



School of Health Professions
Department of Personalized Health and Well-Being
Student Handbook
Master of Science (MS) in Lifestyle Health Sciences and Coaching
Academic Year 2023-2024

Each student is responsible for knowing current academic and administrative policies and procedures that apply to enrollment in their degree program. The University of North Texas Health Science Center (UNTHSC) reserves the right to amend or add to these policies and scholastic regulations at any time during an individual student's enrollment period provided that such changes or additions are intended to improve the quality of education and are introduced fairly and deliberately. Students in the Master of Lifestyle Health Sciences & Coaching program are subject to UNTHSC institutional and program policies while on or off-campus during student activities.

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INTRODUCTION

This Department of Personalized Health and Well-Being Handbook (the Handbook) provides information about the components, requirements, operations, and procedures that govern the Master of Science (MS) in Lifestyle Health Sciences & Coaching degree program at The University of North Texas Health Science Center (UNTHSC) School of Health Professions (SHP). The purpose of the Handbook is to provide answers to questions that current MS students may have about the course of study. General policies, procedures, and other information that applies to all students in the SHP and UNTHSC can be found in the UNTHSC catalog (<http://catalog.unthsc.edu/>).

This student resource manual provides basic information for students and is intended to be a general overview of the HSC Department of Personalized Health and Well-Being program philosophy, curriculum, and policies/procedures which apply to both the department and the university. Questions concerning specific issues should be addressed to the department administration or appropriate area.

WELCOME

The Department of Personalized Health and Well-Being is filling this gap by bringing together an interprofessional team to develop innovative, educational programs and research endeavors that focus on merging evidence-based lifestyle medicine with National Board for Health and Wellness Coaches (NBHWC) coaching competencies. Our graduates have foundational knowledge and skills that will prepare them to empower others to mobilize internal strengths and external resources to achieve true self-care reform.

VISION: Aligning healthcare and optimal health by being the leading lifestyle health department in the nation.

MISSION: Creating solutions for a healthier community by providing innovative training in health and wellness for the management and prevention of chronic disease.

PROGRAM INFORMATION

Faculty Information:

The PH & WB faculty is comprised of an interprofessional team of licensed and certified professionals, with diverse educational backgrounds, clinical/teaching experiences, and health & well-being coaching certifications. Personalized Health and Well-Being faculty develop, coordinate, and monitor student instruction in all core courses and MOSAIC/CAPSTONE workshops in the program. Faculty will serve as advisors, course directors, liaisons, guest speakers, and faculty course support in the curriculum. Information on our team of faculty can be found at the following link: <https://www.unthsc.edu/school-of-health-professions/lifestyle-health-sciences/our-team/>

STUDENT OUTCOMES: MS Lifestyle Health Sciences & Coaching 2023-2024

MS Lifestyle Health Sciences & Coaching

Program Learning Objectives

1. Examine the role of lifestyle behaviors in the enhancement of health and chronic disease prevention.
2. Apply evidence-based interventions that promote positive lifestyle behavior change personally and when working with a client.
change.
3. Choose appropriate coaching methods for engaging clients in a growth promoting relationship.
4. Exhibit inter-professional skills in a collaborative setting.
5. Develop transversal skills to include communication, teamwork, emotional intelligence, and cultural awareness.

Competencies

1. Demonstrate core coaching skills of mindful listening, open-ended inquiry, and perceptive reflection.
2. Work with a client to identify their wellness vision based on their values, strengths, motivators, and support system.
3. Work with a client to develop realistic wellness goals based on the client's stage of change and level of progress.
4. Describe the role of lifestyle and behavioral health determinants as key factors in promoting positive health outcomes.
5. Develop promotional activities for healthy lifestyles and disease prevention using evidence-based interventions that support health literacy.
6. Select behavioral tracking techniques to assist a client in monitoring progress and maintaining healthy behaviors.
7. Utilize appropriate community referrals and resources that support healthy lifestyles.
8. Employ appropriate communication and behavioral change strategies to support coaching practice.
9. Demonstrate inter-professional teamwork through communication, collaboration, and leadership.
10. Practice sustainable healthy behaviors and emotional intelligence skills as a self-care role model.

PROGRAM CURRICULUM --

Curriculum Overview: Please see details of the course descriptions in the course catalog.

