks of the semester will result in tuition adjustments. Students receiving financial aid and/or international students should be aware that dropping courses may affect continued financial aid support and/or visa status.

Withdrawal from a Course after the Add/Drop Period (Request for Advance Grade of "W")

After the Add/Drop period, students may withdraw from course(s) until the posted Withdrawal deadline. Requests to withdraw from a course are initiated and processed on a Request for Advance Grade of "W" form available in the Office of Student Affairs. The form must be signed by a faculty member responsible for the course and the student's faculty advisor before it is presented to the Registrar for validation.

A final grade of "W" will be posted for each withdrawn course. Both the course title and the grade of "W" will appear on the student's transcript.

Tuition adjustments will be made for withdrawn courses consistent with the Institute's withdrawal policy refund schedule found elsewhere in this catalog.

Requests to withdraw from a course after the posted deadline will require completion of the *Late Drop Request* form available in the Office of Student Affairs.

Responsibility of Students

Each student is expected to become thoroughly familiar with both program and Institute regulations and with the requirements for degrees. Failure to follow the regulations and requirements almost inevitably results in complications for which the Institute cannot assume responsibility. To facilitate communications, students should promptly notify the Registrar's Office of changes of address.

Faculty Advisors

Faculty advisors are assigned by program. Students are encouraged to meet with their faculty advisors frequently to discuss academic concerns. Many advisors have established office hours. Faculty and program office phone numbers are published in the Faculty and Staff Directory distributed each year.

Statement of Intention to Graduate

Students must file the *Intent to Graduate* form with the Office of Student Affairs by the established deadline in the semester in which they expect to graduate along with a \$50 Graduation Fee. Should the student be unable to graduate as planned, another *Intent to Graduate* form will have to be submitted each semester until the degree is completed. Students planning to participate in the Spring graduation ceremony must complete the *Intent to Graduate* form by the January deadline.

The student's diploma name as requested on the *Intent to Graduate* form is printed on his or her diploma. Information provided by the student also appears in commencement programs.

HEALTH POLICY AND GUIDELINES

The Commonwealth of Massachusetts College Law requires that all students in the health sciences present proof of immunity against Diphtheria, Tetanus, Measles, Mumps, and Rubella prior to registration. The MGH Institute of Health Professions requires all students to have a Tuberculin Test read, signed, and dated by a physician, nurse practitioner or RN within a month of enrollment (if positive, a chest x-ray within 6 months is required), and a Varicella vaccine

or proof of childhood chicken pox. The Hepatitis B Vaccination series is required for nursing students and students in the Professional Program in Physical Therapy. The Hepatitis B series and the Tuberculin Test may be started in advance of registration and completed at Partners Occupational Health Service at no cost to students. In addition, immunization for influenza is recommended and is offered at MGH Employee Health Service at no cost. All other testing costs are the responsibility of the student.

Students are not officially enrolled unless immunization requirements have been met.

The following guidelines are from the College Immunization Law, Massachusetts Department of Public Health:

- Immunity against Diphtheria, Tetanus, Measles, Mumps, and Rubella is required.
- Evidence of one dose of Measles Mumps Rubella (MMR) vaccine after age 4 is required. MMR vaccine should not be given to pregnant women.
- 1 dose of Td given within last 10 years.

Statements acceptable in lieu of immunization histories include:

- A medical certificate signed by a physician or nurse practitioner stating specific immunizations are medically contraindicated.
- A statement signed by the student indicating immunizations conflict with religious beliefs.

Note: if an outbreak of a vaccine-preventable disease occurs, people who have been exempted for medical and religious reasons will be prevented from attending classes.

Immunization histories not acceptable as evidence of protection include:

- Received Measles, Mumps, and Rubella vaccine before age one.
- Received measles vaccine prior to 1968.
- History of Rubella, Tetanus, or Diphtheria disease, or a physician diagnosis for Measles or Mumps.

The Hepatitis A series is highly recommended.

Students who move into a high-risk environment should be tested annually for tuberculosis.

Students should make photocopies of their immunization records before submitting them to the Institute.

OSHA Bloodborne Standard

Students are required to attend an annual information session on the Universal Precaution Techniques and Infection Control Practices, the "OSHA Bloodborne Standard." Each program is responsible for developing the appropriate compliance mechanism.

Health Insurance

All students (with the exception of those enrolled only in Thesis Continuation) are required by the Institute to carry personal health insurance either through the Institute or through a comparable plan of their own. Evidence of an outside plan must be documented in writing every academic year. If a student who is covered by an outside plan changes his or her carrier and/or policy number during the year, he or she must inform the Institute in writing of the change and the effective date. See the Student Handbook for more details.

Financial Aid Information

Graduate students who plan to attend the MGH Institute of Health Professions may be eligible for various types of financial aid. However, planning the financing of a graduate education can be as important as planning a career. Students should estimate how much their entire education will cost and determine the financial resources necessary to support graduate study. Financial assistance is available to students in the form of grants, loans, graduate assistantships, and scholarships.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To receive financial aid, a student must:

- Complete the financial aid application process;
- Be enrolled in at least six credits at all times;
- Maintain satisfactory academic progress;
- Be a US citizen or eligible non-citizen (international students are not eligible for financial aid);
- Not be in default status on existing loans.

Students are made aware of their financial aid rights and responsibilities and truth-in-lending statutes at Entrance Interviews. Students who have not attended an Entrance Interview will not receive a financial aid disbursement. Entrance Interviews are scheduled during Orientation and periodically throughout the school year.

Exit Interviews are required of each student who receives financial aid before he or she leaves the Institute through graduation, withdrawal, dismissal, or leave of absence. Repayment of financial aid debts and debt management are covered at these sessions. Students receive repayment schedules and other critical information at this time.

HOW TO APPLY FOR FINANCIAL AID

Financial aid application packets detailing deadlines and requirements will be available to students on February 1, 1998. Meeting financial aid deadlines will ensure that students will receive notification of their awards in a timely fashion. Late or incomplete applications will be subject to the availability of funds.

TYPES OF FINANCIAL ASSISTANCE

Federal Loans

Federal Stafford loan eligibility will automatically be determined for students who apply for financial aid. In most instances, students are eligible to borrow \$18,500 per year through the Federal Stafford Loan Program. Financial need determines which portion of this loan is subsidized (interest does not accrue until graduation), and which portion of this loan is unsubsidized (interest begins to accrue while in school). This is a low interest, flexible loan.

Scholarships and Special Funds

As a result of the generosity of several donors to the MGH Institute of Health Professions, the Institute has a number of named scholarships and scholarship funds from which to provide financial aid to our students. A limited number of these scholarships are awarded on the basis of academic achievement, diversity of cultural and ethnic background, and/or excellence in professionalism/patient care. The majority of these awards are made for the fall semester. To be eligible for institutional grants

and most named scholarships, a student must meet eligibility criteria based on financial information as reported on the FAFSA. Applications are available as of February 1 in the Financial Aid Office as are flyers defining the criteria for particular named awards.

A partial listing of the named funds available for student financial aid and scholarships follows:

- The Adams Scholarship Fund
- The Judith Fong Bressler Nursing Scholarship Fund
- The Mary Clapham Endowed Nursing Fund
- The Marjorie K. Ionta Fund
- The John Hilton Knowles Memorial Fellowships
- The McElwee-Souretis Award Fund
- The James C. Melvin Scholarship
- The Memorial Scholarship Fund of the MGH School of Nursing
- The Amelia Peabody Scholarship Fund
- The Roxane Laboratories HIV/AIDS Fellowship
- The Mary Hammond Taylor Nursing Scholarship Fund
- The Trustees' Diversity Scholarships
- The Virginia Delaware Zahka Scholarship

Credit-based Loans

Credit-based loans are available to augment financial aid packages and to help with possible remaining educational costs after the maximum amount of Federal Stafford Loan monies (\$18,500 per year) has been borrowed. Unlike Federal Stafford Loans, credit-based loans are not guaranteed. Applicants must demonstrate a good credit history and must remain within certain debt to income ratios. The two credit-based loan programs in which the Institute participates are the Graduate Education Loan (GEL) and the EXCEL Preferred Grad. Credit-based loan applications will be mailed to students prior to matriculation in the fall. Students applying for January or May admittance will be sent credit-based loan information with their financial aid awards.

Graduate Assistantships

Graduate assistantships permit eligible students to work in one of a number of positions that may involve research, teaching,

or administrative support. These opportunities are flexible to accommodate students' class schedules, professional interests, and skills. Graduate assistantships enable students to earn a small stipend to offset some of their educational costs.

Students will be informed of their eligibility as part of the financial aid award.

INDEPENDENT STUDENT STATUS

The requirements for dependency status classification are subject to change annually. Current definition of Independent Student is one who meets one or more of the following criteria:

- 24 years of age or older by December 31 of the year for which aid is sought;
- An orphan or ward of the court;
- A veteran of active duty in the US armed forces;
- An independent with a legal dependent other than a spouse;
- A legally married student.

Changes in students' financial situation. If a student's financial situation changes from that which was reported on the FAFSA or Institutional application during the academic year, the student must report these changes to the Financial Aid Office. Some of the most common instances of change in financial situation include:

- Marriage/divorce;
- Withdrawal from the Institute;
- Leave of absence;
- Enrollment as a less-than-half-time student;
- Increase in income;
- Receipt of outside scholarship, loan, or financial gift.

EMERGENCY ASSISTANCE

No student should consider dropping out of an educational program due to financial difficulties without first seeking counseling from a financial aid advisor. The Financial Aid Office can assist students with debt management, working out a budget, and short-term emergency loans. One such loan is the Nelson Darling Emergency Loan Fund.

TERMINATION OF STUDIES AND REPAYMENT OF LOANS

Repayment of loans begins when a student borrower "terminates studies." For financial aid purposes, study is "terminated" when the student is no longer enrolled at least half-time in a course of study, or no longer in good academic standing. Therefore, when a student graduates, drops out, or elects not to re-enroll each term, study is "terminated." Most loans have *grace periods*. The grace period is the period of time between "termination of studies" and the date the first payment is due on a loan. The grace period varies with loan programs, but is usually six months.

REFUND POLICY FOR FEDERAL TITLE IV FUNDS

When a student withdraws from a program, federal calculations are used to determine if the student will be allowed to retain federal monies above and beyond the cost of tuition. There are instances, usually when withdrawal takes place within the first 60 percentile of the first semester of the first year, when the student will be required to remit loan monies to the government.

Academic Policies and Procedures

ATTENDANCE

The MGH Institute of Health Professions has no general policy regarding attendance, with the exception of practica and fieldwork. At the beginning of each course, the instructor will state the attendance requirement for the course. In the case of a practicum or fieldwork in which the student has service or patient-care responsibilities, an unexcused absence may be cause for failure in the course and dismissal from the program.

COURSE REGISTRATION AND GRADING POLICIES

Preregistration

Matriculated students, including those on thesis continuation, are expected to preregister for courses during preregistration in November and April. Three-year nursing students do not normally register for Summer Semester (although they may, with permission), but all other students must complete a preregistration

form even if they are not taking classes (check appropriate box and complete Leave of Absence form). Preregistration allows continuing students first choice of courses and assists the Institute with enrollment planning. Unless otherwise noted, registration takes place in person in the Office of Student Affairs during regular business hours.

Audit

Students who wish to audit a course are admitted on a space-available basis only after proper registration procedures have been completed and with the written consent of the instructor/coordinator on a *Request to Audit* form. Auditors may include students enrolled in the Institute and those with Special Student status. The fee is \$250 per credit hour. Auditors do not receive a grade; the symbol for "audit" is entered on transcripts. To drop an audited course, students must submit the Add/Drop or Withdrawal form by the posted deadline.

Leave of Absence

To request a leave of absence from the Institute, the student must have the *Request for Leave of Absence* form completed and returned to the Office of Student Affairs prior to the start of the semester in which the leave is desired. A leave of absence does not extend the time a student has to complete the program of study as defined elsewhere. A student must be in good academic and financial standing before a leave of absence will be approved.

Independent Study

An Independent Study course may be arranged as an elective when appropriate to the matriculated student's educational goals and with the approval of the student's advisor. Students must enroll for Independent Study under the guidance of an appropriate faculty member. Students wishing to receive credit for independent study must complete the appropriate form, available in the Office of Student Affairs, and follow guidelines established by the program.

Transfer Credit

Each Program Committee decides the number of outside credits that may be transferred into the program prior to beginning study at the Institute as credits for program completion. During study at the Institute, students may take approved courses at other colleges and universities.

Approval of the student's program committee is required. A form to petition for transfer credit is available in the Office of Student Affairs. When transfer credit is awarded, no grade will be recorded, and no fee charged. A code of "T" will be recorded on the transcript.

No transfer credit will be allowed from institutions or programs that lack appropriate accreditation or for courses for which the student received a grade of less than B. Transfer credit will not be allowed for courses counted toward another degree.

Course Exemptions

Matriculated students may petition for exemption from a specific course in the curriculum on the basis of previous study or, on occasion, for life-experience; forms are available in the Office of Student Affairs. Students will be required to submit substantiating evidence of how his or her experiences have met specific course objectives. If an exemption is granted, no credit is given and no fee is charged for the exempted course(s). If the student enrolls in a course and then decides to exempt the course, a request to do so must be made to the student's faculty advisor and the course instructor by two weeks into the semester. The maximum number of credits students may exempt will be decided by each program. A code of "X" will be recorded on the transcript.

Credit by Examination

Matriculated students with life/work experience related to specific courses in their fields of study at the Institute who wish to receive credit for courses by taking special examinations may do so by submitting the appropriate form (available in the Office of Student Affairs) to his or her advisor, the course instructor, and the Program Director no later than two weeks into the term. The special examination must be given no later than two weeks after the request is approved. The student will be allowed to take the exam only once. Upon passing the examination, the student will receive credit for the course and a grade of CR. A student failing the exam will be expected to register for the course. The maximum number of credits students may obtain using this mechanism will be decided by each program. A non-refundable fee of 10 percent of course tuition is charged. A code of "C" will be recorded on the transcript to indicate passing such an examination.

Course Evaluation

Each semester students are given the opportunity to evaluate courses and professors. Summarized evaluations are returned to faculty in each program. Uses of course and faculty evaluations include promoting faculty teaching effectiveness, faculty development, faculty reappointment and promotion, and curriculum development.

Grade Reports

Semester grades are mailed to the student's home address at the end of each semester.

Grades

The Institute's grading system is:

Grade	Points
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2.0
F	0 (failing)
W [†]	Withdrawal – passing
WF	Withdrawal – failing
CR [†]	Credit
NC [†]	No credit
IP [†]	In progress
I [†]	Incomplete (permanent)
P [†]	Passing
R [†]	Work in progress; continuing fieldwork or registered for thesis credit and has a thesis advisor
*	Grade not submitted, Transfer, Exempt, Advanced Placement Module

[†]Not used in determining Grade Point Average

"R" is used to indicate continuing fieldwork or that a student is registered for thesis credit and has a thesis advisor. Upon completion of the thesis, the "R" is converted to Pass/Fail for final credits.

Each faculty member or teaching team is responsible for developing criteria, including numerical grading scales used in computing course grades, which shall be published, distributed to students at the beginning of the semester, and made available for review.

Semester and Cumulative

Grade Point Average

Quality points represent the course credit multiplied by the numerical value of the letter grade received. The semester GPA is calculated by dividing the number of quality points earned in that semester by the number of credits attempted and graded in that semester. The cumulative GPA is obtained by dividing the total number of quality points earned by the total number of credits attempted and graded.

Academic Standing

All Institute students are required to maintain a minimum cumulative grade point average of 3.0 each semester. Failure to do so will result in an academic warning issued by the appropriate Program Director. Students given an academic warning must regain a cumulative 3.0 GPA within the following semester or they will be subject to termination.

Pass/Fail Option

Certain courses are offered for Pass/Fail grading (Pass = A, B, or C). A student may indicate the Pass/Fail option on a preregistration form. Students wishing to change a graded course to the Pass/Fail option must complete the Pass/Fail form and submit it to the Registrar by the Pass/Fail deadline. The number of Pass/Fail options that a student may exercise is determined by each program.

Incompletes and Incomplete Grade Policy

A student who is unable to complete all requirements for a course may petition the instructor(s) for a temporary grade of Incomplete (IP) on a form available in the Office of Student Affairs. Students must make up an "IP" grade within the time period stipulated by the instructor at the time the Incomplete is granted. If a student does not complete the required work within the stipulated time period, the instructor may, at his or her own discretion, change the grade to an "F". The student will be notified in writing of any grade changes. If the instructor does not change the grade, it will become a permanent "I" on the transcript.

Course Repeat/Retake

A student may elect to repeat any course once only. If a student repeats a course, both grades will stand on the transcript but only the second grade will be considered in determining the GPA; the first grade will be coded "R" for "Repeat/Retake." The student will be charged the prevailing per-credit rate for the repeated course. Withdrawing from a course with a grade of "W" constitutes having taken the course once.

Grade Change Policy

All grades with the exception of the grade of "IP" or "R" are considered final. If you believe an error has been made in calculating or recording a course grade, contact the professor immediately. Grade change forms are available only to faculty members or their staff. Forms are available in the Office of Student Affairs. Only change of grade forms signed by the instructor or Program Director can be accepted.

No grades will be changed following the awarding of the degree except in the case of clerical error.

Time Limits for Completion of a Program

Each program determines the number of years allowable for completion of program requirements. The student's program committee will review and act on petitions from students requesting extensions beyond the deadline established by each program.

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Sciences & Disorders

Directions to the IHP

By Foot From MAIN MGH CAMPUS

1. Leaving the Jackson or Gay lobby, turn right onto Blossom Street and left onto O'Connell Way. Follow the winding road until you reach Staniford Street. Turn left and walk to the lights. Turn right onto Merrimac Street. #101 is on the left.
2. Walk down Cambridge Street toward Government Center to Staniford Street (first street after Charles Plaza). Turn left and walk to first set of lights where you will then turn right onto Merrimac Street. #101 is on the left.

By CAR

From the South

Follow I-93 North to North Station/Causeway Street exit. Turn left onto Causeway Street and then left at second set of lights onto Merrimac Street. #101 is on the left.

From the North

Take I-93 South to Storrow Drive, bear right onto Storrow Drive exit, stay left. Take Government Center exit onto Cambridge Street and continue past MGH. At second set of lights, turn left onto Staniford Street. At next set of lights, turn right onto Merrimac Street. #101 is on the left.

There is some on-street parking and garages and lots in the area.

By MBTA

Orange Line.

