This handbook is intended to assist the student entering the **Graduate Certificate Program in Gerontology for the Healthcare Professional (GCGH)**. This handbook is not meant to be a sole source of information to the student, but rather to augment the current website, syllabi, and other readily available university publications and on-going information. The website can be found at: [http://www.pacificu.edu/gerontology](http://www.pacificu.edu/gerontology). It contains information on:

- Admission Policy
- Requirements and Procedures for Admission
- Tuition Expenses
- Financial Aid
- Course Descriptions and Dates of Offerings
- Faculty and Staff
- Student Resources
- Calendar of Pacific University Events

**Purpose of the Program**

**Graduate Certificate Program in Gerontology for the Healthcare Professional (GCGH)** was designed primarily to meet the needs of persons who are already working with the elderly but who have no formal academic training in gerontology and of individuals who have completed another Masters or a Ph.D. or Bachelors degree and who wish to integrate aging into his/her field. The certificate program is also complements knowledge for graduate students pursuing degrees in other disciplines. The certificate program provides students with a comprehensive overview of gerontology and stimulates the application of gerontological research to problems in applied areas. The goal of the program is for graduates to implement better healthcare services/care/therapy to older adults.

All students must successfully complete the following eighteen (18) credit hours of courses unless special permission of exemption is received by the directors of the program:

- Interdisciplinary Approaches to Aging Research
- Health Literacy and Communication
- Aging Brain and Body
- Health Disparity in Aging
- Dementia and Memory
- Capstone Course: Creating Change

**Requirements for Program Completion**

1) Students must complete all certificate degree requirements (18 credits) within four years of entry into the program.
2) Students must complete all course work with satisfactory grades and maintain a cumulative GPA of 3.0.

3) Students must complete a minimum of 18 credit hours of course work.

4) Students must receive a C to pass a course.

5) Students must receive faculty and preceptor approval prior to starting on capstone project.

**Code of Ethics**

If any faculty member detects instances of plagiarism, cheating, fabrication, misrepresentation, failure to appropriately attribute reference materials or the reuse of a student’s written materials from other courses on any exam, paper, assignment or other work submitted by a student, or the submission of the work of another student as your own work, the result will be an immediate failure of the course, with a grade of F, and referral for possible institutional action including expulsion from the program.

In cases of flagrant or intentional violations of the University Code of Academic Conduct or the University Code of Student Conduct, a student may be removed from the Program without previous warning, at any time.

**Students Are Required To:**

1) Conduct professional activities with honesty, integrity, respect, fairness, and good faith in a manner that will reflect well upon healthcare professionals.

2) Protect the confidentiality of any medical, personal, academic, financial or business information, and respecting professional confidences.

3) Comply with all laws and regulations pertaining to healthcare management and patient/client care in the jurisdictions in which professional activities are being conducted.

4) Maintain a professional attitude and a positive environment for learning.

5) Strive for professional competence, and implementing a personal program of assessment and continuing professional education and life-long learning.

6) Comply with all policies and procedures established by the GCGH Program and Pacific University (see the University Student Handbook).
**Students' Rights and Responsibilities**

Every student has the right to conditions favorable to learning. Students have the right to pursue an education free from discrimination based on gender, race, ethnicity, religion, marital status, age, sexual orientation or handicap. Students at Pacific University enjoy the freedoms of speech, expression, and association, the right to privacy, the right of freedom from harassment, the right to due process in judicial matters, and the right to appeal judgments and penalties for alleged misconduct. Students have the responsibility to conduct themselves, both individually and in groups, in a manner which promotes an atmosphere conducive to teaching, studying and learning. Students are expected to uphold academic and personal integrity, to respect the rights of others, to refrain from disruptive, threatening, intimidating, or harassing behavior, or behavior which is harmful to themselves, other persons or property. Students have the responsibility to abide by the standards, policies, and regulations of the University, and should comply with reasonable instructions from University personnel while in the performance of their duties. As a Pacific University student, you are responsible for complying with the policies outlined in the Student Handbook – see http://www.pacificu.edu/about-us/offices/learning-support-services/faculty/student-rights-responsibilities

**American Disability Act and Learning Support Services (LSS) for Students with Disabilities**

Pacific University is committed to providing an educational environment that is accessible to all students. Services and accommodations are available to students covered under the Americans with Disabilities Act. If you require accommodations in this course, you must immediately contact Kim Garrett, Director of Learning Support Services for Students with Disabilities at 503-352-2171 or email her at kjgarrett_mrc@pacificu.edu. She will meet with you, review the documentation of your disability and discuss the services Pacific University offers and any accommodations you require for specific courses. If you require any accommodation and have received your LSS documentation, please contact Dr. Linda Hunt (lhunt@pacificu.edu) or Amber McIlwain (amcilwain@pacificu.edu) by e-mail. Accommodations will not be provided without this confirmation.

**Grading Scale for All Courses**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C</td>
<td>77-79</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 77</td>
</tr>
</tbody>
</table>
Incomplete Grades

Faculty may issue a grade of Incomplete only when the major portion of a course has been completed satisfactorily, and there are extenuating circumstances such as health, family or other emergency reasons that prevent the student from completing all course requirements. The faculty member and the student are required to agree upon a deadline by which all course work will be completed and submitted to the faculty member. Students will be given two academic semesters to make up any incomplete work and may not begin the Capstone Project until all Incompletes have been removed. Incomplete grades must be completed with a grade of “C+” or higher (be aware that some GCGH Program faculty may adjust grades downward by one full grade due to late submission of student work). Incomplete grades will automatically change to a grade of F, if the work is not completed within two academic semesters. Please see the section on “Academic Policies and Procedures” in the Graduate Professions Catalog for a full description of an Incomplete grade.

Resources for Online Skills

*How Students Develop Online Learning Skills* by Alan R. Roper


*Required Computer Skills*

http://www.pacificu.edu/gerontology/students/documents/computer_skills.pdf

http://www.gcflearnfree.org/computer/

*Pacific University Technology Information Center Guide*

http://www.pacificu.edu/uis/tic/documents/ITResourcesforStudents_001.pdf

Password

If you have any problems activating your account, you can contact the HPC UIS office at 503-352-7243 or the Technology Information Center at 503-352-1500.

Registration for Courses

Jen Walsh will be enrolling students in the courses for this program. Her contact information is: jen.walsh@pacificu.edu. Students may add a course up to one week after the starting date of that course. Students may drop a course 5 weeks after the course began without receiving a failing grade.

Grades

Once the instructor has submitted grades, the Registrar’s office will then verify the grades
three business days after the course has ended. Grades will be posted officially to the students record for them to see on BoxerOnline and have grades listed on their transcripts. Students need to log into their BoxerOnline account and view their academic history or click the ‘Grades’ link.

If anyone has any trouble logging in they can call the Technology Information Center at 503-352-1500 and they can help get students into their accounts.

BoxerOnline is also where students can request official transcripts to be sent out, if needed.

**Graduation**

Students are eligible to participate in the spring Pacific University graduation under the College of Health Professions. Students will need to contact the Pacific University Bookstore to order a cap and gown if they do not have access to appropriate regalia. Contact information is: (503) 359-1082; bookstore@pacificu.edu
Statement of Affirmation

My signature below affirms that I have read, understand and can meet the technical standards of the Graduate Certificate Program in Gerontology for the Healthcare Professional at Pacific University. I have also read, understand, and will follow all of the policies and procedures within the University’s Student Handbook.

__________________________________________
Signature

__________________________
Date