Curriculum Model:

Academic & Administrative Procedures (Lifestyle Health Sciences) are in the Catalog.

Course schedule:

SUMMER:

- **Introduction to Evidence- Based Lifestyle Medicine (LHLT 5301)- 3SCH**
Provides an introduction to the core tenants of lifestyle medicine and will focus on reviewing and interpreting scientific literature to support evidence-based practices. Students will identify and begin to explore modifiable lifestyle factors that contribute to the leading causes of morbidity and mortality.
- **Health & Wellness Coaching I (Wellcoaches) (LHLT 5305)- 3SCH**
Provides an introduction to science-based, core coach training competencies. Students will review health and wellness coaching outcomes research and explore various psychological principles and coaching techniques used to facilitate behavior change. (Wellcoaches® 2 hour synchronous content per week)
- **Mosaic I (LHLT 5110)- 1SCH**
This blended course will provide opportunities to dive deeper into the knowledge and skills obtained throughout the Lifestyle Health Sciences and Coaching program in order to focus on practical application. Each Mosaic course will focus on training and development in emotional intelligence, team building, communication, leadership, and coaching skills. Includes virtual workshop.

FALL 1:

- **Psychology of Behavior Change (LHLT 5303)- 3SCH**
Provides an overview of the psychology and psychosocial factors that influence behavior. Students will discover methods of assessing self-efficacy, locus of control, readiness and confidence to change.
- **Health & Wellness Coaching II (Wellcoaches) (LHLT 5307)- 3SCH**
Explores the coaching process and offers opportunities for practical application of assessment and coaching skills. Students will apply their knowledge and skills to conduct well-being assessments, goal and vision setting activities, and coaching sessions. (Wellcoaches® 2 hour synchronous content per week)
- **Mosaic II (LHLT 5120)- 1SCH**
This blended course will provide opportunities to dive deeper into the knowledge and skills obtained throughout the Lifestyle Health Sciences and Coaching program in order to focus on practical application. Each Mosaic course will focus on training and development in emotional intelligence, team building, communication, leadership, and coaching skills. Includes virtual workshop.

FALL 2:

- **Health Literacy & Communication (LHLT 5302)- 3SCH**
Examines communication theory and the components of effective, personal and professional communication. Students will identify factors that influence health literacy and identify the role of the health coach in bridging the communication gap in healthcare.
- **Nutrition for Health & Chronic Disease (LHLT 5304)- 3SCH**
Reviews evidence-based nutrition guidelines and explores how nutrition research can be translated into practical, actionable information used to coach clients. Students will explore the role of nutrition in overall health and the management and prevention of chronic diseases.

- **Mosaic III** (LHLT 5130)- 1SCH includes one Saturday workshop
This blended course will provide opportunities to dive deeper into the knowledge and skills obtained throughout the Lifestyle Health Sciences and Coaching program in order to focus on practical application. Each Mosaic course will focus on training and development in emotional intelligence, team building, communication, leadership, and coaching skills. Includes virtual workshop.

SPRING 1:

- **Exercise for Health & Chronic Disease** (LHLT 5306)- 3SCH
Provides a review of physical activity guidelines, the risks and benefits of various types of exercise, and exercise prescription. Specific attention will be given to research on effective strategies for motivating patients/clients to engage in appropriate, regular physical activity. A review of interprofessional practice/referrals and integration of lifestyle medicine competencies into coaching practice will be covered throughout the course.
- **Addressing Health Behaviors** (LHLT 5308)- 3SCH
Focuses on key lifestyle variables that influence health and chronic disease risk including sleep, stress and use of alcohol and tobacco. Specific attention will be given to research on effective strategies for smoking cessation and cessation maintenance, identifying and addressing sleep disorders, and understanding the related but distinct consequences of acute versus chronic stress. A review of interprofessional practice/referrals and integration of lifestyle medicine competencies into coaching practice will be covered throughout the course.
- **Mosaic IV** (LHLT 5140)- 1 SCH
This blended course will provide opportunities to dive deeper into the knowledge and skills obtained throughout the Lifestyle Health Sciences and Coaching program in order to focus on practical application. Each Mosaic course will focus on training and development in emotional intelligence, team building, communication, leadership, and coaching skills. Includes virtual workshop.