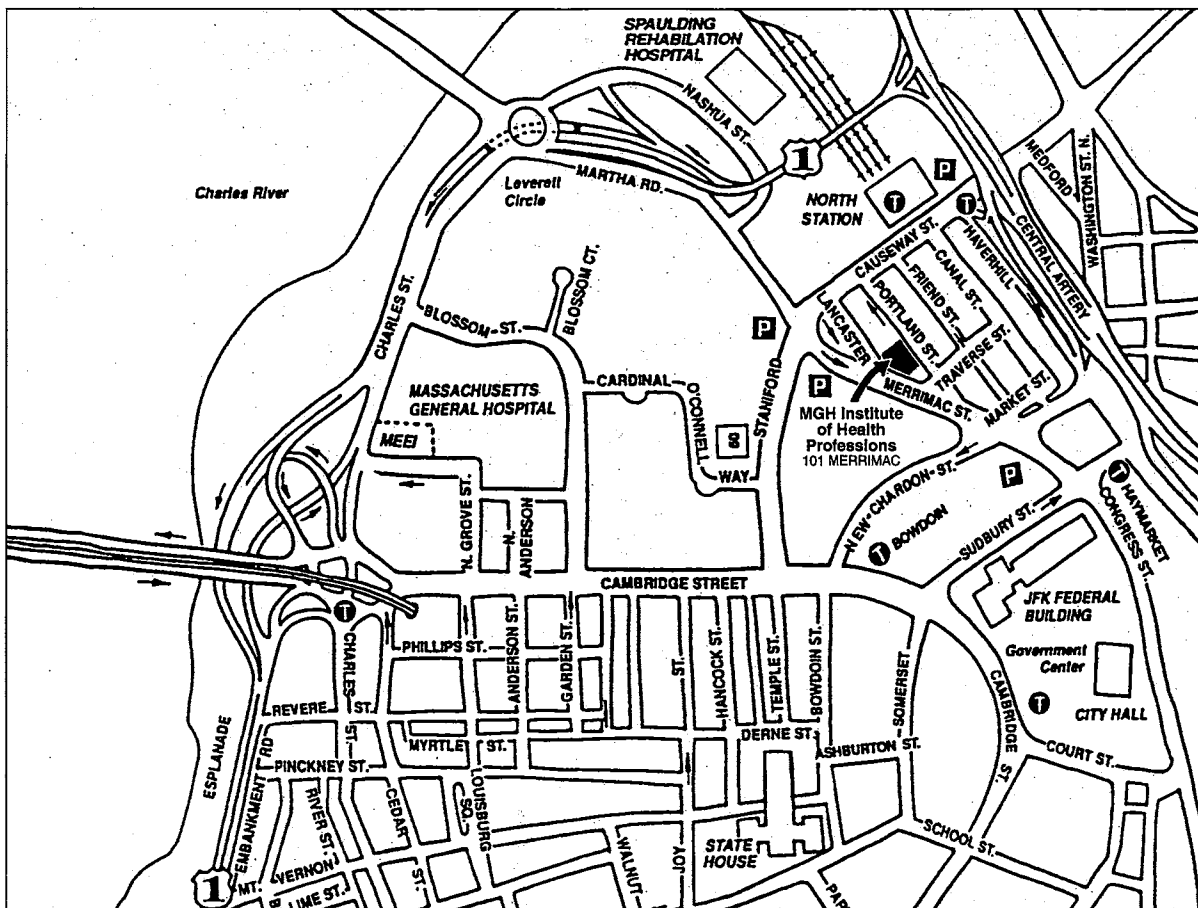
Take the Orange Line to North Station. Exit the station and turn left onto Causeway Street. Walk to the first set of lights and turn left onto Portland Street. There is an entrance to 101 Merrimac Street on Portland Street; entrance is on the right.

Green Line.

Take the Green Line to North Station and follow Orange Line directions from above to 101 Merrimac Street.

Red Line.

1. Take the Red Line to Charles Street/MGH Station. Follow signs to hospitals. Walk two blocks on Charles Street to Blossom Street and turn right. Walk down Blossom Street until you reach the entrance to the Jackson Building (third hospital entrance). Just past the entrance, you will see a shuttle stop where you may board a 101 Merrimac Street or North Station/Charlestown van (with valid MGH ID badge). If you take the shuttle to North Station, follow the Orange Line directions above to 101 Merrimac Street.
2. Take the Red Line to Downtown Crossing/Washington Street Station. Change to the Orange Line toward Oak Grove to North Station. Follow Orange Line directions from above to 101 Merrimac Street.



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THE GRADUATE CATALOG

This catalog is an official bulletin of the MGH Institute of Health Professions containing policies, regulations, procedures, and fees in effect as the publication went to press. The Institute reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law, and fee changes.

The Student Handbook contains the institution's policies and regulations relating to student conduct.

EQUAL OPPORTUNITY POLICY

It is the policy of the MGH Institute of Health Professions not to discriminate on the basis of race, color, religion, creed, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The Institute respects and values the diverse backgrounds of all people and welcomes all students to participate fully in all the rights, privileges, programs, and activities generally accorded or made available to the IHP community.

This policy incorporates, by reference, the requirements of Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and all relevant federal, state and local laws, statutes, and regulations.

STATEMENT ON DIVERSITY

The MGH Institute of Health Professions, an autonomous educational institution on the campus of Massachusetts General Hospital, is deeply committed to increasing the representation of diverse groups on its Board of Trustees, administration, faculty, students, and staff. We envision a community that is bound by the desire for equal consideration of all people. We value, affirm, and respect the many individual differences each of us brings to the Institute. Our community strives to reflect the multicultural, multiethnic, and pluralistic composition of local, national, and international populations. The Institute's curricula prepare culturally competent health care providers.

Our commitment to the philosophy and value of diversity is evidenced by active recruitment and retention. Academic and administrative policies, procedures, and practices will promote a supportive environment that welcomes, affirms, and respects each individual. Accountability for implementation of this statement rests with the IHP leadership and is the shared responsibility of the entire IHP community.

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MGH Institute of Health Professions
101 Merrimac Street • Boston, Massachusetts 02114 • Phone: 617-726-3140

MGH INSTITUTE *of*
HEALTH PROFESSIONS
at Massachusetts General Hospital
1997-1998



Physical Therapy

Information Sessions

Monthly Information Sessions are held at the Institute during the Fall Semester to provide information regarding the following graduate programs:

Physical Therapy
Nursing
Communication Sciences & Disorders
Clinical Investigation

This is an opportunity to learn more about the programs as well as information regarding admissions, prerequisites, financial aid and the curriculum. Sessions will be held from 4:30 - 6:30 pm on:

Friday, September 19, 1997
Friday, October 17, 1997
Friday, November 14, 1997
Friday, December 12, 1997

Location: 101 Merrimac Street

RSVP: 617/726-3140

This catalog provides the procedures and policies in effect at the time of printing. Although the information is subject to change, the published program requirements for students who enter the MGH Institute of Health Professions during the 1998-99 school year must be satisfied by the student for the successful completion of any program.

This catalog should be retained permanently since future program revisions will generally not apply to students already enrolled. Furthermore, the course descriptions provided herein may be valuable to potential employers reviewing a student's completed course work.

While every attempt is made to ensure accuracy in its reporting of programs, policies, fees, and other statements within this publication, the Institute reserves the right to make changes at any time without notice.

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1998-1999 ACADEMIC CALENDAR

Fall Semester

September 8 to December 23, 1998

Payment deadline for preregistered students	July 15
Open registration	Aug. 31-Sept. 4
Labor Day - IHP closed	Sept. 7
Orientation	Sept. 8
New student registration and classes begin	Sept. 9
Last day for 100% refund	Sept. 15
Intent to Graduate Forms and \$50 graduation fee due for January 1999 diploma	Sept. 18
Last day for 75% refund	Sept. 22
Add/Drop and Pass/Fail deadline	Sept. 24
Last day for 50% refund	Sept. 29
Last day for 25% refund	Oct. 6
Columbus Day - IHP closed	Oct. 12
Advance Grade of "W" deadline	Oct. 30
Registration for Spring Semester	Nov. 9-20
Veterans' Day - IHP closed	Nov. 11
Thanksgiving Break	Nov. 25-29
<i>Classes end at 4:00 p.m. on Nov. 25</i>	
<i>Classes resume on Monday, Nov. 30</i>	
Classes end	Dec. 14
Reading period	Dec. 15
Final examinations	Dec. 16-22
Deadline for completion of all thesis requirements for January 1999 diploma	Dec. 18
Exam make-up day	Dec. 23

Spring Semester

January 11 to May 5, 1999

Payment deadline for preregistered students	Dec. 15
Open registration	Jan. 4-8
Classes begin	Jan. 11
Last day for 100% refund	Jan. 15
MLK Day - IHP closed	Jan. 18
Last day for 75% refund	Jan. 22
Intent to Graduate Forms and \$50 graduation fee due for May 1999 diploma	Jan. 27
Add/Drop and Pass/Fail deadline	Jan. 27
Last day for 50% refund	Jan. 29

Spring Semester (continued)

Financial Aid Packets ready	Feb. 1
Last day for 25% refund	Feb. 5
President's Day - IHP closed	Feb. 15
Advance Grade of "W" deadline	Feb. 26
Spring break	Mar. 8-12
Registration for Summer and Fall Semesters . .	Mar. 29-Apr. 9
Deadline for completion of all thesis requirements for May 1999 diploma	Apr. 23
Classes end	Apr. 26
Reading period	Apr. 27-28
Final examinations	Apr. 29-May 5
Commencement	May 15

Summer Term

May 10 to August 13, 1999

Payment deadline for registered students	Apr. 30
Open registration	May 6-7
Add/Drop and Pass/Fail deadline	May 25
Intent to Graduate Forms and \$50 graduation fee due for September 1999 diploma	May 28
Memorial Day - IHP closed	May 31
Advance Grade of "W" deadline	June 25
Interim registration for Fall Semester	July 29-30
Final examinations	Aug. 12-13
Deadline for completion of all thesis requirements for September 1999 diploma	Aug. 27

Science Summer (Nursing)

and (SD) Prerequisites June 7 to August 13, 1999

First class meeting	week of June 7
Payment deadline	week of June 7
Add/Drop and Pass/Fail deadline	June 10

Professional PT Students (New) June 7 to August 13, 1999

Orientation and registration	June 17
Payment deadline	June 17
Add/Drop and Pass/Fail deadline	June 23

Dear Applicant,

I am delighted that you are interested in the MGH Institute of Health Professions for your graduate education. As you may already know, ours is an unusual institution, affiliated with the world-renowned Massachusetts General Hospital and dedicated to providing both rigorous theoretical knowledge and intensive hands-on clinical practice.

Here you will find a rich curriculum, excellent faculty, relevant and challenging clinical experiences, and a student body with varied backgrounds and interests combined with deep commitment to the health professions. If you choose the Institute for your graduate education, you will benefit from the Institute's affiliations with the Partners HealthCare System, Inc., the parent corporation of Massachusetts General Hospital, Brigham and Women's Hospital, and the North Shore Medical Center as well as many other affiliate organizations. In these world-class academic medical centers, you will explore and learn in an environment where serious research is actively pursued.

As a student at the MGH Institute, you can expect to receive a highly personalized education with faculty who will get to know you well and will attempt to respond to your individual needs and concerns. Likewise, our Office of Student Affairs will help you in every way it can. Each student has an assigned advisor throughout the program, and alumni have generously offered to mentor students as well. A new Academic Support Services Office provides special assistance to students in a variety of areas.

I hope you will choose the MGH Institute of Health professions for your graduate education, and I look forward to welcoming you personally into the Institute family and to our community of teachers, researchers, clinicians, and students.



Sincerely,

A handwritten signature in black ink that reads "Ann W. Caldwell". The signature is written in a cursive style.

Ann W. Caldwell
Interim President

THE INSTITUTE

The MGH Institute of Health Professions is a unique and innovative graduate school affiliated with the internationally-known Massachusetts General Hospital (MGH) in Boston. Created by the MGH in the late 1970's to respond to major changes in health care delivery and the changing educational needs of the health care professions, the Institute was separately incorporated under its own Board of Trustees in 1985. In addition to its affiliation with MGH, the Institute also enjoys affiliation with the Partners HealthCare System, Inc., which includes the Brigham and Women's, McLean, and Spaulding Rehabilitation Hospitals, and a large network of primary care organizations and practices.

Accredited by the New England Association of Schools and Colleges, the Institute offers academic programs leading to the Master of Science degree in clinical investigation, nursing, physical therapy, and speech-language pathology. Within these fields, there are different tracks and specialties as well as several opportunities for special post-professional certification.

Because of its close association with the Massachusetts General Hospital and its affiliates, the Institute offers a comprehensive health care environment. The Hospital is on the leading edge of new knowledge and care innovation and oversees the largest research budget of any hospital in the United States. The MGH Health Sciences Library and the Countway Library of Medicine at Harvard Medical School provide major basic science, medical, and nursing collections, periodicals, and online computer databases.

You will benefit from the Institute's interdisciplinary approach to health care education. Advances in research and technology, evolving social and political values, a changing demographic picture, and economic concerns are causing extraordinary

changes in the health care world. The interdisciplinary approach will equip you to deal effectively with the humanistic concerns, ethical challenges, and social influences of contemporary care.

THE MISSION

The MGH Institute of Health Professions is an interdisciplinary academic center for learning, research, and clinical scholarship with the power to grant degrees in selected health professions. The mission includes:

- preparing skilled health care specialists, capable of becoming leaders in their clinical disciplines;
- developing innovative instructional models and methods for preparing skilled clinicians;
- strengthening the scientific foundations of health care practices;
- developing new methods of practice and patterns of service to foster provision of effective, affordable, accessible, ethical, and humane health care;
- providing opportunities to explore innovative approaches to health care practice and education.

LOCATION

In 1992, the Institute moved from its historic site at the Massachusetts General Hospital to a newly constructed building very near the MGH at 101 Merrimac Street. Its downtown location provides convenient access to Faneuil Hall, the North End, the waterfront, restaurants, shops, hotels, museums, banks, art galleries, and public transportation.

Boston is home to numerous colleges and universities with a combined student population of more than 200,000 within its metropolitan area. As well, Boston is recognized around the world as a center for medical research and quality health care.

The physical therapy profession offers many exciting opportunities for growth and challenge in health care. Physical therapists work with people to restore or improve function and to prevent or reduce physical disability and pain. The essential science of physical therapy is the study of movement dysfunction and techniques for evaluation and treatment of disorders of the musculoskeletal, neuromuscular, and cardiopulmonary systems of the body. The overall goal of physical therapy is to promote optimal physical function. Physical therapists work with people of all ages in hospitals, private practice settings, long-term care facilities, industrial settings, sports clinics, schools, and home care. Therapists contribute to health care as practitioners, educators, consultants, researchers, and administrators.

The Graduate Programs in Physical Therapy offer both professional and post-professional curricula leading to Master of Science degrees. The Professional Program prepares entry-level practitioners. The Post-Professional Program prepares experienced physical therapists to be master clinicians and clinical scholars in areas of specialization including cardiopulmonary, neurologic, and orthopaedic physical therapy.

The Faculty of the Graduate Programs in Physical Therapy are known around the world for their expertise as educators, researchers, and master clinicians. Our faculty represent specialties in physical therapy including neurologic, orthopaedic, sports, pediatric, geriatric, and cardiopulmonary physical therapy. Several have earned doctoral degrees in a variety of fields, and many hold credentials as board-certified clinical specialists. Our faculty hold joint clinical appointments with medical institutions in the Boston area, providing continuous opportunities to contribute to the advancement of physical therapy practice.

Faculty are involved in a wide range of research and scholarship, including cardiopulmonary issues in geriatric practice, risk factors for falls in the elderly, effects of exercise programs in the aging population, posture and balance in vestibular disease patients, gait assessment in the neurologically impaired, effects of exercise on *in vivo* hip contact pressures, and clinical education methods. Faculty serve as clinical, research, or educational consultants across the country and abroad. Recently, faculty members have served as visiting professors at the University of Southern California, Washington University, the University of Kuwait, Curtin University in Australia, and the Karolinska Institute in Sweden. Many serve in leadership roles in the state and national American Physical Therapy Association.

The Graduate Programs in Physical Therapy are strengthened by the interaction of entry-level and post-professional students in academic and clinical activities. As part of the Massachusetts General Hospital health care community, the Institute's programs afford many opportunities for professional growth and unique collaborative clinical relationships.

The Professional Program in Physical Therapy

The Professional Program in Physical Therapy at the MGH Institute of Health Professions prepares students who hold a bachelor's degree in another field to become physical therapists. The program consists of a three-year curriculum that includes academic, clinical, and research experiences. The academic portion of the curriculum is full-time over two years, including summers. During these two years, students participate in didactic and clinical experiences. The program begins in June for first-year students. The third year includes a full-time paid clinical internship in one facility. Upon successful completion of the curriculum, the student is awarded the Master of Science in Physical Therapy degree.

PROGRAM PHILOSOPHY

The Professional Program in Physical Therapy is based on a philosophy that emphasizes a commitment to humanistic values, quality care, critical analysis, and problem-solving skills as a foundation for the practice of physical therapy. Students are expected to have a background in basic sciences, humanities, and social sciences, providing the framework for a well-rounded professional who will participate in a complex and changing health care system and society. The program provides a comprehensive curriculum in basic and clinical sciences, allowing students to develop as life-long learners who will be leaders in their profession and agents of change in the larger context of health care. The program prepares generalists for practice in a variety of settings throughout the continuum of health care.

PROGRAM ADVANTAGES

The program of study at the Institute provides a unique atmosphere for clinical education because of its affiliations with several major teaching institutions in Boston, including Massachusetts General

Hospital, Spaulding Rehabilitation Hospital, Beth Israel Deaconess Medical Center, Brigham and Women's Hospital, and Children's Hospital Medical Center, among others. Students are given early opportunities to participate in clinical activities, to become familiar with a variety of clinical environments, and to experience the varied approaches to patient care that comprise the scope of physical therapy practice. Students have the opportunity to practice their skills during clinical experiences integrated throughout the curriculum and full-time clinical experiences.

The Professional Program in Physical Therapy also encourages collaboration and cooperation among academic and clinical faculty and students. Because class size is limited, we are able to maintain a sense of community within the program that fosters mentorship and allows students to address individual needs. As a postbaccalaureate program, students bring interesting and varied backgrounds to the class, enriching the academic environment and contributing varied insights to problem solving and analysis.

CLINICAL EDUCATION

As part of professional education, all students are required to spend concentrated time in the clinic to practice their skills. The Institute affiliates with clinical facilities throughout the country, including acute care hospitals, outpatient centers, rehabilitation facilities, private physical therapy practices, and specialty clinics. Students complete a total of 34 weeks of clinical experiences prior to graduation.

Clinical Experiences

Part-time clinical experiences are integrated throughout the two-year academic curriculum, allowing students to become familiar with clinical environments and to practice what they learn in class. Two eight-week, full-time clinical experiences are scheduled, one in the summer following the first academic year and one in the winter of the second year. Finally, following completion of the academic

program, students participate in a one-year paid clinical internship in one facility. Internship sites offer different settings and rotations, providing opportunities for varied exposure and long-term professional development.

Clinical Internships

The Professional Program in Physical Therapy at the MGH Institute of Health Professions is the only physical therapy program in the country that offers a full-time, one-year clinical internship. This type of extended experience provides unique opportunities for students to develop and evaluate the full range of clinical skills. Our program is based on a philosophy that supports the type of comprehensive experience only a long-term internship can provide. We have worked closely with our affiliating institutions to create coordinated clinical education programs that will maximize the student's application of basic and clinical science in preparation for a career as a scholarly clinician.

Graduates of our program will enter the profession with a strong clinical background and diverse experiences that will allow them to move into varied practice settings with confidence and skill. In addition, the internship allows students to begin paid employment sooner (most programs require three- to six-month unpaid clinical experiences following course work). The type and amount of compensation for the internship is determined by each clinical facility.

The internship begins following the second year of the academic program and continues for one calendar year. Students graduate from the Institute midway through the clinical internship. The intern is then eligible to sit for state licensure and to complete the internship year as a licensed physical therapist. Graduates make a commitment to the internship facility for the full calendar year.

Students are assigned to clinical experiences and internships by the Academic Coordinator of Clinical

Education (ACCE). The student is involved in the decision making process, but final decisions are based on the learning needs of each student and the availability of specific clinical sites. The internship is arranged in cooperation with the clinical site following student interviews and a matching process.

Although most clinical experiences and internship sites will be located in the Greater Boston area or New England, students may be assigned to clinical sites in other parts of the country. Students are responsible for all costs associated with housing and transportation for all clinical experiences.