SPRING 2:

- **Health & Patient Safety Through the Lifecycle** (LHLT 5309)- 3SCH
Examines specific health and wellness considerations and disease risk throughout the life cycle. Students will identify and address key health issues for childhood, teen, adult, and senior populations in order to make appropriate lifestyle recommendations.
- **Healthcare System & Wellness Program Planning** (LHLT 5310)- 3SCH
Provides an overview of the U.S. healthcare system and review components of worksite wellness programming. Through this course, students will gain an interprofessional perspective of how the coaching model can be integrated into clinical, community, business, and personal practice.
- **Capstone** (LHLT 5200)- 2 SCH
The capstone course is designed to provide a comprehensive program review

resulting in demonstrated lifestyle health competencies, coaching skills proficiency, and a culminating project. Includes virtual workshop.

University of North Texas Health Science Center
2023-2024 Catalog
Academic & Administrative Procedures (Lifestyle Health Sciences)
Program Catalog: 2023-2024
https://catalog.unthsc.edu/preview_entity.php?catoid=12&ent_oid=231

American of College Lifestyle Medicine Partial Pathway Track:

The MS in Lifestyle Health Science and Coaching degree at The University of North Texas Health is an approved Partial Academic Pathway program through the American College of Lifestyle Medicine. This designation allows students to sit for the ACLM board exam as a Lifestyle Medicine Professional with a reduction in prerequisites. Please see the information below about professional certification and prerequisites.

To certify as a Lifestyle Medicine Professional, you must hold a master's or Doctorate degree in a health or allied health discipline.

For more information, visit [HTTPS://LIFESTYLEMEDICINE.ORG/CERTIFICATION](https://lifestylemedicine.org/certification)

The prerequisites for the professional level are:

- Proof of your professional credentials in a health-related discipline
- 30 hours of online/non-live CME from an approved course
- 10 hours of live in-person CME from an approved event: Since you have completed courses within the MSLS program you have opportunity to have this prerequisite waived. Please complete the form at this link to receive your conference waiver certificate:
<https://lifestylemedicine.wufoo.com/forms/ze582h01t016j/>

Textbook List: MSLS Lifestyle Health Sciences & Coaching

SUMMER 2023:
<u>LHLT 5301</u>
Frates, Bonnet. (2020). Edition 2. <i>The Lifestyle Medicine Handbook</i> . Healthy Learning. ISBN: 9781606795149 https://healthylearning.com/lifestyle-medicine-handbook-2nd-ed/
<u>LHLT 5305:</u>

Moore, Maragaret. (2016). *Coaching Psychology Manual*.
Wolters Kluwer.
Print ISBN: 13: 978-1451195262/ ISBN-10: 1451195265

FALL 1 2023:

LHLT 5303:

Hilliard, Riekert, et al. Springer. (2018). *The Handbook of Health Behavior Change*.
Springer.
Print ISBN: 978-0-8261-8013-1

LHLT 5307:

Moore, Margaret. (2016). *Coaching Psychology Manual*.
Wolters Kluwer.
Print ISBN: 13: 978-1451195262/ ISBN-10: 1451195265

FALL II 2023:

LHLT 5302:

Tamparo, C., & Lindh, W. (2017). *Therapeutic Communications for Health Professionals, 4th ed.* Clifton Park, NY: Cengage Learning.
Print ISBN: 9781305574618, 1305574613
eText ISBN: 9781305856554, 1305856554

LHLT 5304:

Thompson, J. & Manore, M. (2018). *Nutrition: An Applied Approach*.
Pearson.
Print ISBN: 9780134516233, 0134516230
eText ISBN: 9780134619415, 0134619412

SPRING I 2024:

LHLT 5306:

Jonas, Phillips. (2009). *ACSM's Exercise is Medicine*.
Wolters Kluwer Health.
Print ISBN: 13: 978-1582557397
eText ISBN-10: 158255739X

ACSM. (2017). *ACSM's Guidelines for Exercise Testing and Prescription, 10th Edition*.
Wolters Kluwer.
ISBN 9781496339065

LHLT 5308:

Hilliard, Riekert, et al. Springer. (2018). *The Handbook of Health Behavior Change. Edition 5.* Springer.
Print ISBN: 978-0-8261-8013-1

SPRING II 2024:

LHLT 5309

Tamparo, C., & Lindh, W. (2017). *Therapeutic Communications for Health Professionals, 4th ed.* Clifton Park, NY: Cengage Learning.
Print ISBN: 9781305574618, 1305574613
eText ISBN: 9781305856554, 1305856554

Thompson, J., & Manore, M. (2018). *Nutrition: An Applied Approach, 5th ed.* New York, NY: Pearson Education, Inc.
Print ISBN: 0134516230

LHLT 5310:

Well-Being Champions: A Competency-Based Guidebook by Joel Bennett, PhD, and Brittany Linde, PhD: <https://www.amazon.com/Well-Being-Champions-Competency-Based-Joel-Bennett/dp/1534686703>. The textbook is an essential part of this course; it is designed as a guide book to help you in your learning. You are expected to complete the assigned weekly readings and ALL activities within the guidebook. Knowledge checks will reflect your understanding of the content from the book. The tools and resources within the book may be useful references for you in your professional career.

Rev 05_2023

Wellcoaches®

We have partnered with Wellcoaches®, a leader in the Health & Wellness coaching industry, to deliver an exceptional certification preparation program in addition to a Master of Science degree. Interactive, synchronous sessions are required.

WellCoaches Certification:

*Wellcoaches® Core Coach Training certification to become a Health & Well-being Coach is included in the program. Core Coach Training Modules 1, 2, 3 & 4.

M.S. Lifestyle Health Sciences & Coaching 2023- 2024 Cohort Dates
Wellcoaches® Curriculum Integration

	Summer 2023	Fall I 2023	Fall II 2023	Spring I 2024	Spring II 2024
Session Dates	June 5- July 28	August 21- October 13	October 16- December 08	January 16- March 08	March 18-May 10
Mosaic and Capstone Saturday Virtual Workshops	July 15- Online	September 30- Online	November 18- Online	February 24- Online	April 27-Online
Wellcoaches®	LHLT 5305 Module 1: Lessons 1-9 2 hr synchronous/wk	LHLT 5307 Module 1: Lessons 10-18 2 hr synchronous/wk	LHLT 5130 <i>Module 2</i> <i>TBD</i> <i>am/ pm (CT)</i>	LHLT 5140 <i>Module 3</i> <i>Mentor</i> <i>Coaching &</i> <i>Practice Client</i>	LHLT 5200 <i>Module 3</i> <i>Module 4</i> <i>Guest Presenter</i>

Italics = Wellcoaches® directly

Wellcoaches Module 1 Faculty (LHLT 5305/5307)

Noah Gentner, PhD, NBC-HW, PCC, CPHWC, RHC - Course Director

Debbie Gillespie, EdD, RDN, LD, Dip ACLM, CPHWC, ACC, NBC-HWC - Instructor

Mosaic Facilitators (LHLT 5140)

Noah Gentner, PhD, NBC-HW, PCC, CPHWC, RHC

Debbie Gillespie, EdD, RDN, LD, Dip ACLM, CPHWC, ACC, NBC-HWC

Cynthia Powell, MA, CHWC, IWLC

Teresa Wagner, DrPH, MS, CPH, RD/LD, CPPS, CHWI, DipACLM, CHWC

Misti Zablosky, Ph.D., LAT, DipACLM, CHWC

Sheryl Richard, PhD, MAOM, PMP, CPT, CPHWC, NBC-HWC

++External Facilitators

LHLT 5200 Guest Presenter

Wellcoaches® representative

Wellcoaches® Requirements for Certification:

Reference the Wellcoaches® Coaching Certification Candidate Handbook for details

Module 1: Core Coach Training [LHLT 5305, 5307]

- Module 1 Lessons 1-18 (live classes)
- Module 1 Assessments

- Feedback Surveys
- 8 Habits Courses (self-paced online)

Module 2: Advanced Group Practice [LHLT5130]

- Organize Your Mind 1, content review, 2-hour tele-class
- Organize Your Mind 2, content review, 2-hour tele-class, e-course, assessment & feedback survey
- Organize Your Emotions, content review, 2-hour tele-class, assessment & feedback survey
- Wellness Vision, content review, 2-hour tele-class, assessment & feedback survey
- Generative Moments, content review, 2 hours tele-class, e-course, assessment & feedback survey

Module 3: Wellcoaches® Certification [LHLT5140]