RESEARCH PROJECTS

The Professional Program in Physical Therapy has a strong commitment to the research mission of the Institute and the physical therapy profession. Throughout the curriculum, students participate in a sequence of courses in Critical Inquiry, culminating in a group research project in the second year. The research project serves as an introduction to the full scope of the research process, providing an opportunity to question the foundations of practice and clinical decision making by integrating academic and clinical knowledge and scientific inquiry.

Students work in groups of four with faculty and clinical consultants from a variety of research sites to develop research questions of clinical significance on the relationship between physical impairments and functional outcomes in patients with orthopaedic, neurologic, and cardiopulmonary deficits. Available data bases provide an interesting variety of research opportunities, such as studies on characteristics of patients with amyotrophic lateral sclerosis; total knee replacements, or allograft surgery for bone tumors; balance characteristics of senior athletes and patients with vestibular disorders; and functional assessments of patients in rehabilitation centers. Through a review of scientific literature and statistical computer analyses, students work with the data to draw conclusions and discuss implications for clinical practice. The

final project is written as a journal article and presented to the Institute faculty and students as a platform or poster presentation.

CURRICULUM OUTLINE

The Professional Program in Physical Therapy requires a three-year full-time commitment, including part of each summer. The program begins with an eight-week summer session, starting in June. The academic program consists of one summer session and four semesters. Each student participates in two eight-week full-time clinical experiences during the first two years of the program, one in the summer following the first academic year, and one in the spring of the second year. The final clinical experience is a one-year clinical internship.

ADMISSIONS REQUIREMENTS

The following requirements must be met by all applicants:

1. UNDERGRADUATE EDUCATION

Applicants must hold a bachelor's degree from an accredited college or university prior to entering the physical therapy program.

2. PREREQUISITES

A Prerequisite Checklist, included with this booklet, must be completed by each applicant, listing all courses taken to meet prerequisite requirements.

The following courses must be completed prior to enrollment:

- **Anatomy (with lab)** - taken in last 5 years (Human anatomy recommended; vertebrate or comparative accepted)
- **Human Physiology** - taken in last 5 years (May take 1 year of a combined Anatomy-Physiology course)
- **Biology** (1 semester - with lab) (Microbiology is recommended)
- **Exercise Physiology** - taken in last 5 years

- **Chemistry** (1 year*- with lab)
- **Physics** (1 year*- with lab)
- **Developmental Psychology**
- **Abnormal Psychology**
- **Statistics**
- At least 3 additional courses in social sciences or humanities (Examples: art, history, sociology, economics, foreign language, literature, political science, psychology or philosophy)
- **CPR certification** (to be maintained while enrolled)

* One year is equivalent to courses over two semesters or three quarters.

Only grades of C or above are accepted for prerequisite courses. Prerequisite credit cannot be given for courses with a grade of Pass/Fail.

Applicants may have up to two prerequisite courses in progress at the time of application.

3. GRADUATE RECORD EXAMINATION

Report from the Graduate Record Examination (GRE) for Verbal, Quantitative, and Analytical scores, taken within the last five years.

4. REFERENCES

Applicants must submit three references from individuals who can evaluate their academic ability, potential for professional development, maturity, and motivation. These references should come from professors and employers. At least one letter must be an academic reference. Do not include references from family friends or relatives.

5. EXPERIENCE/EXPOSURE TO PHYSICAL THERAPY

A knowledge of the field of physical therapy is important for those who are interested in pursuing this profession. Applicants must have some experience or exposure to varied types of physical therapy practice, with a minimum of 10 hours of volunteer work, or observational experience. An application

Curriculum Outline for the Professional Program in Physical Therapy

Year 1

SUMMER I

PT 606 PROFESSIONAL SOCIALIZATION (2)

PT 620 GROSS ANATOMY I (4)

FALL SEMESTER

PT 621 GROSS ANATOMY II (2)

PT 622 FUNCTIONAL ANATOMY (3)

PT 631 FIELD EXPERIENCE I (.5)

PT 640 CLINICAL PATHOPHYSIOLOGY (2)

PT 645 FUNDAMENTALS OF
PHYSICAL THERAPY PRACTICE (6)

PT 661 CLINICAL SEMINAR I (1)

PT 681 PROFESSIONAL ISSUES I:
COMMUNICATION (2)

PT 685 CRITICAL INQUIRY I (2)

SPRING SEMESTER

PT 632 FIELD EXPERIENCE II (.5)

PT 641 MUSCULOSKELETAL PATHOPHYSIOLOGY (2)

PT 646 EVALUATION AND MANAGEMENT OF
CARDIOPULMONARY DISORDERS (3)

PT 647 EVALUATION AND MANAGEMENT OF
MUSCULOSKELETAL DISORDERS I (6)

PT 651 NEUROMUSCULAR PATHOPHYSIOLOGY I (2)

PT 662 CLINICAL SEMINAR II (1)

PT 682 PROFESSIONAL ISSUES II:
HEALTH CARE POLICY (2)

PT 686 CRITICAL INQUIRY II (2)

SUMMER II

PT 635 CLINICAL EXPERIENCE I (3)

Year 2

FALL SEMESTER

PT 633 FIELD EXPERIENCE III (.5)

PT 648 EVALUATION AND MANAGEMENT OF
MUSCULOSKELETAL DISORDERS II (6)

PT 652 NEUROMUSCULAR PATHOPHYSIOLOGY II (2)

PT 655 EVALUATION AND MANAGEMENT OF
NEUROMUSCULAR DISORDERS (6)

PT 663 CLINICAL SEMINAR III (1)

PT 683 PROFESSIONAL ISSUES III:
ADMINISTRATION/MANAGEMENT (2)

PT 687 CRITICAL INQUIRY III (1)

SPRING SEMESTER

PT 634 FIELD EXPERIENCE IV (.5)

PT 636 CLINICAL EXPERIENCE II (3)

PT 653 NEUROMUSCULAR PATHOPHYSIOLOGY III (2)

PT 656 REHABILITATION MANAGEMENT
ACROSS THE LIFESPAN (4)

PT 664 CLINICAL SEMINAR IV (1)

PT 670 SPECIAL TOPICS (1)

PT 688 CRITICAL INQUIRY IV (1)

HP 820 ETHICS IN HEALTH CARE (2)

Year 3

PT 690 CLINICAL INTERNSHIP (6)

The above curriculum is subject to change as necessary.

Course descriptions can be found later in this catalog.

is strengthened by the applicant expressing an understanding of the scope of the profession, motivation to become a physical therapist, and investigation of the field. Applicants must include a list of these experiences on the application form under "Work Experience."

6. ESSAYS

Applicants are required to submit three essays (see application for questions).

International Applicants

Applicants who received their undergraduate education in another country must demonstrate equivalency of a bachelor's degree. Transcripts and grades for prerequisite courses must be evaluated by an outside credentialing agency and forwarded to the Institute directly from that agency. The applicant must be able to submit materials demonstrating appropriate content for prerequisite courses. Course titles alone will not be accepted for courses completed outside the United States. All transcript evaluations must be received by the application deadline.

Applicants whose native language is not English and who did not receive a degree from an institution in an English-speaking country are required to take the Test of English as a Foreign Language (TOEFL) exam.

For additional information, international applicants should contact the Office of Student Affairs at 617/726-3140.

INFORMATION SESSIONS

To facilitate the admissions process, the Professional Program in Physical Therapy holds monthly information sessions beginning in the fall (exact dates are noted elsewhere in this catalog). These sessions are scheduled late in the day at the Institute. At each session, applicants are given information about admissions procedures and time is allotted for individual questions. Because of the large volume of interest in the program, we are unable to schedule personal meetings for applicants.

A registration sheet for information sessions is included with this booklet. Please submit the response form at least two weeks prior to the date you wish to attend. Please bring these application materials with you to the information session.

APPLICATION PROCEDURES

The application deadline is **January 23**. Applications must be complete, including all supporting documents and test scores, by that date to be considered. Applications that are received after the deadline will be returned. Applications that remain incomplete by the deadline will not be reviewed. A complete application includes the following:

- A completed application form
- Essays (typed, double-spaced, 3 pages maximum)
- Prerequisite Checklist
- Three letters of reference in sealed, signed envelopes
- Official transcripts
- \$50.00 application fee
- Report of GRE scores (sent directly to the Institute)
- Report of TOEFL score (if applicable)

Applicants must follow all instructions for completing the application to assure a full review of application materials. Please see the application form for more complete instructions.

Review of Applications

The Admissions Committee will begin to review applications as they are received. Applications are reviewed based on overall GPA, prerequisite GPA, GRE scores, and quality of the essay and references. The admissions process is a competitive one; however, the Admissions Committee tries to look at each individual's breadth of experience to determine his or her potential for professional graduate study. The first level of review will be completed by the beginning of March, and competitive applicants will be invited for an interview in late March.

Interviews

A personal interview is required for those being considered for admission. The purpose of the interview is twofold. First, the faculty will have an opportunity to meet each applicant, to review each one's experiences and background. Second, and equally important, applicants will be able to meet our faculty and students, see our facilities, and ask questions about our program to determine if the Institute's program meets their needs.

Admissions Decisions

Admissions decisions will be mailed in April.

Please call the Office of Student Affairs (617/726-3140) with questions about your application or the admissions process. For specific questions about prerequisites, submit course descriptions or other explanatory materials with your written request to:

Leslie G. Portney, PhD, PT
Director, Professional Program in Physical Therapy
MGH Institute of Health Professions
101 Merrimac Street
Boston, MA 02114

The Professional Program in Physical Therapy at the MGH Institute of Health Professions has been granted Candidate for Accreditation status by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association. Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates that the program is progressing toward accreditation. Notification of accreditation status will be available as of November, 1997.

The Post-Professional Program in Physical Therapy

The Post-Professional Program in Physical Therapy offers a Master of Science degree. This program is designed to prepare experienced physical therapists to become advanced clinicians. The program provides students an opportunity to broaden theoretical knowledge, to become informed consumers

of research, and to learn advanced clinical skills. Students develop a high level of expertise in patient evaluation and treatment and gain the theoretical and practical competence needed to participate in testing, refining, and expanding the profession's body of knowledge.

Students complete a core curriculum of essential analytical and methodological courses and select an area of specialization from the following areas: Cardiopulmonary Physical Therapy, Neurologic Physical Therapy, or Orthopaedic Physical Therapy. Students also have the option to develop an Individualized Program of Study that crosses specializations to meet unique interests.

In addition to content courses, all students complete an individualized clinical preceptorship that emphasizes advanced clinical skills, a clinical thesis, and electives chosen from the many interdisciplinary courses offered by the Institute.

PROGRAM PHILOSOPHY

The Post-Professional Program in Physical Therapy is based on a philosophy that values an interdisciplinary approach to advanced professional education within a framework of clinical specialization. Recent advances in medical science and technology have created a need for advanced clinicians and clinical specialists who can function in diverse practice settings and who have the analytic and clinical skills to assume leadership roles in clinical practice, education, and research. As the health

care environment changes and as priorities in the provision of care evolve, physical therapists will continue to play an important role in the delivery of care and will be influential in affecting health policy. These roles require foundations in decision-making, scientific inquiry, and clinical measurement in addition to basic and clinical sciences.

The Post-Professional Program in Physical Therapy offers three options for advanced study for experienced physical therapists:

- Master of Science in Physical Therapy Degree
- Advanced Professional Study for International Physical Therapists
- Certificate of Advanced Study

PROGRAM ADVANTAGES

The Institute's affiliation with Massachusetts General Hospital as well as the 284-bed Spaulding Rehabilitation Hospital, provides access to an exceptional variety of patient care facilities for preceptorship experience and clinical teaching programs. Clinical and research laboratories include the MGH Biomotion Lab and the Sports Medicine Unit. The MGH has an active physical therapy department comprised of the cardiopulmonary service, inpatient rehabilitation service and outpatient service. Physical Therapy services are also available in two community health centers and numerous ambulatory clinics. Additional clinical sites include Children's Hospital Medical Center, the Physical Therapy Department of the Beth Israel Hospital, and the Braintree Hospital. The program also enjoys a close affiliation with MIT's Newman Laboratory for Biomechanics and Human Rehabilitation and New England Research Institute.

MASTER OF SCIENCE IN PHYSICAL THERAPY DEGREE REQUIREMENTS

A minimum of 42 credit hours is required, including the clinical preceptorship and a thesis. The two major components of the curriculum are the core courses, some of which are taken on an interdisciplinary basis, and the specialization courses.

To be eligible for the Post-Professional Master of Science in Physical Therapy degree, students must complete the following course work:

Core Courses: 14 credits

- HP 720 DESIGNING CLINICAL RESEARCH (3)
- HP 721 STATISTICS FOR CLINICAL RESEARCH (3)
- HP 731 COMPUTER LABORATORY (1)
- PT 720 FOUNDATIONS OF CLINICAL ASSESSMENT IN PHYSICAL THERAPY (3)
- PT 821 CLINICAL DECISION MAKING (3)
- PT 824 ADVANCED CLINICAL SEMINAR (1)

Clinical Specialization Courses (10)
Clinical Preceptorship in Specialization (6)
Thesis (6)
Electives (6)

The program allows students to match the focus of study with personal interests and experience. Course projects and other assignments allow much of the student's work to focus on topics of individual interest. Because entering students are experienced therapists who have developed many advanced skills through practice and independent study, students who pass examinations in required areas of competence may achieve graduate credit without taking some courses.

Sample Plans of Study can be found on pages PT-13 to PT-15.

Part-time or Full-time Study

Program requirements may be completed through either full-time or part-time study. The program is active throughout the year and offers three 15-week semesters starting in September, January, and May. Part-time students may begin work in any term, but full-time students are generally advised to start in September. Part-time students are given special assistance in planning course selection, projects, and schedules to help them integrate graduate study with their work activities, and to make sure they can participate in the overall academic and social life of the Institute. Full-time students may extend their study if they wish to take courses beyond the minimum requirements or allow more time for completing the thesis. Part-time students usually require two to three years to complete the program. Courses taken for credit can be applied toward the student's degree at the Institute for a period of up to seven years.

Credit by Life Experience

1. All students must complete 14 credits of core courses, 6 credits of preceptorship and 6 credits of thesis. For core courses, students may receive credit by examination, they may petition to transfer credits from another school if the course was not applied towards another degree, or they may petition to waive core requirements based on past course work or experience. Credits for core courses will not be given for life experience. No alternative form of credit will be accepted for thesis, nor can these credits be waived.
2. To receive Credit by Life Experience for specific courses in the student's specialty area, students must petition the Physical Therapy Program Committee. The faculty responsible for each course will review the petition, including supporting materials, and make a recommendation to the Program Committee. A majority vote of the full Program Committee is needed to support the petition.

3. Students can complete a maximum of 8 credits towards their degree by examination and/or life experience.

Special Student Status

Many students take the opportunity to become familiar with graduate study by taking courses as special students, prior to matriculation. Special students are always welcome to participate in courses. The number of credits which may be earned as a Special Student is at the discretion of the program.

Educational Outcomes

Graduates of the program possess advanced skills in patient evaluation and treatment and broad knowledge of related scientific content in their area of specialization. They have demonstrated ability to test physical therapy theory and clinical methods, communicate research findings, and apply them to clinical practice. They have assumed positions of advanced clinical practice in hospitals, private practices, and other healthcare settings. Many hold academic faculty and clinical administrative positions across the country and abroad. Many students and graduates of the program have received board certification in a clinical specialty by the American Board of Physical Therapy Specialties.

ADVANCED PROFESSIONAL STUDY FOR INTERNATIONAL PHYSICAL THERAPISTS

The Post-Professional Program in Physical Therapy offers two plans for experienced physical therapists who received their basic professional training in education programs outside the United States.

Master of Science Degree Candidate

Admission to this program is competitive. International therapists are only admitted directly to the degree program if the following conditions are met:

- they hold a university baccalaureate degree and their university studies have included both social and natural sciences in addition to the professional courses needed for preparation as a therapist;
- their professional training and clinical work have been acquired in a country in which the pattern of education and clinical practice in physical therapy resembles that of the United States (Australia, Great Britain, and Canada are examples);
- they have completed entry-level physical therapy educational requirements that are equivalent to those required for licensure to practice physical therapy in Massachusetts (applications to an agency that evaluates educational credentials are available from the Office of Student Affairs);
- they have at least two years' work experience as a therapist following graduation as a physical therapist, one of which must be in the United States;
- they will be full-time students in the program and can plan to be at the Institute for at least four full terms;
- they are licensed to practice in the United States.

International Scholar in Physical Therapy

International students who do not meet the above requirements must apply to the program as an International Scholar in Physical Therapy.

International Scholars may take the same advanced professional courses as degree candidates, but they are not eligible to complete a thesis or a formal clinical preceptorship. Because of visa and licensure restrictions, International Scholars may not be employed while at the Institute. However, their advisor can arrange for them to visit physical therapy departments at many Boston area hospitals.

To qualify for admission as an International Scholar, therapists from abroad should:

- be graduates of a professional education program in physical therapy that is at least two (2) years in length and is recognized within their own country;
- have sufficient skill in written and oral English to take an active part in class discussions and complete assigned readings and written papers without assistance;
- take classes in English as a Second Language prior to enrollment;
- have clearly defined clinical interests based upon at least two years of professional experience as a physical therapist; and
- be full-time students in the program and plan to be at the Institute for at least two semesters (8 months); shorter programs will be arranged only in unusual circumstances.

Applicants are required to take the TOEFL exams as part of the admissions process. Scholars experiencing difficulty with English will be required to seek outside language instruction and editorial assistance at their own cost.

Applicants from abroad must have all degree transcripts evaluated by a credentialing agency.

International Scholars who complete two or more terms of study at the Institute will receive a formal certificate recognizing this advanced professional study.

Conversion from International Scholar to Master of Science Degree Candidate

Physical therapists trained outside the United States who do not have the qualifications described under the admissions plan for degree candidacy begin their advanced study at the Institute as International Scholars. Application to the degree program may be made after the student has completed at least two terms as a full-time Institute student. *At any point after that time, students may formally request the Physical Therapy Program Committee to change their status to that of degree candidate, provided that they have maintained at least a 3.0 cumulative grade point average and have successfully completed a clinical checkout evaluating their clinical experience. The request for degree candidacy should be submitted in writing to the Physical Therapy Program Committee. If approved, students are then expected to complete all degree requirements. Any courses in which the student has received a grade of B or better while enrolled as an International Scholar may be counted toward degree requirements.*

CERTIFICATE OF ADVANCED STUDY

The Certificate of Advanced Study in Physical Therapy was developed for physical therapists who are interested in advanced clinical study in an area of physical therapy specialization, including orthopaedics, cardiopulmonary physical therapy or neurology. Students may also elect to develop an individualized program to pursue specific areas of interest, such as geriatrics, pediatrics, sports, or acute-care. The Certificate of Advanced Study provides the opportunity to engage in advanced study of clinical material in a dynamic atmosphere of clinical learning and inquiry. The certificate is designed for those who already hold a Master's degree or a baccalaureate degree, and for those who are interested in advanced clinical training or clinical specialization, but do not want to pursue a formal academic degree.

Program Requirements

The Certificate of Advanced Study will be awarded in a specific clinical area, following successful completion of at least 6 courses, totaling a minimum of 15 credits.

Following acceptance, students will be assigned an academic advisor who will work with the student to develop a course of study. At least four courses must be taken in the student's area of clinical specialization, and two other courses may be electives in any area, including interdisciplinary courses in nursing, communication sciences, or ethics.

Specialization courses that are being applied towards the certificate cannot be taken on a pass-fail or audit basis, but must be taken for a grade. Students may choose the pass-fail option for one elective. Students must achieve a grade of B or better in courses that will be applied towards the certificate. Students may transfer credits for courses that are appropriate to their program of study if those courses were not applied toward a previous degree and only if they were taken at the MGH Institute of Health Professions.