- Submission of application and proof of prerequisites
- Individual mentoring (3, 1-hour sessions)
- Submission of practice client data (wellness vision, 3-month goals and 4 sets of weekly goals)
- Submission of personal data (wellness vision and 3-month goals)

Module 3: Wellcoaches® Certification [LHLT5200]

- Written exam
- Oral practical skills assessment

Overview of Wellcoaches® Certification Requirements within M.S. Degree Program

Summer

Health & Wellness Coaching I [LHLT5305]: *(grade $\geq 80\%$ required for certification)*

- **Wellcoaches® Module 1:** *Lessons 1-9*

Learning Partner Practice Assignments, Quizzes (score $\geq 80\%$ required for certification), Feedback Surveys (100% completed)

- **Habits courses & Feedback Surveys in Wellcoaches® portal**
 - *Behavior Change*
 - *Communicate*
 - *Connect*
 - *Leveraging Emotions*

Fall I

Health & Wellness Coaching II [LHLT5307]: *(grade $\geq 80\%$ required for certification),*

- **Wellcoaches® Module 1:** *Lessons 10-18*

Learning Partner Practice Assignments, Quizzes (score $\geq 80\%$ required for certification), Feedback Surveys (100% completed), Identify Practice Client for Capstone

- o **Habits courses & Feedback Surveys** – Wellcoaches® portal
- o *T- Leadership*
- o *Burnout Prevention*
- o *Declipse*
- o *Cultivating Capacities*

Fall II

Mosaic III [LHLT5130]:

Wellcoaches® Module 2

Advanced Group Practice: 5 Synchronous sessions hosted in Wellcoaches® Jigsaw platform (Weeks 1-5)

** **Special Tuesday night 6 PM (CT)** sessions are dedicated to M.S. students. However, students can attend any public sessions during the Fall II timeframe. Courses can be taken in any order except OYM 1 must be completed before OYM 2. Dates and times for Wellcoaches® Module 2 courses are on the website.*

OYM 1: module content, 2-hour tele-class, Knowledge Assessment, Canvas Quiz

OYM 2: module content, 2-hour tele-class, Knowledge Assessment, feedback survey, Canvas Quiz

OYE: module content, 2-hour tele-class, Knowledge Assessment, feedback survey, Canvas Quiz

Generative Moments: module content, 2-hour tele-class, Knowledge Assessment, feedback survey, Canvas Quiz

Wellness Vision: module content, 2-hour tele-class, Knowledge Assessment, feedback survey, Canvas Quiz

Initial Preparation for Module 3

Practice client – Work with 3-5 practice clients for 4-6 weeks using Wellcoaches® checklists and client forms

You will be required to submit a practice client worksheet to include wellness vision, 3-month goals and 4 sets of weekly goals for one of your practice clients in LHLT 5140.

Spring I

Mosaic IV [LHLT5140]

Module 3: Wellcoaches® Health & Well-being Coach Certification (PART A)

Practice client for 4-6 weeks using Wellcoaches® checklists and client forms

- o *Submit practice client worksheet for ONE client to include: wellness vision, 3-month goals and*

4 sets of weekly goals

Personal Forms

- o *Submit personal wellness vision, 3-month goals*
- o *Schedule Individual mentoring (two, 1-hour sessions) with Wellcoaches® mentor*

Spring II

Capstone [LHLT5200]

Module 3 Wellcoaches® Health & Well-being Coach Certification (PART B)

- o 3rd Mentor session
- o *Written exam*
- o *Oral practical skills assessment*

See your Wellcoaches® coach concierge for any questions regarding your Wellcoaches® Customer Hub

2023-2024 Cohort Course Schedule

Wellcoaches® Module 1 :

Lifestyle Health Coaching I [LHLT 5305]

Lesson 1	6/5/23	
Lesson 2	6/12/23	
Lesson 3	6/19/23	
Lesson 4	6/26/23	
Lesson 5	7/3/23	7/4 HOLIDAY reschedule
Lesson 6/7	7/10/23	
Lesson 7/8	7/17/23	
Lesson 9	7/24/23	
Habits 1-4	Behavior Change, Communicate, Connect Leveraging Emotions	

Lifestyle Health Coaching II [LHLT 5307]