Students may attend the program on a full-time or part-time basis and may begin work in any term. However, students are encouraged to consider starting in September because of the sequencing of many related courses. Courses are generally offered only once a year. Full-time students can complete the program within one year. Courses can be applied toward the certificate for a period of up to seven years.

Conversion to the Master's Degree Program

Students who are working toward the Certificate of Advanced Study may apply for entry into the Master of Science program at any time through the standard application process. However, matriculated students who have completed at least 12 credits toward the certificate, with a cumulative grade point average of 3.0 or better, may convert to

the Master of Science program by written petition to the Physical Therapy Faculty through their academic advisor. Participation in the certificate program does not grant automatic entry into the Master of Science program. Any courses in which the student has received a grade of B or better while working toward the certificate may be counted toward the degree requirements. Students should consult with their academic advisor if they are interested in converting to degree status.

ADMISSIONS REQUIREMENTS

Applicants to the Post-Professional Program must be graduates of approved programs of physical therapy* and have a minimum of two (2) years work experience as a professional physical therapist.

Applicants who have been trained outside the United States must have completed an educational program that, by credentials evaluation, is determined to be equivalent to an entry-level physical therapist education in the United States. Applicants trained outside the United States seeking direct admission to the Master of Science degree program must have a minimum of two (2) years of work experience as a professional physical therapist prior to enrollment. In addition, applicants trained outside the United States applying directly to the Master of Science degree program must be licensed in the United States and have practiced as a physical therapist for at least one year in the United States. Those seeking admission as International Scholars must have a minimum of two (2) years of work experience as a professional physical therapist prior to enrollment.

Students interested in the Certificate of Advanced Study must be licensed physical therapists with a minimum of two years of clinical experience and must submit a formal application.

Students interested in the post-professional program who have less than two years work experience are encouraged to take courses as a special (non-matriculated) student.

Admissions are processed three times a year with the following deadlines: November 1, March 1, and July 1. All applicants must submit a completed application form, application fee, three references, official transcripts, GRE scores,** and a personal Statement of Purpose. When evaluating applications, the admissions review committee considers the following factors: 1) undergraduate academic performance, 2) GRE scores, 3) professional experience and achievements, and 4) clarity of reasons for attending graduate school and the ability of the Institute programs to help students achieve their goals. Please see the application for more complete instructions and deadline information.

Applicants to the International Scholars Program must apply by March 1 to allow adequate time for processing visas. Admission to the International Scholars Program is for September only.

* Such a physical therapy curriculum has been approved by (1) APTA from 1927 to 1936, or (2) the Council on Medical Education and Hospitals of the American Medical Association from 1936 to 1960, or (3) an agency recognized by the US Commissioner of Education and/or the Council on Postsecondary Accreditation from 1960 to 1980, or (4) from an agency recognized by the US Department of Education and/or Council on Postsecondary Accreditation from 1980 on.

** GRE not required for Certificate of Advanced Study in Physical Therapy or for those students who have successfully completed three courses as a special student at the MGH Institute of Health Professions.

SAMPLE PLANS OF STUDY				
<i>Orthopaedic Specialization</i>	Semester Offered Credits			
	FALL	SPR	SUM	
CORE/ANALYTICAL SKILLS: 14 CREDITS				
HP 720	DESIGNING CLINICAL RESEARCH	3	3	
HP 721	STATISTICS FOR CLINICAL RESEARCH	3	3	3
HP 731	STATISTICS FOR CLINICAL RESEARCH: COMPUTER LAB	1	1	1
PT 720	FOUNDATIONS OF CLINICAL ASSESSMENT	3		
PT 821	CLINICAL DECISION MAKING		3	
PT 824	ADVANCED SEMINAR IN PHYSICAL THERAPY			1
CLINICAL CONCENTRATION: 10 CREDITS				
PH 771	ANATOMICAL BASIS OF KINESIOLOGY	3		
PH 742	CLINICAL APPLICATIONS IN EXERCISE PHYSIOLOGY	3		
PH 774	BASIC ORTHOPAEDIC RADIOLOGICAL ASSESSMENT	2		
PT 763	THERAPEUTIC EXERCISE: ADVANCED PRINCIPLES & PRACTICE		3	
PT 770*	CONCEPTS OF ORTHOPAEDIC PHYSICAL THERAPY	2		
PT 772*	ORTHOPAEDIC PHYSICAL EXAMINATION	2		
PT 773	MECHANICS OF HUMAN MOVEMENT			3
PT 869	MUSCULOSKELETAL DYSFUNCTION: UPPER QUARTER		3	
PT 870	MUSCULOSKELETAL DYSFUNCTION: LOWER QUARTER			3
PT 871	MUSCULOSKELETAL DYSFUNCTION: LUMBOPELVIC REGION		3	
PT 872	MUSCULOSKELETAL DYSFUNCTION: CERVICOTHORACIC REGION	2		
PT 822	DIAGNOSTIC SCREENING IN PHYSICAL THERAPY			3
PT 823	SPECIAL TOPICS IN PHYSICAL THERAPY	var	var	var
ADVANCED CLINICAL SKILLS: 6 CREDITS				
PT 839	CLINICAL PRECEPTORSHIP IN PHYSICAL THERAPY	3/6	3/6	3/6
CLINICAL THESIS: 6 CREDITS				
PT 880	THESIS RESEARCH I	2	2	2
PT 881	THESIS RESEARCH II	2	2	2
PT 882	THESIS RESEARCH III	2	2	2
ELECTIVES: 7 CREDITS				

* Required course or credit by examination

SAMPLE PLANS OF STUDY			
<i>Neurology Specialization</i>	Semester Offered Credits		
	FALL	SPR	SUM
CORE/ANALYTICAL SKILLS: 14 CREDITS			
HP 720 DESIGNING CLINICAL RESEARCH	3	3	
HP 721 STATISTICS FOR CLINICAL RESEARCH	3	3	3
HP 731 STATISTICS FOR CLINICAL RESEARCH: COMPUTER LAB	1	1	1
PT 720 FOUNDATIONS OF CLINICAL ASSESSMENT	3		
PT 821 CLINICAL DECISION MAKING		3	
PT 824 ADVANCED SEMINAR IN PHYSICAL THERAPY			1
CLINICAL CONCENTRATION: 10 CREDITS			
PH 742 CLINICAL APPLICATIONS IN EXERCISE PHYSIOLOGY	3		
PH 760 CLINICAL NEUROANATOMY AND NEUROPHYSIOLOGY	3		
PH 761 CLINICAL NEUROLOGY		3	
PH 771 ANATOMICAL BASIS OF KINESIOLOGY	3		
PT 760 THEORETICAL FOUNDATIONS OF NEUROREHABILITATION	3		
PT 761 SEMINAR: TREATMENT APPROACHES TO NEUROLOGICALLY IMPAIRED			3
PT 763 THERAPEUTIC EXERCISE: ADVANCED PRINCIPLES & PRACTICE		3	
PT 773 MECHANICS OF HUMAN MOVEMENT			3
PT 822 DIAGNOSTIC SCREENING IN PHYSICAL THERAPY			3
PT 823 SPECIAL TOPICS IN PHYSICAL THERAPY	var	var	var
ADVANCED CLINICAL SKILLS: 6 CREDITS			
PT 839 CLINICAL PRECEPTORSHIP IN PHYSICAL THERAPY	3/6	3/6	3/6
CLINICAL THESIS: 6 CREDITS			
PT 880 THESIS RESEARCH I	2	2	2
PT 881 THESIS RESEARCH II	2	2	2
PT 882 THESIS RESEARCH III	2	2	2
ELECTIVES: 7 CREDITS			

SAMPLE PLANS OF STUDY			
<i>Cardiopulmonary Specialization</i>	Semester Offered Credits		
	FALL	SPR	SUM
CORE/ANALYTICAL SKILLS: 14 CREDITS			
HP 720 DESIGNING CLINICAL RESEARCH	3	3	
HP 721 STATISTICS FOR CLINICAL RESEARCH	3	3	3
HP 731 STATISTICS FOR CLINICAL RESEARCH: COMPUTER LAB	1	1	1
PT 720 FOUNDATIONS OF CLINICAL ASSESSMENT	3		
PT 821 CLINICAL DECISION MAKING		3	
PT 824 ADVANCED SEMINAR IN PHYSICAL THERAPY			1
CLINICAL CONCENTRATION: 10 CREDITS			
HP 703 INTERDISCIPLINARY APPROACHES TO PAIN MANAGEMENT		3	
PH 740 MANAGEMENT OF PATIENTS W/CARDIOPULMONARY DYSFUNCTION		3	
PH 742* CLINICAL APPLICATIONS IN EXERCISE PHYSIOLOGY	3		
PT 763 THERAPEUTIC EXERCISE: ADVANCED PRINCIPLES & PRACTICE		3	
PT 773 MECHANICS OF HUMAN MOVEMENT			3
PT 822 DIAGNOSTIC SCREENING IN PHYSICAL THERAPY			3
PT 823 SPECIAL TOPICS IN PHYSICAL THERAPY	var	var	var
PT 896-9 INDEPENDENT STUDY IN PHYSICAL THERAPY	var	var	var
ADVANCED CLINICAL SKILLS: 6 CREDITS			
PT 839 CLINICAL PRECEPTORSHIP IN PHYSICAL THERAPY	3/6	3/6	3/6
CLINICAL THESIS: 6 CREDITS			
PT 880 THESIS RESEARCH I	2	2	2
PT 881 THESIS RESEARCH II	2	2	2
PT 882 THESIS RESEARCH III	2	2	2
ELECTIVES: 7 CREDITS			

* Required course or credit by examination

Professional Program in Physical Therapy

PT 606 PROFESSIONAL SOCIALIZATION

Prerequisite: none. *Pass/Fail grading only; audit not available.* 2 credits. An introductory framework for the practice of physical therapy, including ethics and standards of professional practice. Laboratory sessions and clinic visits included.

PT 620 GROSS ANATOMY I

Prerequisite: human anatomy. *Pass/Fail and audit not available.* 4 credits. Regional gross structure and function of the musculoskeletal, circulatory and peripheral nervous systems of the human body, with emphasis on upper and lower extremities and the trunk. Laboratory sessions include cadaver dissection.

PT 621 GROSS ANATOMY II

Prerequisite: PT 620. *Pass/Fail and audit not available.* 2 credits. Anatomical structure and function of the spine and peripheral neurophysiology. Introduction to basic neuroanatomy.

PT 622 FUNCTIONAL ANATOMY

Prerequisites: PT 606, PT 620. *Co-requisite:* PT 621. *Pass/Fail and audit not available.* 3 credits. Biomechanics, muscle physiology and joint structure applied to the study of movement of the limbs and trunk, with consideration of normal and pathological conditions. Application of techniques to measure joint range of motion, manual muscle testing, gait analysis, and posture analysis.

PT 631 FIELD EXPERIENCE I

Prerequisites: PT 606, PT 620. *Co-requisites:* Fall year 1 courses. *Pass/Fail grading only; audit not available.* 0.5 credits. Supervised clinical learning experiences scheduled for one-half day each week, running concurrently with the didactic program, and providing opportunities for integration and practice of skills learned in class.

PT 632 FIELD EXPERIENCE II

Prerequisites: Fall year 1 courses; *Co-requisites:* Spring year 1 courses. *Pass/Fail grading only; audit not available.* 0.5 credits. Continuation of PT 631.

PT 633 FIELD EXPERIENCE III

Prerequisite: PT 635. *Co-requisites:* Fall year 2 courses. *Pass/Fail grading only; audit not available.* 0.5 credits. Continuation of PT 632.

PT 634 FIELD EXPERIENCE IV

Prerequisite: PT 636. *Co-requisites:* Spring year 2 courses. *Pass/Fail grading only; audit not available.* 0.5 credits. Continuation of PT 633.

PT 635 CLINICAL EXPERIENCE I

Prerequisite: Year 2 students. *Pass/Fail grading only; audit not available.* 3 credits. Supervised full-time clinical learning experiences for a period of 6-8 weeks.

PT 636 CLINICAL EXPERIENCE II

Prerequisite: PT 635. *Pass/Fail grading only; audit not available.* 3 credits. Continuation of PT 635.

PT 640 CLINICAL PATHOPHYSIOLOGY

Prerequisite: PT 620. *Co-requisite:* PT 621. *Pass/Fail and audit not available.* 2 credits. Pathophysiological mechanisms associated with disease and trauma caused by inflammation, infection and immune deficiency across the lifespan, including etiology, diagnostic procedures and medical and surgical management.

PT 641 MUSCULOSKELETAL PATHOPHYSIOLOGY

Prerequisites: PT 621, PT 622, PT 640, PT 645. *Pass/Fail and audit not available.* 2 credits. Pathophysiological mechanisms, diagnostic considerations, and medical and surgical management of musculoskeletal disorders. Impact of degenerative changes, tumors, fractures, soft tissue involvement and peripheral neuropathies.

PT 645 FUNDAMENTALS OF PHYSICAL THERAPY PRACTICE

Prerequisites: PT 606, PT 620. *Co-requisite:* Fall year 1 courses. 6 credits. Framework for physical therapy practice based on the processes of evaluation, establishing a diagnosis, determining treatment goals and functional outcomes, and developing and implementing a treatment plan for simple cases involving musculoskeletal dysfunction.

PT 646 EVALUATION AND MANAGEMENT OF CARDIOPULMONARY DISORDERS

Prerequisites: PT 621, PT 640, PT 645, PT 681, PT 661, PT 631. *Co-requisites:* PT 662, PT 632. *Pass/Fail and audit not available.* 3 credits. Clinically applied physiology of oxygen uptake and delivery in human beings across life span, providing basis for learning cardiopulmonary physical exam and clinical measurement techniques.

PT 647 EVALUATION AND MANAGEMENT OF MUSCULOSKELETAL DISORDERS I

Prerequisites: PT 621, PT 622, PT 631, PT 640, PT 645, PT 661, PT 681. *Co-requisites:* PT 632, PT 641, PT 662. *Pass/Fail and audit not available.* 6 credits. Evaluation-intervention model with emphasis on management of musculoskeletal disorders of the upper and lower extremities. Assessment of joint range and flexibility, muscle strength, joint stability and mobility, postural alignment and gait, and function.

PT 648 EVALUATION AND MANAGEMENT OF MUSCULOSKELETAL DISORDERS II

Prerequisite: PT 635. *Co-requisites:* PT 633, PT 663. *Pass/Fail and audit not available.* 6 credits. Evaluation and treatment planning for musculoskeletal disorders, emphasizing orthotics and prosthetics, amputee management, disorders of the spine and the craniomandibular joint and industrial health.

PT 651 NEUROMUSCULAR PATHOPHYSIOLOGY I

Prerequisites: PT 621, PT 640. *Pass/Fail and audit not available.* 2 credits. Introduction to neurophysiology, neuroanatomy and clinical neurology as they relate to the practice of physical therapy.

PT 652 NEUROMUSCULAR PATHOPHYSIOLOGY II

Prerequisite: PT 651. *Pass/Fail and audit not available.* 2 credits. Continuation of PT 651.

PT 653 NEUROMUSCULAR PATHOPHYSIOLOGY III

Prerequisite: PT 636. *Pass/Fail and audit not available.* 2 credits. Continuation of PT 652.

PT 655 EVALUATION AND MANAGEMENT OF NEUROMUSCULAR DISORDERS

Prerequisite: PT 635. *Co-requisites:* PT 633, PT 652, PT 663. *Pass/Fail and audit not available.* 6 credits. Clinical problem-solving process with emphasis on management of neuromuscular disorders, including deficits in sensation, mental status, cranial nerve function, motor control and development, tone and reflexes, balance, sensory function and activities of daily living.

**PT 656 REHABILITATION
MANAGEMENT
ACROSS THE LIFESPAN**

Prerequisite: PT 636. *Co-requisites:* PT 634, PT 653, PT 664. *Pass/Fail and audit not available.* 4 credits. Rehabilitation issues of pediatrics and geriatrics, including functional training, developmental evaluation, use of adaptive equipment, therapeutic exercise, home care, and long-term care.

PT 661 CLINICAL SEMINAR I

Prerequisites: PT 606, PT 620. *Co-requisites:* Fall year 1 courses. *Pass/Fail grading only; audit not available.* 1 credit. Weekly seminars focusing on patient cases that integrate content across courses, utilizing a problem-solving model for critical analysis of evaluation, goal setting, and treatment planning processes.

PT 662 CLINICAL SEMINAR II

Prerequisites: Fall year 1 courses. *Co-requisites:* Spring year 1 courses. *Pass/Fail grading only; audit not available.* 1 credit. Continuation of PT 661.

PT 663 CLINICAL SEMINAR III

Prerequisite: PT 635. *Co-requisites:* Fall year 2 courses. *Pass/Fail grading only; audit not available.* 1 credit. Continuation of PT 662.

PT 664 CLINICAL SEMINAR IV

Prerequisite: PT 636. *Co-requisites:* Spring year 2 courses. *Pass/Fail grading only; audit not available.* 1 credit. Continuation of PT 663.

**PT 681 PROFESSIONAL ISSUES I:
COMMUNICATION
AND TEACHING**

Prerequisite: PT 606. *Co-requisites:* PT 631, PT 645, PT 661, PT 685. *Pass/Fail available; audit not available.* 2 credits. Foundation for interaction of the physical therapist with patients, families, supportive personnel and other health professionals, focusing on communication, interpersonal skills, teaching/learning skills.

**PT 682 PROFESSIONAL ISSUES II:
HEALTH CARE POLICY**

Prerequisites: PT 631, PT 661, PT 681. *Co-requisites:* PT 632, PT 662. *Pass/Fail available; audit not available.* 2 credits. Discussion of contemporary issues in public policy related to health care, with an overview of the political processes and institutions that influence and determine health policy decisions in the United States.

**PT 683 PROFESSIONAL ISSUES III:
ADMINISTRATION AND
MANAGEMENT**

Prerequisite: PT 635. *Pass/Fail available; audit not available.* 2 credits. Overview of management principles applied to the practice of physical therapy, focusing on organizational behavior, resource allocation and planning, supervision and delegation, personnel policies, and monitoring of productivity and quality of care.

PT 685 CRITICAL INQUIRY I

Prerequisites: introduction to statistics, PT 606, PT 620. *Co-requisites:* PT 622, PT 645, PT 681. *Pass/Fail and audit not available.* 2 credits. Introduction to the basic concepts of the research process as they relate to physical therapy, including measurement theory, clinical research methods, statistical analysis, application of scientific inquiry to clinical decision-making, assessment of functional outcomes, and critical review of professional literature.

PT 686 CRITICAL INQUIRY II

Prerequisite: PT 685. *Co-requisites:* PT 646, PT 647. *Pass/Fail available; audit not available.* 2 credits. Continuation of PT 685.

PT 687 CRITICAL INQUIRY III

Prerequisite: PT 685. *Co-requisites:* PT 646, PT 647. *Pass/Fail grading only; audit not available.* 1 credit. Seminars to foster development of a group research proposal focusing on quality assurance, program evaluation and functional outcomes. Students present completed research projects as platform presentations or poster presentations, as well as a written journal article.

PT 688 CRITICAL INQUIRY IV

Prerequisite: PT 687. *Pass/Fail grading only; audit not available.* 1 credit. Continuation of PT 687.

PT 690 CLINICAL INTERNSHIP

Prerequisites: all course work. *Pass/Fail grading only; audit not available.* 6 credits. A supervised full-time extended clinical learning experience, one-year in length, enabling students to fully integrate their academic and clinical experiences in a setting that provides varied learning opportunities, facilitates the transition from student to independent practitioner, and serves as the culmination of the students' educational preparation.

Post-Professional Program in Physical Therapy

**PT 600 US HOSPITAL
PRACTICE SYSTEMS**

Prerequisite: none. *Pass/Fail grading only; audit not available.* 2 credits. An introduction to practice customs and settings in physical therapy for those who have not practiced in the United States. Individualized experiences are developed, with emphasis on communication.

**PT 601 CLINICAL PERFORMANCE
EVALUATION**

Prerequisite: PT 600. *Pass/Fail grading only; audit not available.* 1 credit. This course is designed for International Scholars in physical therapy and consists of the clinical performance evaluation to determine the level of expertise and independence in physical therapy practice. The emphasis is on safety and appropriate professional behavior.

PT 602 INTERNATIONAL SEMINAR

Prerequisite: none. *CR/NC grading only; audit not available.* 1 credit. This seminar designed to assist International Scholars' transitions into United States academic and clinical settings. It provides assistance with individual coursework and application of academic knowledge to clinical practice. Stresses continuing development of spoken and written English through discussion and small group work.

**PT 697 MEDICAL TERMINOLOGY
FOR THE PHYSICAL THERAPIST**

Prerequisite: none. *Pass/Fail available; audit not available.* 1 credits. This course focuses on understanding and appropriately using musculoskeletal, cardiopulmonary, and neurological terms, with an emphasis on practicing written and verbal English.

**PT 720 FOUNDATIONS OF
CLINICAL ASSESSMENT
IN PHYSICAL THERAPY**

Prerequisite: none. *Pass/Fail not available; audit available.* 3 credits. Study of basic principles of measurement, development of new measurement methods, and analysis of the nature of evaluation and its relationship to clinical judgment and treatment planning. Students develop and test a measurement procedure as a course project.

PT 760 THEORETICAL FOUNDATIONS OF NEUROREHABILITATION

Prerequisite: none. Pass/Fail and audit available. 3 credits. This survey course examines the theoretical foundations of rehabilitative models for the evaluation and treatment of persons with neurological impairments. Topics include current issues in motor control theory, motor learning, posture and balance control adaptation, recovery of function, and systems theory.

PT 761 SEMINAR ON TREATMENT APPROACHES TO THE NEUROLOGICALLY IMPAIRED

Prerequisite: none. Pass/Fail and audit available. 3 credits. This seminar critically analyzes physical therapy treatment approaches for the neurologically impaired. The focus is on the biomechanical, neurophysiological, and kinesiological basis of treatment interventions based on current concepts of motor control. Critical review of recent literature provides a basis for examining the effectiveness/ineffectiveness of various treatment techniques.

PT 763 THERAPEUTIC EXERCISE: ADVANCED PRINCIPLES AND PRACTICE

Prerequisite: none. Pass/Fail and audit available. 3 credits. This course presents a process for choosing appropriate exercise procedures for intervention with musculoskeletal and neurological involvement, and emphasizes the practice of these procedures in laboratory sessions. Procedures are analyzed according to their biomechanical, neurophysiological, and motor control factors and treatment goals that can be achieved.

PT 770 CONCEPTS OF ORTHOPAEDIC PHYSICAL THERAPY

Prerequisite: none. Pass/Fail and audit available. 2 credits. This course presents a model of neuromusculoskeletal dysfunction as a basis for discussion of current orthopaedic physical therapy practice, providing a framework for treatment of patients with soft tissue and articular lesions. Case studies are used throughout to enhance clinical relevance. This course is required for those in the orthopaedic specialization.

PT 772 ORTHOPAEDIC PHYSICAL EXAMINATION

Prerequisite: none. Pass/Fail and audit available. 2 credits. Through lecture and laboratory sessions students develop advanced skills in planning and executing the history and physical examination of the patient with musculoskeletal pathology. Case studies are used throughout to enhance clinical relevance. This course prepares students for advanced courses in the orthopaedic specialization.

PT 773 MECHANICS OF HUMAN MOVEMENT

Prerequisite: none. Pass/Fail and audit available. 3 credits. This course focuses on the study and measurement of movement from a biomechanical perspective including application of instrumentation to evaluate muscle and movement systems and exploration of the theory and clinical analysis of force systems under static and dynamic conditions. Required for students using bioinstrumentation or biomechanical principles in the thesis.

PT 821 CLINICAL DECISION MAKING

Prerequisite: none. Pass/Fail and audit available. 3 credits. This course is a core requirement for students in the post-professional physical therapy program. Students examine the basis of clinical decision making as it relates to all aspects of patient care. Theoretical models are presented with the goal of enabling students to formulate strategies for the management of patient problems.

PT 822 DIAGNOSTIC SCREENING FOR PHYSICAL THERAPISTS: WHEN TO TREAT? WHEN TO REFER?

Prerequisite: none. Pass/Fail and audit available. 3 credits. Medical specialists present lectures and labs to illustrate how pathologies can cause confusing symptoms, and how interview techniques and physical examination can help screen for different medical entities. Selected case examples are presented to develop an algorithm describing the diagnostic decision making process. Students will select a case to analyze.

PT 823 SPECIAL TOPICS IN PHYSICAL THERAPY

Prerequisite: none. Pass/Fail and audit available. 2 credits. Special topics relating to physical therapy practice are offered on a yearly basis.

PT 824 ADVANCED SEMINAR IN PHYSICAL THERAPY

Prerequisite: specialty courses, PT 839. Pass/Fail available; audit not available. 1 credit. Integration of all required core courses in the physical therapy curriculum. Students identify cases and critically analyze alternative evaluation and treatment approaches with reference to recent literature.

PT 839 CLINICAL PRECEPTORSHIP IN PHYSICAL THERAPY

Prerequisite: PT 720. Pass/Fail grading only; audit not available. 3 or 6 credits. Advanced clinical practice offered under the direction of a preceptor in the student's specialty. The practicum, designed to meet individual needs, provides a variety of clinical experiences to develop expertise in physical therapy evaluation and treatment techniques. Additional objectives may include acquiring skill in teaching and/or clinical research.

PT 867 MUSCULOSKELETAL DYSFUNCTION: LOWER QUARTER, HIP AND KNEE

Prerequisites: PT 770, PT 772, or written consent of instructor. Pass/Fail and audit available. 2 credits. This course focuses on musculoskeletal pain and dysfunction involving the lower extremity, especially problems involving the hip and thigh region. Lecture, laboratory, and discussions allow the student to gain skill in examination and treatment of lower extremity dysfunction with emphasis on decision making. Should be taken in conjunction with PT 868.

PT 868 MUSCULOSKELETAL DYSFUNCTION: LOWER QUARTER, FOOT AND ANKLE

Prerequisites: PT 770, PT 772, or written consent of instructor. Pass/Fail and audit available. 1 credit. This course, running consecutively with PT 867, focuses on musculoskeletal pain and dysfunction involving the lower extremity, especially the foot and ankle. Lecture, laboratory, and discussions allow the student to gain skill in examination and treatment of lower extremity dysfunction. Can be taken in conjunction with PT 867 or independently.

PT 869 MUSCULOSKELETAL DYSFUNCTION: UPPER QUARTER

Prerequisites: PT 770, PT 772, or written consent of instructor. *Pass/Fail and audit available.* 3 credits. This course focuses on musculoskeletal pain and dysfunction involving the upper extremity. Lecture, laboratory, and discussions allow the student to gain skill in examination and treatment of upper extremity dysfunction with emphasis on decision making.

PT 871 MUSCULOSKELETAL DYSFUNCTION: LUMBOPELVIC REGION

Prerequisites: PT 770, PT 772, or written consent of instructor. *Pass/Fail and audit available.* 3 credits. This course focuses on examination and treatment strategies and techniques for lumbopelvic pain and dysfunction. Significant pathomechanics and pathokinesiology of each region is discussed. Laboratory sessions provide instruction and practice of manual therapy techniques as well as analysis of possible treatment strategies.

PT 872 MUSCULOSKELETAL DYSFUNCTION: CERVICOTHORACIC AND CRANIOMANDIBULAR REGIONS

Prerequisites: PT 770, PT 772, or written consent of instructor. *Pass/Fail and audit available.* 2 credits. This course focuses on examination and treatment strategies for the temporomandibular joint, cervical spine, and thoracic spine. Significant pathomechanics and pathokinesiology of each region is discussed. Laboratory sessions provide instruction and practice of manual therapy techniques as well as analysis of possible treatment strategies.

PT 880 THESIS RESEARCH I

Prerequisite: HP 720 and consent of advisor. *Pass/Fail grading only; audit not available.* 2 credits. Students work with two assigned readers to develop a research proposal, implement the study, and prepare the thesis. Students present a prospectus to the Physical Therapy Faculty for approval of the topic then a formal oral paper describing the final results. An ongoing seminar held each semester supports the thesis process.

PT 881 THESIS RESEARCH II

Prerequisite: PT 880. *Pass/Fail grading only; audit not available.* 2 credits. Continuation of PT 880.

PT 882 THESIS RESEARCH III

Prerequisite: PT 881. *Pass/Fail grading only; audit not available.* 2 credits. Continuation of PT 881.

PT 896 INDEPENDENT STUDY -899 IN PHYSICAL THERAPY

Prerequisite: written consent of instructor. *Pass/Fail available; audit not available.* Variable credit. Independent study allows the student to pursue special problems in physical therapy. Individually planned work guided by a faculty member may include directed readings, investigations, or projects in areas not currently covered by formal courses.

PT 111 THESIS CONTINUATION

Prerequisite: PT 882. *Pass/Fail grading only; audit not available.* No credit. This designation is used for students who are continuing thesis research. Students must register for thesis continuation for each term that the thesis is incomplete.

Interdisciplinary

HP 621 PATHOPHYSIOLOGY

Prerequisites: anatomy, physiology. *Pass/Fail and audit available.* 3 credits. Common pathophysiological processes applied to common acute and chronic diseases.

HP 622 PHARMACOLOGY

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Research, theory and practices in pharmacology as a base for the safe administration of drugs.

HP 696 SPECIAL TOPIC COURSE: SPANISH FOR HEALTH CARE PROFESSIONALS

Prerequisite: none. *Pass/Fail available.* 3 credits. Beginning conversational Spanish to familiarize students with the Spanish language around health related issues.

HP 703 INTERDISCIPLINARY APPROACHES TO PAIN MANAGEMENT

Prerequisite: Clinical experience as a health care worker. *Pass/Fail and audit available.* 3 credits. The basis of understanding the symptom of pain is discussed from physiological, anatomic, pathologic, and psychologic perspectives. Syndromes of acute/chronic pain are described and evaluation and management strategies presented. Examples of how health professionals from many disciplines can work together to assess and treat pain are examined through case studies.

HP 710 TEACHING SKILLS FOR HEALTH CARE PROFESSIONALS

Prerequisite: none. *Pass/Fail and audit not available.* 3 credits. This course helps clinicians learn principles of effective teaching/learning and emphasizes application of principles to patient education, staff training, clinical supervision of students, and classroom teaching. Classes are interactive and give learners opportunities to experience varied teaching techniques.

HP 720 DESIGNING CLINICAL RESEARCH

Pass/Fail available. 3 credits. This course is an introduction to the basic elements of research design for clinical inquiry emphasizing the process of developing clinically relevant and feasible research questions, concepts of reliability and validity in measurement and design, and the application of a variety of research designs for answering questions of clinical interest. Cross-listed as CI 720.

HP 721 STATISTICS FOR CLINICAL RESEARCH

Pass/Fail available. 3 credits. Basic statistics for graduate students in the health professions, including descriptive statistics and inferential statistics. Cross-listed as CI 721.

HP 722 INTERDISCIPLINARY HEALTH PRACTICE: THE CARE OF THE AGED PERSON

Prerequisite: none. *Pass/Fail and audit available.* 2 credits. Teaches a comprehensive, integrated approach to professional practice; the ability to collaborate with other professions in health care; health problems and treatment approaches in the aged population. Taught at Harvard Medical School.

Physical Therapy Courses

HP 731 STATISTICS FOR CLINICAL RESEARCH COMPUTER LABORATORY

Co-requisite: HP 721. *Pass/Fail grading only; audit available.* 1 credit. Laboratory for the computer applications of material covered in Statistics for Clinical Research.

HP 820 ETHICAL ISSUES IN HEALTH CARE

Prerequisite: none. *Pass/Fail and audit available.* 2 credits. Basic ethical theory combined with a problem-solving approach to ethical issues commonly confronting health professionals.

HP 822 LIVING WITH DEATH, LIVING WITH GRIEF: PERSPECTIVES FOR THE CLINICIAN

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Provides an understanding of dying, death, and bereavement from historical, cultural, societal, interpersonal, and personal perspectives. Exploration of philosophical, theoretical, and pragmatic issues underlying choices and decisions in clinical practice.

HP 825 THE PLACE OF DEATH IN A CHILD'S LIFE

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Children's reactions to death and dying from emotional, cognitive and social perspectives. Special emphasis will be given to skills needed to provide care to this population.

HP 831 ORGANIZATIONAL PERSPECTIVES: THEORY AND ACTION

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Interdisciplinary survey of theoretical approaches to the study of organizations. Macro and micro views of human systems are compared and contrasted, with emphasis on analyzing and intervening in organizations.

NH 730 HEALTH CARE POLICY AND POLITICS

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. Provides a forum for the discussion of policies related to health care such as the role of health care professionals in this process and delivery of health care. Students analyze health care policy from socioeconomic, legal, ethical, political, and historical perspectives.

PH 740 MANAGEMENT OF PATIENTS WITH CARDIOPULMONARY DYSFUNCTION FROM THE ICU TO HOME CARE

Prerequisite: PH 742. *Pass/Fail and audit available.* 3 credits. Evaluation methods, including ventilation, respiratory muscle function, functional performance, hemodynamic responses, and aerobic capacity for critical care, as well as rehabilitation settings, will be presented. Treatment techniques, focused on maximizing whole body/performance, analysis of cases with multisystem involvement will provide the clinical judgment opportunities for cardiopulmonary care.

PH 742 CLINICAL APPLICATIONS IN EXERCISE PHYSIOLOGY

Prerequisite: human physiology and clinical experience. *Pass/Fail and audit available.* 3 credits. This course provides an overview of normal and abnormal adjustments to exercise, considering the processes associated with aging and of various pathologies. Content includes pulmonary and cardiovascular responses, the oxygen transport system, components of muscle contraction and responses to learning, energy requirements, and long-term adaptation to training.

PH 760 CLINICAL NEUROANATOMY AND NEUROPHYSIOLOGY

Prerequisite: human physiology. *Pass/Fail and audit available.* 3 credits. The course emphasizes neuroanatomy and pathology of the membranes, synapses, peripheral/cranial nerves, neuropathic processes, autonomic nervous system, spinal column, and reflexes. Laboratory sessions emphasize gross and surface anatomy of the nervous system pathologic reactions and plasticity of the nervous system, electrophysiology and conduction velocities, and clinical examination of peripheral nerves.

PH 761 CLINICAL NEUROLOGY

Prerequisite: none. *Pass/Fail and audit available.* 3 credits. This course examines the clinical problems of disorders of the motor system, sensory integration, cognitive functions of language and praxis, and the neurologic issues of aging, seizures, attention, memory, and learning. The laboratory consists of neuropsychological testing, clinical testing, electroencephalography, and neuroradiological techniques and findings.

PH 771 ANATOMICAL BASIS OF KINESIOLOGY

Prerequisite: human anatomy. *Pass/Fail and audit available.* 3 credits. Advanced study of structure and function of the musculoskeletal system. Includes lectures and a dissection laboratory, with emphasis on extremities and the spine. Detailed dissection of cadaver specimens serve as the basis for discussion of orthopaedic dysfunction.

PH 774 BASIC ORTHOPAEDIC RADIOLOGICAL ASSESSMENT

Prerequisite: none. *Pass/Fail and audit available.* 2 credits. Introduction of radiological imaging principles and techniques as applied to orthopaedic physical therapy. Lectures are provided by radiologists and orthopaedic surgeons. Radiography, CT Scans, MRI, special studies, and arthrography are addressed. Case studies are used to illustrate selection of imaging techniques and integration of radiographic information with physical therapy.

Facilities and Services

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs (OSA), located on the 5th floor of 101 Merrimac Street, Room 502, provides a number of services that support the academic programs and assist IHP students. Here students will find information and assistance with admissions, financial aid, academic records and transcripts, scheduling, pre-registration, registration, and student billing. Forms required for academic procedures are available in the 5th floor office. Students are encouraged to make appointments with staff members for personal assistance or information. Students are responsible for keeping the Office of Student Affairs apprised of any changes in their name, address, or phone number. The OSA phone number is 726-3140. The office is open from 8:30 am to 5:00 pm.

CLINICAL FACILITIES

For practica and clinical research, the Institute has access to the full range of clinical facilities of Massachusetts General Hospital and its affiliates through Partners HealthCare System, Inc. Established in March 1994, Partners is the corporation created by the affiliation of the Massachusetts General Hospital and the Brigham and Women's Hospital. The Partners System also includes area community health centers and hospitals, the Institute, and many private primary care practices throughout New England. Partners provides primary and specialty care and serves as a referral center for patients throughout the region and around the world. Its clinical facilities are an extraordinary resource for the education of health care professionals. Affiliations are also arranged, as appropriate, with other Boston-area health care centers and community settings.

The Biomotion Laboratory is a joint effort of the Institute and the MGH Department of Orthopaedics. It combines the talents of physical therapists, physicians, engineers, and other health care professionals to investigate movement in subjects and patients with motion disorders, including those with neuromuscular, post-surgical, and balance impairments. It provides opportunities for technologically sophisticated research utilizing the Selspot system with real-time EMG, Kinematic, and Kinetic data analysis. Research efforts of

the laboratory are directed toward better understanding the underlying mechanisms of locomotion and the major complications induced by arthritis, orthopaedic, vestibular, and other neural impairments. In addition to offering opportunities to students and faculty for research and education, the Biomotion Laboratory provides clinical fee-for-service locomotion analysis.

ADDITIONAL EDUCATIONAL OPPORTUNITIES

Educational opportunities such as Grand Rounds at MGH and lectures at nearby medical facilities are regularly posted on 3rd floor bulletin boards at 101 Merrimac Street. Thesis presentations by IHP students are posted as well. Newsletters such as the *MGH Hotline*, *IHP News*, and *Caring Headlines* provide information about additional educational offerings.

HOUSING

Students are responsible for making their own housing arrangements. Apartments, condominiums, and rental homes in the suburban area that surrounds the Institute offer a variety of housing options. The Office of Student Affairs maintains a file of students seeking roommates, and bulletin boards throughout the Institute carry notices from students who are looking for a roommate, subleasing apartments, etc.

The classified section of local newspapers provides additional information about the range of prices and types of accommodations available in the area. Locating near public transportation is always a good idea, since parking in the city can be difficult and expensive.

TRANSPORTATION

The Institute is within walking distance of Massachusetts General Hospital. The free hospital shuttle van operates between the Portland Street entrance of 101 Merrimac Street and the Jackson Building entrance on Blossom Street on the MGH campus. The free hospital shuttle bus stops close by at North Station (Beverly Street) en route to MGH East in Charlestown and the main hospital campus stop at the Jackson Building on Blossom Street for connections to other MGH sites and Brigham and Women's Hospital. Published shuttle bus schedules are available on the 3rd floor and in the Office of Student Affairs. Students are required to show the IHP ID badge to use the shuttle service.

Proximity to North Station provides easy access to commuter rail lines and the Massachusetts Bay Transportation Authority (MBTA) Orange and Green Lines. MBTA monthly passes may be purchased at North Station and other locations on the last three working days of the month. Maps and schedules for both the MBTA and the MGH shuttle bus are available in the Office of Student Affairs.