Lesson 10	8/21/23	
Lesson 11	8/28/23	
Lesson 12	9/5/23	9/4 HOLIDAY Reschedule
Lesson 13	9/11/23	
Lesson 14	9/18/23	
Lesson 15/16	9/25/23	
Lesson 16/17	10/2/23	
Lesson 18	10/9/23	
Habits 5-8	T-Leadership, Declipse, Cultivating Capacities, Burnout Prevention	

Wellcoaches® Module 2 [LHLT5130]

Week of 10/16/23	Wellness Visions	Tuesday 10/17/23
Week of 10/23/23	Generative Moments	Tuesday 10/24/23
Week of 10/30/23	OYM Part 1	Tuesday 10/31/23
Week of 11/6/23	OYM Part 2	Tuesday 11/7/23
Week of 11/13/23	OYE	Tuesday 11/14/23

Wellcoaches® Module 3 & 4 [LHLT 5140, 5200]

Spring 1:	Practice client Personal WV/Practice client forms	
Spring 1:	Wellcoaches 2-3 mentor sessions	
Spring 2:	Written Exam	
	Oral Exam	
Spring 2:	Module 4: Lifestyle Med for Coaches	

Important Program Dates: 2023- 2024 Cohort

	Summer 2023	Fall I 2023	Fall II 2023	Spring I 2024	Spring II 2024
Session Dates	June 05- July 28	August 21- October 13	October 16- December 08	January 16- March 08	March 18-May 10
Mosaic and Capstone Saturday Virtual Workshops	July 15- Online	September 30- Online	November 18- Online	February 24- Online	April 27-Online

This calendar is for Cohort 2023-2024 only. For full calendars, visit MS Lifestyle Health Sciences & Coaching in the [UNTHSC Catalog](#) & [UNTHSC Academic Calendar](#). Graduation is May 2024.

Contact Us for additional information: lifestylehealth@unthsc.edu

IV. Student and Academic Affairs

Academic Integrity: The Student Code of Conduct and Discipline is posted at the following website under the category Chapter 7: Student Affairs. Procedure No. 7.105 Student Code of Conduct and Civility Link: <https://unthsc.navexone.com/content/?public=true&siteid=1>

- Student Code of Conduct: Student Code of Conduct:
 - Link to Policy: Student Code of Conduct; Student Affairs: 7.105 Student Code of Conduct and Civility
<https://unthsc.navexone.com/content/dotNet/documents/?docid=750&public=true>

Program Procedures: Remediation, Leave of Absence, Grade Appeal

Remediation

Procedure Statement:

The Department of Lifestyle Health Sciences supports student retention, academic course and degree program completion through academic remediation. The Academic Remediation plan occurs when the student has unsatisfactory performance in a course required for degree conferral. The opportunity to remedy unsatisfactory course performance is subject to the approval of the Chair of the Department of Lifestyle Health Sciences. Remediation may include repeating a course(s). Students with pending remediation activities may be permitted to continue in the curriculum until remediation activities have been completed.

Link to Policy:

<https://unthsc.navexone.com/content/dotNet/documents/?docid=786&public=true>

Please refer to the Policy Tech LHS Procedure

- Department/Program Name: Lifestyle Health Sciences
- Procedure Title: LHS Remediation Procedure
- Procedure No. LHS-1.03
 - Link to Policy:
<https://unthsc.navexone.com/content/dotNet/documents/?docid=786&public=true>

Leave of Absence

Students enrolled in academic programs within the School of Health Professions are permitted to request leave of absence due to a medical condition or for personal reasons. Upon completion of the leave of absence, the student must request readmission to the academic program in writing. Leave of absence for personal reasons cannot be granted if the student is not in good standing at the time the request is made. Leave of absence requires approval of the Dean of the School of Health Professions. After consultation with the student and upon

recommendation from the respective Department Chair of the academic program in which the student is enrolled, the Dean will determine if readmission after completion of leave of absence is approved. Upon return from leave of absence, the returning student may be required to affirm continued compliance with program standards. For more information on attendance policies, visit the policy website at <https://www.unthsc.edu/administrative/institutional-compliance-office/unt-health-science-center-policies/>.