RUTH SLEEPER LEARNING CENTER (RSLC)

Named after Miss Ruth Sleeper, the Director of the MGH School of Nursing from 1946 through 1966, the Learning Center, located in Rooms 345 and 347 at 101 Merrimac Street, is a multimedia technology lab providing research, references, computing, and audio-visual support services. The instructional and educational materials of the Center are extensive, providing a wealth of tools that enhance the learning experience at the Institute. The classroom section (Room 345) is accessible to students 7 days a week, 24 hours per day. Word processing, presentation, statistics, spreadsheet, and database applications are provided to assist with assignments and thesis work.

In the multimedia lab (Room 347), workstations are equipped so that students may do research through the many magnetic media assets of the Center. Holdings contained on CD-ROM include *The New England Journal of Medicine*, *AIDS 2000*, *Skeletal Radiology*, and *The Slice of Life* are some of the resources accessible on laser-disk. Other titles of instructional and interactive software are provided on various workstations that supplement and enhance the classroom experience. The multimedia lab additionally offers connectivity to the Internet, enabling students to have electronic mail, Telnet, FTP, and World Wide Web (WWW) access. Our website address is: <http://www.mgh.harvard.edu/depts/ihp/mgh.htm>. An extensive library of video and audio tapes are also contained in the Center. The Ruth Sleeper Learning Center serves students as a gateway to a vast array of information resources. The lab section of the RSLC is open Monday through Thursday from 9:00 am to 9:00 pm, and Fridays until 5:00 pm during the school year (September to May). During the Summer semester the lab is open 9:00 am to 5:00 pm, Monday - Friday. The multimedia area is closed on weekends.

BOOKSTORES

IHP students will find school supplies and textbooks at Suffolk University Bookstore, 148 Cambridge Street, Boston, MA 02114. The telephone number is 227-4085.

Hours:

Monday - Thursday	8:00 am - 8:00 pm
Friday	8:00 am - 6:00 pm
Saturday	9:00 am - 2:00 pm

Textbooks may also be found at Brown and Connolly Medical Book Store, 1315 Boylston Street, Boston, MA 02215. The telephone number is 262-5162. Check with the program office or course instructor about the location of required texts.

FOOD SERVICE

The WACC Cafeteria (726-5909) is located in the lobby of the Wang Ambulatory Care Center, and is open Monday - Friday 7:30 am - 3:00 pm.

The Eat Street Café (724-8879) is located in the White Building basement. The café is open weekdays 6:30 am - 8:00 pm, and weekends 6:30 am - 7:00 pm.

There is a cafeteria on the 7th floor of the Massachusetts Eye and Ear Infirmary.

There are numerous restaurants in the area surrounding 101 Merrimac Street as well as one located on the first floor of the building.

LIBRARIES

Treadwell Library. Treadwell Library, located in Bartlett Extension One in the MGH complex, is the Health Sciences Library for all MGH personnel and Institute students and faculty. The telephone number is 726-8600. The collection, over 50,000 volumes and 920 journal titles, includes holdings in medicine, basic sciences, nursing, and allied health.

Students enrolled at the IHP are eligible to register as borrowers. Institute course reserve readings are held at the Information Desk. Reference librarians are available to assist students with reserve readings and information.

End User Search Systems are available. A variety of free and fee-based electronic search methods are available through the RSLC or the library. Terminals for access to MGH are on the ground floor of the library, or you may dial in from any computer with a modem or via MGH LAN.

Countway Library. Countway Library of Medicine, the Harvard Medical School library, is located at 10 Shattuck Street, Boston. The telephone number is 432-4888. Students working on specific research topics who wish to use Countway Library should pick up the Access Request Form in the Office of Student Affairs and have it signed by their faculty advisor, thesis advisor, or Program Director. With a signed form, passes are available from the Office of Student Affairs. The \$25/per day usage fee is paid by the Institute. Students do not have borrowing privileges.

Warren Library. Warren Library is located in the Bulfinch Basement at MGH. The telephone number is 726-2213. Warren is a nonmedical library with over 10,000 books of all types, including best sellers, which may be borrowed. Daily newspapers and a large selection of magazines and tapes round out the collection. The Warren Library gladly accepts donations of used books for their lending library and the hospital book carts.

STUDENT ORGANIZATIONS

The Office of Student Affairs staff provides support for student organizations. Through their activities, these organizations support educational, social and cultural activities directed toward enriching the experiences of graduate students. Students interested in participating in one or more of these organizations should inquire in the OSA for more information.

Student Senate. This is a newly-created organization established to serve the needs and interests of the IHP student body, to provide a communication vehicle to decision-making bodies, to promote interdisciplinary collegiality, and to participate in the allocation of student activity funds.

Graduate Nursing Student Journal Club. This club explores and discusses the current nursing literature in a group setting.

International Social Club. This organization promotes diversity and cultural understanding by planning social events/activities for the student body.

National Student Nurses Association. The Student Nurses Association promotes the nursing profession through its activities and provides opportunities to enhance students' educational experience.

National Student Speech Language Hearing Association. This organization promotes the study of speech pathology and provides additional learning experiences for students.

Fees and Deposits

TUITION FOR 1997-98

Full and Part-Time:	\$500 per credit
Audit:	\$250 per credit

The Institute offers no guarantee that all course requirements can be completed at the current tuition rate.

PAYMENTS

The Institute accepts checks, American Express, Discover, Mastercard, and VISA.

Transcripts, letters of reference, grade reports, and diplomas are provided only for those who have met all financial obligations. All financial obligations must be met before graduation.

Preregistered Students. The statement for tuition and fees is mailed to preregistered students approximately one month prior to the payment deadline. Full payment must be received by the payment deadline unless the student has enrolled in the Institute-approved plan administered by Tuition Management Systems, Inc. or has been approved for a Stafford Loan. (If the Stafford Loan does not cover full cost of tuition and fees, the student must pay the amount due by the payment deadline.) A late payment fee of \$50.00 will be assessed for accounts with outstanding balances on the third day following the payment deadline. At that time, students with unresolved financial obligations will be disenrolled and ineligible to attend classes or use the resources and facilities of the Institute.

Open Registration. Full payment must be made at time of registration, unless the student has enrolled in the Institute-approved plan administered by Tuition Management Systems, Inc., or has been approved for a Stafford Loan. Bills will not be mailed.

Add/Drop Period. Payment is due at the time of registration for any courses added during the Add/Drop period.

REFUNDS

Financial Aid refunds, for students whose aid exceeds the cost of tuition, will be released starting the first week of each semester, as the funds are received and the refunds processed. Students will receive a notice in their mailbox when the refund check is available.

All other refunds will be calculated and processed at the end of the Add/Drop period.

GENERAL FEES

The following fees are in effect beginning with the fall semester of the 1997-98 academic year. They are subject to change by the IHP Board of Trustees and will not necessarily be the same for the Fall '98 Semester.

1. *Orientation Fee.* A fee of \$35 is required of each student to cover the cost of orientation activities upon first enrolling.
2. *Transcript Fee.* Copies of a student's transcript are available upon written request to the Registrar's Office. A copy of the transcript includes only the academic record earned at MGH IHP; copies of transcripts furnished from other institutions become the property of MGH IHP and will not be furnished by the Institute. The cost of an IHP transcript is \$4.00 per copy, payable in advance. All transcript requests must be made by the student and must be in writing. Adequate advance notice, normally 48 hours, is required for transcript processing.
3. *Auditing Fee.* Students who wish to audit a course are required to pay a fee of \$250 per credit hour and must have written permission from the instructor who is teaching the course. Audited courses appear on the transcript but do not receive a grade.
4. *Continuing Enrollment Fee.* Students must be continuously enrolled in a degree program, the only exception being students who have been granted a leave of absence. Students who have completed all course work and who are enrolled in thesis continuation hours (only) will be assessed a \$100 continuing enrollment fee each semester until graduating.
5. *Late Payment Fee.* A late payment fee of \$50 will be charged beginning the third working day following the Institute-established due date.

6. *Late Registration Fee.* Students permitted to register after classes begin will be charged a late registration fee of \$25.

7. *Reinstatement Fee.* A student permitted to register and/or pay after the twelfth class day of a semester will be assessed a reinstatement fee of \$100. This fee is in addition to the late payment penalty and the late registration fee.

8. *Anatomy Fee.* This is a one-time laboratory fee assessed to students in the Professional Program in Physical Therapy in the first semester of their program study. The amount of the fee is \$250.

9. *Clinical Education Fee.* A clinical education fee is charged by each program to cover the additional costs incurred for the clinical experience. The fee is based on actual cost to the program on an individual basis as follows:

<i>Communications Sciences & Disorders</i>	\$1500 per annum
<i>Nursing</i>	\$100 per annum
<i>Professional Program in Physical Therapy</i>	\$300 per annum
<i>Post-Professional Program in Physical Therapy</i>	\$300 one-time fee upon entry

10. *Learning Resource Fee.* Each student is required to pay this fee based on the number of semester credit hours for which he/she is enrolled. The cost is \$6.25 per credit hour, with a maximum amount of \$75 charged per semester.

11. *Student Activity Fee.* Each student is required to pay this fee based on the number of semester credit hours for which he/she is enrolled. The amount of the fee is \$2.50 per credit hour.

12. *Key Access Fee.* Students are charged a mandatory \$20 fee to receive a key to access floors in the building on which they have classes in a given semester, if said classes fall outside normal business hours. Key access codes are changed each semester depending on the student's schedule; the keys of students who, for whatever reason, are not enrolled in any given semester will be deactivated immediately. The fee is refundable upon request but the request must be received by the end of the semester following a student's last enrollment.

13. *Graduation Fee.* Graduating students will be charged a fee of \$50 to cover the cost

of the diploma and regalia rental. The fee will be assessed in the semester in which the student intends to graduate.

14. *Fee for Credit by Examination or Advanced Practice Module advanced placement.* 10 percent of current tuition for each course (matriculated students only).

BURSAR'S OFFICE

The Bursar's Office is located in the Office of Student Affairs suite on the 5th floor of 101 Merrimac Street, Room 502D. Students wishing to make payments or having questions concerning their bill may contact the Bursar during regular office hours at 726-8015. Payments and inquiries by mail should be sent to BURSAR, MGH Institute of Health Professions, PO Box 6224, Boston, MA 02114.

TUITION REIMBURSEMENT

Students who participate in an employer's tuition reimbursement program must pay all tuition and fees prior to the start of classes. At the end of the semester, students will be sent a grade report that can then be used to secure tuition reimbursement from their employer.

RETURNED CHECK FEE

A fee of \$15.00 is charged for non-negotiable checks. Students who present a non-negotiable check to the Institute will be required to make future payments with a certified check, cashier's check, or money order.

WITHDRAWAL FROM THE INSTITUTE

If a student leaves the Institute through 1) withdrawal, 2) dismissal, or 3) leave of absence, the following procedure should be followed:

- Request a *Notice of Withdrawal* or *Leave of Absence* form from the Registrar;
- Obtain the approval and signature of the faculty advisor and the Program Director;
- Obtain clearance in appropriate areas listed on the form;
- Schedule an Exit Interview with the Student Financial Aid Office if in receipt of financial aid.

See *Financial Aid Information* for specific information concerning effects of withdrawal or LOA on financial aid received.

WITHDRAWAL REFUND POLICY

The following refund schedule applies to each full-length term's tuition and is determined by the date of receipt of the appropriate form in the Office of Student Affairs. Fees and deposits are non-refundable.

Withdrawal/dropping

1st five class days of semester . . . 100% refund
2nd five class days of semester . . . 75% refund
3rd five class days of semester . . . 50% refund
4th five class days of semester . . . 25% refund
21st class day of semester or after . . . no refund

For courses of shorter duration, the Registrar will prepare a refund schedule that students should consult.

No deduction is made for temporary absence, nor is any refund made if a student is suspended, dismissed, or leaves the Institute without formally withdrawing. In the event a refund of tuition is issued, the refund amount is paid by check directly to the withdrawn student, except in instances when the student has received financial aid. For aid recipients, portions of the refund will be calculated for return to the source of the financial aid award. Students are advised that they have legal obligations to repay loan obligations in accordance with the established grace periods and repayment terms. Lenders are notified of withdrawn students and withdrawal dates by the Institute.

No student may withdraw in good standing until all current and past financial obligations to the Institute are paid in full, the completed Notice of Withdrawal form is filed, and all Institute property has been returned. All students receiving financial aid must contact the Financial Aid Office prior to leaving the Institute. Failure to do so may jeopardize future aid funding at the Institute and elsewhere.

Policies and Regulations

STUDENTS WITH DISABILITIES

Disabilities services are coordinated through the Office of Student Affairs. Students who have special needs that require assistance are encouraged to fill out the Disabilities Service Request Form mailed to all applicants following acceptance into a program. Students may also contact the

Office of Student Affairs at 101 Merrimac Street, Boston, MA 02114 or by phone at 726-3140. All information provided will be held in strict confidence.

RIGHT TO PRIVACY/FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the Institute receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. They may use a *Right of Access* form in the Office of Student Affairs. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, she shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students should ask the Institute to amend a record that they believe is inaccurate or misleading. They should write the Institute official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the Institute decides not to amend the record as requested by the student, the Institute will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Institute in an

administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor, collection agent, or National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the Institute discloses education records without consent to officials of another school in which a student seeks or intends to enroll. FERPA requires an institution to make a reasonable attempt to notify the student of the records request.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the Institute to comply with the requirements of FERPA.

The Institute does not release personally identifiable information contained in student education records, except as authorized by law. The Institute has designated certain types of personally identifiable information as "directory information." It includes the following:

Name, address, telephone number
Program of study
Dates of attendance, degrees and awards
E-mail address

If students wish to restrict release of this information, they must sign a form and return it to the Registrar's Office no later than October 1.

STUDENT'S ABSENCE DUE TO RELIGIOUS BELIEFS

Massachusetts General Laws, Chapter 375, 1985 Regular Session, Section 2B. Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement

on a particular day shall be excused from any such examination or study or work requirement and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this section. *Approved October 8, 1985.*

ADMISSIONS

The MGH Institute of Health Professions, a unique and innovative graduate school affiliated with the internationally-known Massachusetts General Hospital (MGH) in Boston, seeks highly motivated students who are interested in assuming leadership roles within their intended professions. Applications are sought from men and women with diverse backgrounds who bring a wide range of education and experience to their graduate studies. Admission decisions are based upon a careful evaluation of each applicant's academic record, test scores, written application, essay, references, and life experiences.

Prospective students are encouraged to attend one of the information sessions which are held onsite during the fall and spring. Dates are published elsewhere in this document, or you may contact the Office of Student Affairs for further information.

Admissions Criteria

An undergraduate degree is a prerequisite for admission to any of the graduate programs. Admission requirements are program-specific and more fully outlined in the program section of the catalog; an application is included in the catalog as well.

Application Procedures

Before the Admissions Committee can evaluate an application, the applicant's file must include:

- a completed, signed application form along with the \$50 nonrefundable application fee.
- official transcripts for all academic work beyond high school whether a degree was received or not.

- official score report of GRE (Graduate Record Examination) — general test only. Tests are prepared and scored by the Educational Testing Service: GRE, PO Box 6000, Princeton, NJ 08541-6000. The telephone is 609/771-7670; fax 609/771-7906. The GRE is not required for entrance into certificate programs.
- three letters of recommendation submitted on the forms included in the application packet. Completed forms should be returned to the Admissions Office, following the instructions on the application.
- an essay based on your program interest and questions contained in the application.

Applicants are notified about the status of their admission file upon receipt of their application. While the Admissions Office periodically notifies applicants regarding the completeness of their files, it is the applicants' responsibility to ensure that all necessary documents are received in the Office of Student Affairs by the published deadline.

Reactivating Applications: Applicants who wish to reapply after receiving an official rejection from a program may reactivate their file by written request up to the Admissions deadline the following year. A \$50 application fee must accompany the letter. After a second rejection, an applicant must receive special permission to reapply.

International Applicants

In addition to the other required materials, international applicants must submit the following information before a decision can be made on their application:

- Test of English as a Foreign Language (TOEFL) score, sent directly from the Educational Testing Service, for applicants from non-English-speaking countries.
- Evidence of sufficient funds to maintain themselves for one year in the United States; funds must be on deposit in this country.

Applicants who do not speak English as their first language are required to take the TOEFL if they did not receive their degree from an English-speaking country.

International students should read the insurance and immunization requirements information contained in this catalog. All international students are required to enroll in the health insurance plan offered by the Institute unless they can demonstrate comparable coverage by another US plan. Financial aid is not available to foreign students.

Non-Degree (Special) Students

Physical therapists, speech-language pathologists, nurses, and other health care professionals holding a bachelor's degree may enroll as Special Students in selected courses on a space-available basis. In all programs, Special Students may apply up to nine (9) credits toward a degree upon matriculation. A Special Student brochure is published prior to the beginning of each semester which includes an application and a description of courses open to non-matriculated students. Special Students are not eligible for financial aid and cannot participate in IHP payment plans.

ENROLLMENT

Students who have been granted admission to the Institute are expected to register for course work. Failure to register in the term for which admission is granted ordinarily requires the student to reapply for admission. Any student who fails to register during a one-year period, and who does not have an official Leave of Absence from study or deferral, is subject to review for readmission by the standards in effect at the time of reconsideration.

The details of registration are under the jurisdiction of the Registrar's Office which furnishes to each enrollee complete instructions for all steps in the procedure. Students should follow carefully such instructions and those found below. Pre-registration for current students usually occurs in April for the Summer and Fall Semesters and in November for the Spring Semester. The exact dates may be found in the Academic Calendar. New students register upon arrival at the beginning of the semester in which they are enrolling.

Program Approval of Courses

The student should have a schedule of courses approved by his or her program advisor at the time of registration. It is the student's responsibility to see that the Registrar's print-out corresponds exactly to the courses listed on his or her schedule form.

Full-Time Study

Full-time status in the Fall and Spring Semesters is defined as enrollment in 12 credits or more (audits are not included in this count); part-time status is defined as enrollment in less than 12 credits. Students wishing to take more than 18 credits per term need the permission of their advisor and their Program Director. In Summer Semester, full-time status is program-specific: 6 credits in the Professional Program in Physical Therapy; 9 credits in the Post-Professional Program in Physical Therapy; 9 credits in the Graduate Program in Nursing; and 12 credits in the Graduate Program in Communication Sciences and Disorders. See Financial Issues for further implications of full-time/part-time study.

Continuous Enrollment

Every student is expected to complete the preregistration process each semester in which he or she is a matriculated student at the IHP. Credit is not given for work done without proper registration; the Registrar has no obligation to vouch for a student's matriculated status if the student has not properly completed the registration process. If the student is not registering in a given semester, the appropriate box must be checked on the preregistration form and a Leave of Absence form completed.

Cross-Registration

An agreement with the Harvard University Graduate School of Education (HGSE) allows HGSE students, with advisor approval, to register for courses at the MGH Institute of Health Professions without paying any additional tuition fees. CSD students at the Institute, with advisor approval, may register for courses at the HGSE. Students will pay tuition to the Institute. A full course at HGSE is equivalent to 6 credits, and a half course is equivalent to 3 credits.

The Institute from time to time may contract cross-registration agreements with other institutions of higher learning. Students enrolling in other colleges or universities that have made special agreements with the IHP must gain permission of their advisor. Cross-registration forms are available in the Registrar's Office, Office of Student Affairs, 5th floor. Students should be aware of registration procedures, different course

credits, and academic calendars at the host institutions. Students are responsible for ensuring that the IHP Registrar receives transcripts of grades from host institutions.