Grade Appeal

Department of Lifestyle Health Sciences/ M.S. in Lifestyle Health Sciences and Coaching
Procedure Title: MSLS Grade Appeals Procedure No. MSLS 1.03
Procedure Statement

Students enrolled in the MS in Lifestyle Health Sciences and Coaching program are responsible for meeting the standards of academic performance established for each course in which they are enrolled and the requirements for completion of their academic program. Faculty members are responsible for establishing academic performance standards and equitably evaluating student performance. Faculty decisions in such matters are considered authoritative. They can be overturned only when it has been determined that a grade was assigned in a capricious, inequitable, arbitrary, or erroneous manner.

Reason for Procedure

The purpose of this procedure is to provide guidelines for appealing grades for all students enrolled in the MSLS Program.

Area of Responsibility: MSLS Student Course Director Department Chair SHP Dean Student Affairs

Procedure Details

1. Grades assigned by MSLS Course Directors (CD) are final.
2. Grades are subject to appeal only when the student believes that the grade was awarded inequitably, arbitrarily, or erroneously. Appropriate grounds for appeal include circumstances where the grade was assigned based on the following:
 - a. inequitable treatment that is the result of departure from the instructor's stated standards and course policies; or
 - b. a decision based on an error, in fact.
3. If an MSLS student believes an incorrect grade was assigned, the student must first submit an appeal in writing to the MSLS CD.
 - a. All appeals must be made in writing within five business days of receipt of the original grade or decision.
 4. If needed or desired, after receiving an appeal decision from the MSLS CD, further appeal may be made to the Department Chair in writing within five business days of receipt of the MSLS CD's final decision.
 5. If needed or desired, after receiving an appeal decision from the Department Chair, further appeal may be made to the SHP Dean in writing within five business days of receipt of the Department Chair's final decision.

The decision made by the SHP Dean is considered final.
Related Policies and References. Effective Date: 5/2/23

Link to Policy: <https://unthsc.navexone.com/content/?public=true&siteid=1>

Please refer to the Policy Tech LHS Procedure

- **Procedure No. MSLS 1.03**
-

Care Team:

The UNTHSC Care Team is under The Office of Care & Civility.

Mission: To create solutions for healthier communities by assisting in promoting the health, safety and well-being of the Health Science Center community.

- 24/7 Care Team Line: 817-735-2740
- Resource Guide for the OCC link is below.
- Website: www.unthsc.edu/care-and-civility/wp-content/uploads/sites/48/OCC-Resource-Guidebook-5.2.pdf

Student and Academic Affairs: Learning and teaching support

- Learning Management System: Canvas www.unthsc.edu/academic-affairs/center-for-online-education/canvas/

Student Email Access & Help

- Student resources:

As a new student, you will be expected to check your campus email on a regular basis to view important communications from the following university offices:

- Office of registrar
- Financial Aid
- Student Accounting and other business services
- College, school and department advisors
- Professors and classmates
- Library Notices

Canvas will be expected to be checked on a regular basis to have real time communication from faculty, staff, and other students for courses.

- Canvas is the primary way to receive communication regarding course updates.
- UNTHSC Canvas Landing page: <https://www.unthsc.edu/academic-affairs/center-for-online-education/canvas/>
- Canvas Orientation: This is a self-paced introductory course to the Canvas LMS.

Contact the ITS Helpdesk:

- <https://www.unthsc.edu/about-us/hsc-and-alumni-email-webaccess/>
- [E-Mail our Helpdesk with any questions](#)
- [Or submit an online request for help.](#)

HSC Library Homepage:

- [Research Guides](#)

Student Services:

- [Center for Academic Performance](#)
- [Tutoring](#)
- [Writing and Presentation Support](#)
- [Disability Accommodations](#)

Policies and Procedures Statement

Students are responsible for reading and adhering to all policies of both institutions generally and of the School of Health Professions and Department of Personalized Health and Well-Being. Current HSC policies can be accessed at <https://app.unthsc.edu/policies/> through PolicyTech.

Appendix

Department of Personalized Health and Well-Being Student Handbook Acknowledgement Form:

By signing below, I certify that I have received and read the Department of Personalized Health and Well-Being Student Handbook for the MSLS Lifestyle Health Sciences & Coaching Program and understand the information provided in the program – particularly the Policies and Procedures to be followed.

I understand that if I have any questions about the contents of the Student Handbook, it is my responsibility to ask questions for clarification.

Printed Student Name: _____

Signature of Student: _____

Date: _____