Registration for Thesis

Students in the Post-Professional Program in Physical Therapy are required to register for 6 credits of Thesis Research; students in the Graduate Program in Nursing and the Communication Sciences and Disorders Program may elect to complete a thesis and enroll in Thesis Research; nursing students may choose to complete a Scholarly Project instead of a thesis. All students in the Communication Sciences and Disorders Program must complete a Research Proposal.

If the thesis has not been completed (final copy signed by committee members and received by the Registrar), a student is required to register for Thesis Continuation for the term immediately following the last semester in which a course or courses were taken and for all subsequent semesters until graduation. Students on thesis continuation should register with the Institute in accordance with all established preregistration and registration schedules. Students on thesis continuation pay a \$100/semester Continuing Enrollment Fee.

Registration in Semester of Graduation

Even though there is only one commencement exercise each year, there are three official graduation dates: January, May, and September. Every candidate for a degree must be registered in the Institute in the session of graduation, unless special permission is given by the Registrar. Failure to graduate at the expected time requires such additional registrations as may be necessary until graduation.

Deadlines for Awarding of Degrees

The deadlines for completion of all thesis requirements, including submission of the final signed thesis, are as posted in the academic calendar, generally falling on the last Friday of August for a September graduation, the third Friday of December for a January graduation, and the last Friday of April for the May graduation. For degrees awarded in September and January, diplomas will bear the last day of the respective month. Diplomas will bear the date of graduation for degrees awarded in May.

Adding and Dropping Courses

Forms for adding or dropping a course, changing credits, and changing from credit to audit or vice versa are available in the Office of Student Affairs. Forms must be signed by the faculty member responsible for the course and the student's faculty advisor before they are submitted to the Registrar to be validated.

- Adding courses: A student may add a course up to and including the twelfth class day of the semester. Students adding courses must present their validated copy of the Add/Drop form to the faculty of the added class(es) in order to gain access. Prerequisite requirements and population limits are to be honored. Appeals to waive prerequisites and limits must be made to the faculty member responsible for the instruction of the course.
- Dropping a course: A student may drop a course, including a course taken for audit, up to and including the twelfth class day of the semester without an entry appearing on the transcript. Non-attendance does not constitute dropping a course.

Changes in credit loads made during the first four weeks of the semester will result in tuition adjustments. Students receiving financial aid and/or international students should be aware that dropping courses may affect continued financial aid support and/or visa status.

Withdrawal from a Course after the Add/Drop Period (Request for Advance Grade of "W")

After the Add/Drop period, students may withdraw from course(s) until the posted Withdrawal deadline. Requests to withdraw from a course are initiated and processed on a Request for Advance Grade of "W" form available in the Office of Student Affairs. The form must be signed by a faculty member responsible for the course and the student's faculty advisor before it is presented to the Registrar for validation.

A final grade of "W" will be posted for each withdrawn course. Both the course title and the grade of "W" will appear on the student's transcript.

Tuition adjustments will be made for withdrawn courses consistent with the Institute's withdrawal policy refund schedule found elsewhere in this catalog.

Requests to withdraw from a course after the posted deadline will require completion of the *Late Drop Request* form available in the Office of Student Affairs.

Responsibility of Students

Each student is expected to become thoroughly familiar with both program and Institute regulations and with the requirements for degrees. Failure to follow the regulations and requirements almost inevitably results in complications for which the Institute cannot assume responsibility. To facilitate communications, students should promptly notify the Registrar's Office of changes of address.

Faculty Advisors

Faculty advisors are assigned by program. Students are encouraged to meet with their faculty advisors frequently to discuss academic concerns. Many advisors have established office hours. Faculty and program office phone numbers are published in the Faculty and Staff Directory distributed each year.

Statement of Intention to Graduate

Students must file the *Intent to Graduate* form with the Office of Student Affairs by the established deadline in the semester in which they expect to graduate along with a \$50 Graduation Fee. Should the student be unable to graduate as planned, another *Intent to Graduate* form will have to be submitted each semester until the degree is completed. Students planning to participate in the Spring graduation ceremony must complete the *Intent to Graduate* form by the January deadline.

The student's diploma name as requested on the *Intent to Graduate* form is printed on his or her diploma. Information provided by the student also appears in commencement programs.

HEALTH POLICY AND GUIDELINES

The Commonwealth of Massachusetts College Law requires that all students in the health sciences present proof of immunity against Diphtheria, Tetanus, Measles, Mumps, and Rubella prior to registration. The MGH Institute of Health Professions requires all students to have a Tuberculin Test read, signed, and dated by a physician, nurse practitioner or RN within a month of enrollment (if positive, a chest x-ray within 6 months is required), and a Varicella vaccine

or proof of childhood chicken pox. The Hepatitis B Vaccination series is required for nursing students and students in the Professional Program in Physical Therapy. The Hepatitis B series and the Tuberculin Test may be started in advance of registration and completed at Partners Occupational Health Service at no cost to students. In addition, immunization for influenza is recommended and is offered at MGH Employee Health Service at no cost. All other testing costs are the responsibility of the student.

Students are not officially enrolled unless immunization requirements have been met.

The following guidelines are from the College Immunization Law, Massachusetts Department of Public Health:

- Immunity against Diphtheria, Tetanus, Measles, Mumps, and Rubella is required.
- Evidence of one dose of Measles Mumps Rubella (MMR) vaccine after age 4 is required. MMR vaccine should not be given to pregnant women.
- 1 dose of Td given within last 10 years.

Statements acceptable in lieu of immunization histories include:

- A medical certificate signed by a physician or nurse practitioner stating specific immunizations are medically contraindicated.
- A statement signed by the student indicating immunizations conflict with religious beliefs.

Note: if an outbreak of a vaccine-preventable disease occurs, people who have been exempted for medical and religious reasons will be prevented from attending classes.

Immunization histories not acceptable as evidence of protection include:

- Received Measles, Mumps, and Rubella vaccine before age one.
- Received measles vaccine prior to 1968.
- History of Rubella, Tetanus, or Diphtheria disease, or a physician diagnosis for Measles or Mumps.

The Hepatitis A series is highly recommended.

Students who move into a high-risk environment should be tested annually for tuberculosis.

Students should make photocopies of their immunization records before submitting them to the Institute.

OSHA Bloodborne Standard

Students are required to attend an annual information session on the Universal Precaution Techniques and Infection Control Practices, the "OSHA Bloodborne Standard." Each program is responsible for developing the appropriate compliance mechanism.

Health Insurance

All students (with the exception of those enrolled only in Thesis Continuation) are required by the Institute to carry personal health insurance either through the Institute or through a comparable plan of their own. Evidence of an outside plan must be documented in writing every academic year. If a student who is covered by an outside plan changes his or her carrier and/or policy number during the year, he or she must inform the Institute in writing of the change and the effective date. See the Student Handbook for more details.

Financial Aid Information

Graduate students who plan to attend the MGH Institute of Health Professions may be eligible for various types of financial aid. However, planning the financing of a graduate education can be as important as planning a career. Students should estimate how much their entire education will cost and determine the financial resources necessary to support graduate study. Financial assistance is available to students in the form of grants, loans, graduate assistantships, and scholarships.

WHO IS ELIGIBLE FOR FINANCIAL AID?

To receive financial aid, a student must:

- Complete the financial aid application process;
- Be enrolled in at least six credits at all times;
- Maintain satisfactory academic progress;
- Be a US citizen or eligible non-citizen (international students are not eligible for financial aid);
- Not be in default status on existing loans.

Students are made aware of their financial aid rights and responsibilities and truth-in-lending statutes at Entrance Interviews. Students who have not attended an Entrance Interview will not receive a financial aid disbursement. Entrance Interviews are scheduled during Orientation and periodically throughout the school year.

Exit Interviews are required of each student who receives financial aid before he or she leaves the Institute through graduation, withdrawal, dismissal, or leave of absence. Repayment of financial aid debts and debt management are covered at these sessions. Students receive repayment schedules and other critical information at this time.

HOW TO APPLY FOR FINANCIAL AID

Financial aid application packets detailing deadlines and requirements will be available to students on February 1, 1998. Meeting financial aid deadlines will ensure that students will receive notification of their awards in a timely fashion. Late or incomplete applications will be subject to the availability of funds.

TYPES OF FINANCIAL ASSISTANCE

Federal Loans

Federal Stafford loan eligibility will automatically be determined for students who apply for financial aid. In most instances, students are eligible to borrow \$18,500 per year through the Federal Stafford Loan Program. Financial need determines which portion of this loan is subsidized (interest does not accrue until graduation), and which portion of this loan is unsubsidized (interest begins to accrue while in school). This is a low interest, flexible loan.

Scholarships and Special Funds

As a result of the generosity of several donors to the MGH Institute of Health Professions, the Institute has a number of named scholarships and scholarship funds from which to provide financial aid to our students. A limited number of these scholarships are awarded on the basis of academic achievement, diversity of cultural and ethnic background, and/or excellence in professionalism/patient care. The majority of these awards are made for the fall semester. To be eligible for institutional grants

and most named scholarships, a student must meet eligibility criteria based on financial information as reported on the FAFSA. Applications are available as of February 1 in the Financial Aid Office as are flyers defining the criteria for particular named awards.

A partial listing of the named funds available for student financial aid and scholarships follows:

The Adams Scholarship Fund

The Judith Fong Bressler Nursing Scholarship Fund

The Mary Clapham Endowed Nursing Fund

The Marjorie K. Ionta Fund

The John Hilton Knowles Memorial Fellowships

The McElwee-Souretis Award Fund

The James C. Melvin Scholarship

The Memorial Scholarship Fund of the MGH School of Nursing

The Amelia Peabody Scholarship Fund

The Roxane Laboratories HIV/AIDS Fellowship

The Mary Hammond Taylor Nursing Scholarship Fund

The Trustees' Diversity Scholarships

The Virginia Delaware Zahka Scholarship

Credit-based Loans

Credit-based loans are available to augment financial aid packages and to help with possible remaining educational costs after the maximum amount of Federal Stafford Loan monies (\$18,500 per year) has been borrowed. Unlike Federal Stafford Loans, credit-based loans are not guaranteed. Applicants must demonstrate a good credit history and must remain within certain debt to income ratios. The two credit-based loan programs in which the Institute participates are the Graduate Education Loan (GEL) and the EXCEL Preferred Grad. Credit-based loan applications will be mailed to students prior to matriculation in the fall. Students applying for January or May admittance will be sent credit-based loan information with their financial aid awards.

Graduate Assistantships

Graduate assistantships permit eligible students to work in one of a number of positions that may involve research, teaching,

or administrative support. These opportunities are flexible to accommodate students' class schedules, professional interests, and skills. Graduate assistantships enable students to earn a small stipend to offset some of their educational costs.

Students will be informed of their eligibility as part of the financial aid award.

INDEPENDENT STUDENT STATUS

The requirements for dependency status classification are subject to change annually. Current definition of Independent Student is one who meets one or more of the following criteria:

- 24 years of age or older by December 31 of the year for which aid is sought;
- An orphan or ward of the court;
- A veteran of active duty in the US armed forces;
- An independent with a legal dependent other than a spouse;
- A legally married student.

Changes in students' financial situation. If a student's financial situation changes from that which was reported on the FAFSA or Institutional application during the academic year, the student must report these changes to the Financial Aid Office. Some of the most common instances of change in financial situation include:

- Marriage/divorce;
- Withdrawal from the Institute;
- Leave of absence;
- Enrollment as a less-than-half-time student;
- Increase in income;
- Receipt of outside scholarship, loan, or financial gift.

EMERGENCY ASSISTANCE

No student should consider dropping out of an educational program due to financial difficulties without first seeking counseling from a financial aid advisor. The Financial Aid Office can assist students with debt management, working out a budget, and short-term emergency loans. One such loan is the Nelson Darling Emergency Loan Fund.



APPLICATION FOR ADMISSION

ACADEMIC YEAR 1998-1999

Last Name: _____ First Name: _____ Middle Initial: _____

Please Print

Other last name under which records may appear: _____

Social Security Number: _____

Current Address: _____ Until: _____ Permanent address if different from current address:

Street _____ Street _____

City _____ County _____ City _____ County _____

State _____ Zip _____ State _____ Zip _____

Country _____ Country _____

Home Phone () _____ Phone () _____

Place of Employment _____

Business Phone () _____

Fax Number () _____

Sex: Male Female

E-mail Address _____

How did you hear about the Institute? _____

Are you a United States citizen? Yes No. If No: Of what country are you a citizen? _____

Do you hold permanent resident status in the US? Yes No. Alien Registration #: _____

What is your expected visa status during your studies in the United States? _____

OPTIONAL

The MGH Institute of Health Professions provides equality of opportunity to all students. Ethnic and profile information are used to complete accurate reports required by the government.

Black/African American

Native American/Alaskan Native

Asian American/Pacific Islander

White American

Hispanic

Other

Date of Birth _____

WORK EXPERIENCE

List employment positions (include paid and volunteer positions) with the most recent positions first. Attach additional sheets if necessary. This section must be completed. Resumes may be submitted additionally.

Employer	Position/Type of Work	Dates From/To
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PROFESSIONAL ORGANIZATIONS AND/OR COMMUNITY ACTIVITIES

List all professional organizations and/or community activities in which you have been involved.

Organization	Year	Activity
_____	_____	_____
_____	_____	_____
_____	_____	_____

HONORS AND AWARDS/RESEARCH AND PUBLICATIONS

List any academic, professional, or community recognition you have received as well as any research or publications you have been involved in.

RECOMMENDATIONS

Please list persons you have asked to complete a *Recommendation Form*.

Name and Address	Relationship
1. _____	_____
_____	_____
_____	_____
2. _____	_____
_____	_____
_____	_____
3. _____	_____
_____	_____
_____	_____

STANDARDIZED TESTS

On what date did you/will you take the GRE? _____

On what date did you request that your scores be sent to us? _____

If you have already taken the GRE, please provide your test results: _____

Verbal _____ Quantitative _____ Analytical _____

Report of official scores must be sent to the MGH Institute of Health Professions.

Applicants whose native language is not English and who did not receive a degree from an English-speaking country are required to take the Test of English as a Foreign Language (TOEFL).

On what date did you/will you take the TOEFL? _____

On what date did you request that your scores be sent to us? _____

If you have already taken the TOEFL, please provide your test results: _____

Report of official scores must be sent to the MGH Institute of Health Professions.

EDUCATION

List all schools attended beyond high school including schools at which you are currently enrolled. Please list most recent first and report GPA only for institutions where you received a degree.

Name of College/University	Dates Attended From/To	Degree or Certificate	Major	GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

List all courses (with dates) taken at the MGH Institute of Health Professions

Do you believe that your academic record accurately reflects your ability? Yes No. If not, please explain:
Attach additional sheets if necessary.

APPLICATION INSTRUCTIONS

Application Materials: Applicants are asked to collect and submit their application materials, including sealed official transcripts and sealed letters of recommendation, in one envelope. However, test scores must be submitted directly to the Institute by the testing companies. Please make sure your full name is included on all materials being submitted. **It is the applicant's obligation to insure that their application is complete.**

Application and Filing Fee: Applicants should submit the completed application with a non-refundable \$50.00 application fee, making checks payable to the MGH Institute of Health Professions. We will acknowledge the receipt of all applications. Please be sure to note the application deadline for the program to which you are applying. All materials *must* be submitted by the stated deadline.

Resume: Applicants are encouraged to submit resumes, but not in lieu of completing any section of the application. A resume is required of applicants to the Graduate Program in Clinical Investigation and the Post Professional Program in Physical Therapy.

Transcripts: Applicants must request official transcripts from all colleges and universities attended, even if a degree was not received from that institution. Include undergraduate and graduate course work. Sealed official transcripts should be mailed with the application packet. *For courses in progress, transcripts should be forwarded once courses are completed.*

Recommendations: Applicants are required to submit three letters of recommendation. Write your name and social security number on each form. Give these forms to three individuals who can address your academic ability and potential for graduate and professional study. These recommendations should come from professors and employers (a current supervisor for Clinical Investigation applicants). However, at least one must be an academic recommendation. Give each referee a plain envelope with your name on the front. Ask him or her to place the completed letter in the envelope, seal it, *sign his or her name over the flap*, and **return the sealed envelope to you**. All three sealed recommendations should then be enclosed with your application. Only three recommendations will be reviewed as part of your application.

Test Scores: GRE scores must be submitted for the Verbal, Quantitative, and Analytical portions of the test and must have been taken within the last five years. Because it may take up to six weeks for the Institute to receive these scores, a copy may be submitted by the applicant pending receipt of official test results. Computer-based tests require approximately two weeks for reporting scores. The Institute code is R3513. GRE's are not required of applicants to the Clinical Investigation Program who have an M.D., Ph.D., or other graduate degree (unless international). They are also not required of applicants to the Nurse Practitioner Certificate Program or of applicants to the Certificate of Advanced Study in Physical Therapy.

Essay: Your essay is a very important part of your application and will be read with great care. It should be typed, double-spaced, and no more than three pages in length.

International Students Only: Applicants, whose native language is not English and who did not receive a degree from an English-speaking country, are required to take the Test of English as a Foreign Language (TOEFL) in addition to the GRE. An official score report must be sent directly to the Institute by the Educational Testing Service. Applicants who did not receive their degree in the United States must have that degree transcript evaluated by an American credentialing agency. **International Scholars (Physical Therapy Program) must apply by March 1** in order to be considered for study in September of that year. This will allow adequate time for the processing of visas.

Professional Program in Physical Therapy Only: Complete the PREREQUISITE CHECKLIST by listing all the courses you have taken to satisfy the prerequisites for the program. A list of all prerequisite courses is provided in the program catalogue. If a course is in progress, indicate "IP" as the grade. *No more than two (2) prerequisite courses may be in progress at the time of application.* If you are expecting to take a course, indicate the term you will be taking it. **All prerequisite courses must be completed prior to entry into the program.** Applicants may be requested to submit mid-term reports from their professors for certain prerequisite courses. Requests for prerequisite evaluations will be addressed in writing only.

RECOMMENDATION FORM

Name of Applicant _____

Social Security no. _____

Last

First

Middle Initial

The Family Educational Rights and Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are also permitted to waive their right of access to recommendations. The following signed statement indicates the wish of the applicant regarding this recommendation. Failure to respond will be considered a waiver of the right of access to this recommendation. This waiver is not required for admission.

I do waive my right to inspect this recommendation.

I do not waive my right to inspect this recommendation.

Signature _____

The above applicant wishes you to write a letter of recommendation on behalf of his/her application for admission to the MGH Institute of Health Professions. We would greatly appreciate your objective evaluation of the applicant's qualifications.

How long and in what capacity have you known the applicant? _____

Please rank the applicant with respect to each category below.

	Excellent	Good	Average	Below Average
Overall intellectual ability				
Written expression				
Oral expression				
Flexibility				
Ability to organize and apply information				
Problem solving skills				
Maturity and emotional stability				
Initiative and perseverance				
Curiosity				
Potential for clinical competence				
Ability to handle stressful situations				
Ability to interact well with others				
Ability to accept constructive feedback				
Ability to work independently				
Capacity for graduate study				

Please complete the reverse side. Your narrative comments will be used with the above ratings to fully evaluate this applicant's potential for success at the MGH Institute of Health Professions.

Please evaluate the potential of the applicant to be a graduate student including any additional comments concerning maturity, critical thinking skills, ability to adapt to change, or any other factors which you think may be pertinent to the student's performance in a professional curriculum. Additionally, it is important for us to assess the potential of each student to succeed in a clinical environment. If you feel qualified to make this assessment, please include your comments in this evaluation. Please feel free to attach an additional page.

Summary Recommendation for Admission:

- Strongly recommend
- Recommend
- Recommend with Reservations
- Do not Recommend

Please print or type:

Name _____

Signature _____

Title _____

Date _____

Department _____

Phone () _____

College/University/Institution _____

Street _____

City _____

State _____ Zip _____

Please return this form to the applicant in a signed, sealed envelope. Thank you for your assistance.

PLEASE CHECK YOUR PROGRAM OF STUDY:

- Professional Program in Physical Therapy** (for entry-level candidates)

Full-time, June Admission only - January 23 deadline

- Post Professional Program in Physical Therapy** (for experienced physical therapists)

January - Nov. 1 deadline May - March 1 deadline September - July 1 deadline

International Scholars must apply by March 1. September admission only.

Program: Management Individualized Program of Study Certificate of Advanced Study
 International Scholar (full-time only)

Full-time Part-time

Area of specialization: Cardiopulmonary Neurology Orthopaedics

Are you a U.S. licensed physical therapist? Yes No

If yes, what state(s) are you licensed in? _____ License number(s)? _____

Please include a copy of your licensure.

- Communication Sciences and Disorders**, Full-time, Sept. admission only - January 23 deadline

- Nursing** (for non-RN candidates with non-nursing bachelor degrees)

Full-time, September admission only - January 23 deadline

Rank your top three choices in order of priority. You must complete this section to be considered for admission. Track of preference is not guaranteed, although every attempt will be made to give you your selection of choice.

Pediatric General Adult Adult-Women's Health
 Family Adult-Gerontology Adult-HIV/AIDS

- Nursing** (for registered nurses with bachelor degrees: BSN non-BSN

Area of specialization: Pediatric General Adult Adult-Women's Health
 Family Adult-Gerontology Adult-HIV/AIDS

Full-time Part-time Rolling admissions with priority deadlines

January - October 31 deadline May - March 15 deadline September - June 15 deadline

- Nurse Practitioner Certificate Program** (for registered nurses with master's degrees in nursing)

Rolling admissions with priority deadlines

January - October 31 deadline May - March 15 deadline September - June 15 deadline

Only Adult NP Track is available to NP Certificate students

- Clinical Investigation**

Master of Science Degree Program Certificate Program Full-time Part-time

September January May
May 15, early admis. deadline Oct. 15, early admis. deadline April 15, early admis. deadline
Aug. 1, final deadline Dec. 1, final deadline May 1, final deadline

ALL APPLICATION MATERIALS SHOULD BE SENT TO:

Office of Student Affairs, MGH Institute of Health Professions, P.O. Box 6357, Boston, MA 02114

Please note that providing fraudulent information will result in the cancellation of your application.

ESSAYS

Applicants are required to answer all questions listed under the program in which they are interested. Answers should be typed, double-spaced, and no longer than three pages in total. Please make sure your full name is included on all pages.

Professional Program in Physical Therapy:

1. What qualities do you possess that are important for you to function as a physical therapist within the present health care environment?
2. You have been appointed director of a program to provide comprehensive services for the homeless in a small city that does not have such a program. Describe what steps you would take to develop a program. Do not describe the program itself.
3. Physical therapists work with people of all ages, cultural backgrounds, and social circumstances. Describe a situation in which you had the opportunity to interact with someone very different from yourself. How did you react to this difference, and how did this influence your interaction?

Post-Professional Program in Physical Therapy or Communication Sciences and Disorders:

Discuss your personal and professional experiences, your academic interests and objectives, and your career aspirations. You should also address how and why you feel the MGH Institute of Health Professions can help you to achieve your academic and professional goals. Please include any other information you believe is relevant.

Nursing Programs:

Give your reasons for wanting to become a nurse practitioner. Though your comments may reflect your personal experiences and beliefs about health care that led you to choose the role of the nurse practitioner, they should focus on future goals and plans. Please elaborate on those personal experiences that have contributed to your decision to become a nurse practitioner. Specify what roles and responsibilities you carried out in these listed endeavors.

Clinical Investigation:

Explain in detail why you want to be involved in Clinical Investigation. What is the therapeutic area that interests you? As a Clinical Investigator, what are your future goals? If applicable, describe a mentor with whom you would like to train.

I certify that the information on this application is true, and I understand that any misrepresentation may be cause for rejection of this application or subsequent dismissal from the MGH Institute of Health Professions.

Signature of Applicant

Date

It is the policy of the MGH Institute of Health Professions not to discriminate on the basis of race, color, creed, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The Institute respects and values the diverse backgrounds of all people and welcomes all students to fully participate in all the rights, privileges, programs, and activities generally accorded or made available to the IHP community. This policy incorporates, by reference, the requirements of Title VII of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and all relevant federal, state, and local laws, statutes, and regulations.

TERMINATION OF STUDIES AND REPAYMENT OF LOANS

Repayment of loans begins when a student borrower "terminates studies." For financial aid purposes, study is "terminated" when the student is no longer enrolled at least half-time in a course of study, or no longer in good academic standing. Therefore, when a student graduates, drops out, or elects not to re-enroll each term, study is "terminated." Most loans have *grace periods*. The grace period is the period of time between "termination of studies" and the date the first payment is due on a loan. The grace period varies with loan programs, but is usually six months.

REFUND POLICY FOR FEDERAL TITLE IV FUNDS

When a student withdraws from a program, federal calculations are used to determine if the student will be allowed to retain federal monies above and beyond the cost of tuition. There are instances, usually when withdrawal takes place within the first 60 percentile of the first semester of the first year, when the student will be required to remit loan monies to the government.

Academic Policies and Procedures

ATTENDANCE

The MGH Institute of Health Professions has no general policy regarding attendance, with the exception of practica and fieldwork. At the beginning of each course, the instructor will state the attendance requirement for the course. In the case of a practicum or fieldwork in which the student has service or patient-care responsibilities, an unexcused absence may be cause for failure in the course and dismissal from the program.

COURSE REGISTRATION AND GRADING POLICIES

Preregistration

Matriculated students, including those on thesis continuation, are expected to preregister for courses during preregistration in November and April. Three-year nursing students do not normally register for Summer Semester (although they may, with permission), but all other students must complete a preregistration

form even if they are not taking classes (check appropriate box and complete Leave of Absence form). Preregistration allows continuing students first choice of courses and assists the Institute with enrollment planning. Unless otherwise noted, registration takes place in person in the Office of Student Affairs during regular business hours.

Audit

Students who wish to audit a course are admitted on a space-available basis only after proper registration procedures have been completed and with the written consent of the instructor/coordinator on a *Request to Audit* form. Auditors may include students enrolled in the Institute and those with Special Student status. The fee is \$250 per credit hour. Auditors do not receive a grade; the symbol for "audit" is entered on transcripts. To drop an audited course, students must submit the Add/Drop or Withdrawal form by the posted deadline.

Leave of Absence

To request a leave of absence from the Institute, the student must have the *Request for Leave of Absence* form completed and returned to the Office of Student Affairs prior to the start of the semester in which the leave is desired. A leave of absence does not extend the time a student has to complete the program of study as defined elsewhere. A student must be in good academic and financial standing before a leave of absence will be approved.

Independent Study

An Independent Study course may be arranged as an elective when appropriate to the matriculated student's educational goals and with the approval of the student's advisor. Students must enroll for Independent Study under the guidance of an appropriate faculty member. Students wishing to receive credit for independent study must complete the appropriate form, available in the Office of Student Affairs, and follow guidelines established by the program.

Transfer Credit

Each Program Committee decides the number of outside credits that may be transferred into the program prior to beginning study at the Institute as credits for program completion. During study at the Institute, students may take approved courses at other colleges and universities.

Approval of the student's program committee is required. A form to petition for transfer credit is available in the Office of Student Affairs. When transfer credit is awarded, no grade will be recorded, and no fee charged. A code of "T" will be recorded on the transcript.

No transfer credit will be allowed from institutions or programs that lack appropriate accreditation or for courses for which the student received a grade of less than B. Transfer credit will not be allowed for courses counted toward another degree.

Course Exemptions

Matriculated students may petition for exemption from a specific course in the curriculum on the basis of previous study or, on occasion, for life-experience; forms are available in the Office of Student Affairs. Students will be required to submit substantiating evidence of how his or her experiences have met specific course objectives. If an exemption is granted, no credit is given and no fee is charged for the exempted course(s). If the student enrolls in a course and then decides to exempt the course, a request to do so must be made to the student's faculty advisor and the course instructor by two weeks into the semester. The maximum number of credits students may exempt will be decided by each program. A code of "X" will be recorded on the transcript.

Credit by Examination

Matriculated students with life/work experience related to specific courses in their fields of study at the Institute who wish to receive credit for courses by taking special examinations may do so by submitting the appropriate form (available in the Office of Student Affairs) to his or her advisor, the course instructor, and the Program Director no later than two weeks into the term. The special examination must be given no later than two weeks after the request is approved. The student will be allowed to take the exam only once. Upon passing the examination, the student will receive credit for the course and a grade of CR. A student failing the exam will be expected to register for the course. The maximum number of credits students may obtain using this mechanism will be decided by each program. A non-refundable fee of 10 percent of course tuition is charged. A code of "C" will be recorded on the transcript to indicate passing such an examination.

Course Evaluation

Each semester students are given the opportunity to evaluate courses and professors. Summarized evaluations are returned to faculty in each program. Uses of course and faculty evaluations include promoting faculty teaching effectiveness, faculty development, faculty reappointment and promotion, and curriculum development.

Grade Reports

Semester grades are mailed to the student's home address at the end of each semester.

Grades

The Institute's grading system is:

Grade	Points
A	4.0
AB	3.5
B	3.0
BC	2.5
C	2.0
F	0 (failing)
W [†]	Withdrawal – passing
WF	Withdrawal – failing
CR [†]	Credit
NC [†]	No credit
IP [†]	In progress
I [†]	Incomplete (permanent)
P [†]	Passing
R [†]	Work in progress; continuing fieldwork or registered for thesis credit and has a thesis advisor
*	Grade not submitted, Transfer, Exempt, Advanced Placement Module

[†] Not used in determining Grade Point Average

"R" is used to indicate continuing fieldwork or that a student is registered for thesis credit and has a thesis advisor. Upon completion of the thesis, the "R" is converted to Pass/Fail for final credits.

Each faculty member or teaching team is responsible for developing criteria, including numerical grading scales used in computing course grades, which shall be published, distributed to students at the beginning of the semester, and made available for review.

Semester and Cumulative Grade Point Average

Quality points represent the course credit multiplied by the numerical value of the letter grade received. The semester GPA is calculated by dividing the number of quality points earned in that semester by the number of credits attempted and graded in that semester. The cumulative GPA is obtained by dividing the total number of quality points earned by the total number of credits attempted and graded.

Academic Standing

All Institute students are required to maintain a minimum cumulative grade point average of 3.0 each semester. Failure to do so will result in an academic warning issued by the appropriate Program Director. Students given an academic warning must regain a cumulative 3.0 GPA within the following semester or they will be subject to termination.

Pass/Fail Option

Certain courses are offered for Pass/Fail grading (Pass = A, B, or C). A student may indicate the Pass/Fail option on a preregistration form. Students wishing to change a graded course to the Pass/Fail option must complete the Pass/Fail form and submit it to the Registrar by the Pass/Fail deadline. The number of Pass/Fail options that a student may exercise is determined by each program.

Incompletes and Incomplete Grade Policy

A student who is unable to complete all requirements for a course may petition the instructor(s) for a temporary grade of Incomplete (IP) on a form available in the Office of Student Affairs. Students must make up an "IP" grade within the time period stipulated by the instructor at the time the Incomplete is granted. If a student does not complete the required work within the stipulated time period, the instructor may, at his or her own discretion, change the grade to an "F". The student will be notified in writing of any grade changes. If the instructor does not change the grade, it will become a permanent "I" on the transcript.

Course Repeat/Retake

A student may elect to repeat any course once only. If a student repeats a course, both grades will stand on the transcript but only the second grade will be considered in determining the GPA; the first grade will be coded "R" for "Repeat/Retake." The student will be charged the prevailing per-credit rate for the repeated course. Withdrawing from a course with a grade of "W" constitutes having taken the course once.

Grade Change Policy

All grades with the exception of the grade of "IP" or "R" are considered final. If you believe an error has been made in calculating or recording a course grade, contact the professor immediately. Grade change forms are available only to faculty members or their staff. Forms are available in the Office of Student Affairs. Only change of grade forms signed by the instructor or Program Director can be accepted.

No grades will be changed following the awarding of the degree except in the case of clerical error.

Time Limits for Completion of a Program

Each program determines the number of years allowable for completion of program requirements. The student's program committee will review and act on petitions from students requesting extensions beyond the deadline established by each program.

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Directions to the IHP

By FOOT FROM MAIN MGH CAMPUS

1. Leaving the Jackson or Gay lobby, turn right onto Blossom Street and left onto O'Connell Way. Follow the winding road until you reach Stanford Street. Turn left and walk to the lights. Turn right onto Merrimac Street. #101 is on the left.
2. Walk down Cambridge Street toward Government Center to Stanford Street (first street after Charles Plaza). Turn left and walk to first set of lights where you will then turn right onto Merrimac Street. #101 is on the left.

By CAR

From the South

Follow I-93 North to North Station/Causeway Street exit. Turn left onto Causeway Street and then left at second set of lights onto Merrimac Street. #101 is on the left.

From the North

Take I-93 South to Storrow Drive, bear right onto Storrow Drive exit, stay left. Take Government Center exit onto Cambridge Street and continue past MGH. At second set of lights, turn left onto Stanford Street. At next set of lights, turn right onto Merrimac Street. #101 is on the left.

There is some on-street parking and garages and lots in the area.

By MBTA

Orange Line.

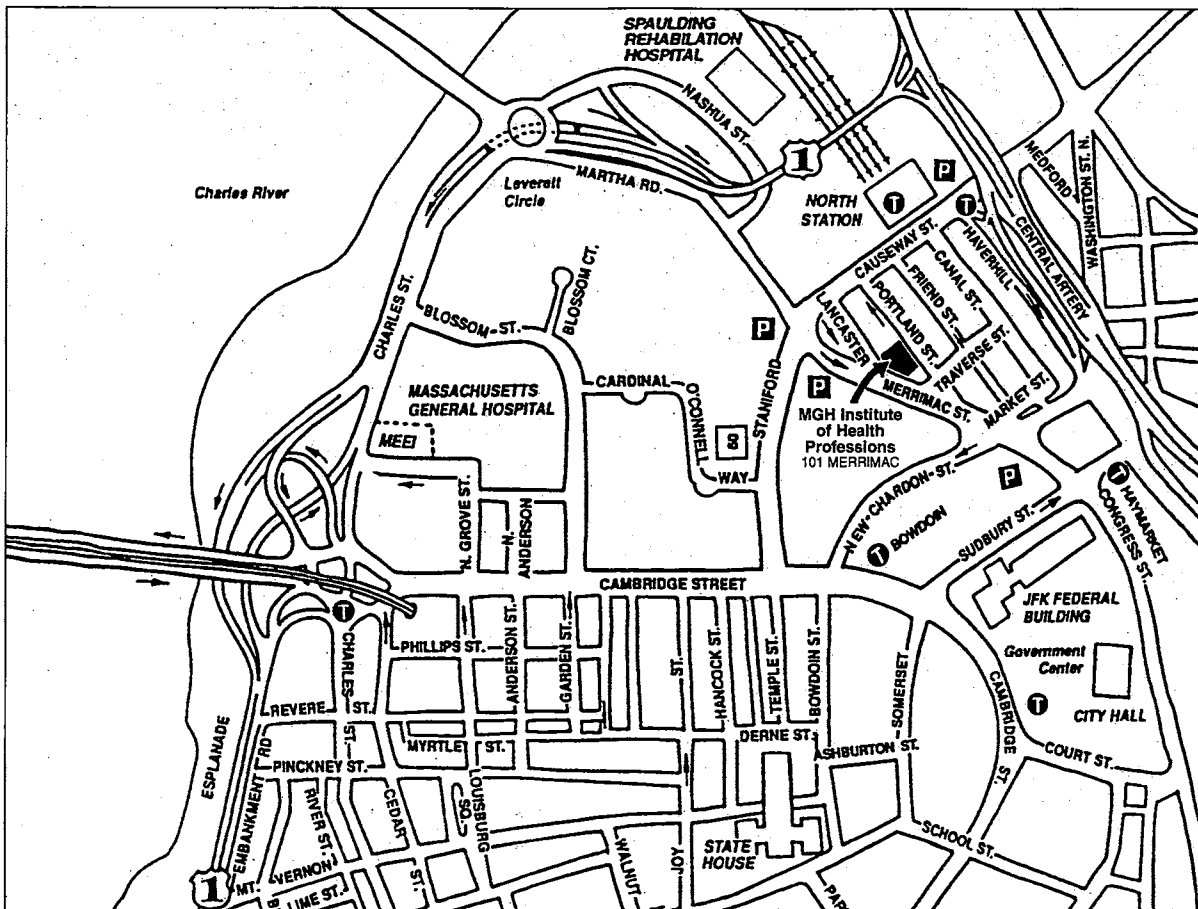
Take the Orange Line to North Station. Exit the station and turn left onto Causeway Street. Walk to the first set of lights and turn left onto Portland Street. There is an entrance to 101 Merrimac Street on Portland Street; entrance is on the right.

Green Line.

Take the Green Line to North Station and follow Orange Line directions from above to 101 Merrimac Street.

Red Line.

1. Take the Red Line to Charles Street/MGH Station. Follow signs to hospitals. Walk two blocks on Charles Street to Blossom Street and turn right. Walk down Blossom Street until you reach the entrance to the Jackson Building (third hospital entrance). Just past the entrance, you will see a shuttle stop where you may board a 101 Merrimac Street or North Station/Charlestown van (with valid MGH ID badge). If you take the shuttle to North Station, follow the Orange Line directions above to 101 Merrimac Street.
2. Take the Red Line to Downtown Crossing/Washington Street Station. Change to the Orange Line toward Oak Grove to North Station. Follow Orange Line directions from above to 101 Merrimac Street.



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THE GRADUATE CATALOG

This catalog is an official bulletin of the MGH Institute of Health Professions containing policies, regulations, procedures, and fees in effect as the publication went to press. The Institute reserves the right to make changes at any time to reflect current board policies, administrative regulations and procedures, amendments by state law, and fee changes.

The Student Handbook contains the institution's policies and regulations relating to student conduct.

EQUAL OPPORTUNITY POLICY

It is the policy of the MGH Institute of Health Professions not to discriminate on the basis of race, color, religion, creed, gender, sexual orientation, age, disability, veteran status, marital status, or national origin. The Institute respects and values the diverse backgrounds of all people and welcomes all students to participate fully in all the rights, privileges, programs, and activities generally accorded or made available to the IHP community.

This policy incorporates, by reference, the requirements of Title VI of the Civil Rights Act, Title IX of the 1972 Educational Amendments, and all relevant federal, state and local laws, statutes, and regulations.

STATEMENT ON DIVERSITY

The MGH Institute of Health Professions, an autonomous educational institution on the campus of Massachusetts General Hospital, is deeply committed to increasing the representation of diverse groups on its Board of Trustees, administration, faculty, students, and staff. We envision a community that is bound by the desire for equal consideration of all people. We value, affirm, and respect the many individual differences each of us brings to the Institute. Our community strives to reflect the multicultural, multiethnic, and pluralistic composition of local, national, and international populations. The Institute's curricula prepare culturally competent health care providers.

Our commitment to the philosophy and value of diversity is evidenced by active recruitment and retention. Academic and administrative policies, procedures, and practices will promote a supportive environment that welcomes, affirms, and respects each individual. Accountability for implementation of this statement rests with the IHP leadership and is the shared responsibility of the entire IHP community.

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