

# Medical Humanities: C.M.H., M.M.H., & D.M.H.

Drew University Caspersen School of  
Graduate Studies

2018-2019

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# Quick View of C.M.H., M.M.H., & D.M.H. Requirements

DEGREE REQUIREMENTS (See Academic Catalog for more details)	C.M.H.	M.M.H.	D.M.H.
REQUIRED COURSEWORK	12 CREDITS	18 CREDITS	21 CREDITS
MDHM 799 – Introduction to Medical Humanities	3 credits	3	3
MDET 801 – Biomedical Ethics	3	3	3
MDNR 802 – Introduction to Narrative Medicine	3	3	3
MDSM 830 – Medical Anthropology	-	3	3
MDHM 900 – Clinical Practicum	3	3	-
MDHM 905 – The Joy of Scholarly Writing	-	-	3
MDHM 906 – Research Design and Methodology	-	3	3
MDHM 908 – Doctoral Practicum	-	-	3
ELECTIVES	3 CREDITS from Medical Humanities Courses or <i>Pertinent</i> Graduate Courses	12 CREDITS from Medical Humanities Courses or <i>Pertinent</i> Graduate Courses	15 CREDITS from Medical Humanities Courses or <i>Pertinent</i> Graduate Courses
THESIS/DISSERTATION	-	3 CREDITS	9 CREDITS
MDHM 990 – Master’s Thesis Preparation	-	3	-
MDHM 999 – Dissertation	-	-	9
TOTAL CREDITS	15 CREDITS	33 CREDITS	45 CREDITS

## Completing the C.M.H. Program

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Students in the Certificate of Medical Humanities complete 15 credit hours (5 courses) from Medical Humanities listings, as well as pertinent approved courses from other Caspersen programs.

It is recommended that students in their first semester take Introduction to Medical Humanities (MDHM 799).

Students must take three additional required courses: Bio-Medical Ethics (MDET 801); Introduction to Narrative Medicine (MDNR 802); and the Clinical Practicum (MDHM 900), a semester-long practical experience. Please note that Bio-Medical Ethics and Medical Narrative are prerequisites to the Clinical Practicum.

Before graduating, all C.M.H. students also take one elective from among the Medical Humanities Course offerings. Courses in one area not cross-listed with Medical Humanities may not be taken for credit toward the degree without prior approval of the program director.

All requirements for the C.M.H. must be completed within a period of two years after the student matriculates unless exceptional circumstances can be proven and an extension is granted by the Caspersen School.

## Completing the M.M.H. Program

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The master's degree is awarded upon successful completion of 33 credit hours (11 courses) total with a minimum cumulative average of B (3.0 GPA) or higher.

### Coursework

In their first semester, students in the M.M.H. program usually register for Introduction to Medical Humanities (MDHM 799).

Over the course of their program, M.M.H. students must take five additional required courses: Bio-Medical Ethics (MDET 801); Introduction to Narrative Medicine (MDNR 802); Medical Anthropology (MDSM 830); Research Design and Methodology (MDHM 906); and the Clinical Practicum (MDHM 900), a semester-long practical experience.

Along with their required courses, M.M.H. students also take 12 credits (four courses) of elective courses. These must be chosen from existing Medical Humanities courses, or *pertinent* courses in other programs in the Caspersen School or Theological School, with approval of the program director.

## **The Thesis**

The **Thesis** provides the opportunity for the student to conduct original research that will contribute to knowledge in the fields of medical and health humanities. See below for a description of the thesis process. The M.M.H. thesis demonstrates a student's competence in research and data collection, interpretation of data collected, and exposition of a concept that makes *an original contribution* to human thought and relations. This thesis will be no more than 10,000 words in length. The thesis is the normal method of completing the student's course work in the program and should evolve from the knowledge gained from course work, including the Clinical Practicum. The thesis counts as three (3) credit hours and is charged at that rate.

### **Registration**

Upon completion of the 30 credit hours of course work required for the degree, the student will register for the Thesis Preparation (MEDHM 990) and fill out a Thesis Preparation form.

### **Development of the Thesis**

In consultation with the Director, the student should:

- a. carry out a formal review of the literature to better understand the domain of the student's research, as well as to help define the student's research questions, methodology, and theoretical framework;
- b. define the research questions to be answered by this research;
- c. develop the research methodology to be used to answer these questions;
- d. apply for Drew University IRB approval and, if needed, site-required IRB approval;
- e. Collect the research data and analyze & interpret the meaning of this data;
- f. write the thesis in which the research questions are contextualized and answered, while following the style guidelines and requirements of the Caspersen School for the M.M.H.
- g. Submit the final approved digital copy of the thesis to the Drew University Library.

### **Thesis drafts**

Students should schedule submission of thesis drafts to their readers (*preferably a chapter at a time*). Readers should have a minimum of three weeks to review and respond.

### **Final reading and Grade**

The thesis completes the degree requirements for graduation only when the thesis reader approves the final copy and submits a grade report.

### **Format Review**

After final approval, all students must see the Office of Graduate Academic Services regarding the final submission of the thesis to the Drew University Library.

### **Timeline and Time Limit**

Students need to submit a feasible and detailed timeline to their readers(s) identifying the proposed completion of each step of their research and thesis. Readers will discuss the feasibility of the timeline with the student before both reader(s) and student agreeing to adhering to the timeline. All requirements for the M.M.H. degree must be fulfilled *within a period of two years* after the student satisfactorily completes 30 hours of course work in the program.

### **Institutional Review Board (IRB)**

All research that includes human subjects/informants must have IRB approval. IRB approval ensures that subjects/informants are ethically utilized in the research. See below for IRB process.

## **Completing the D.M.H. Program**

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The doctoral degree is awarded upon successful completion of 45 credit hours (12 courses and a dissertation) total with a minimum cumulative average of B (3.1 GPA) or higher.

### **Coursework**

In their first semester, students in the D.M.H. program usually register for Introduction to Medical Humanities (MDHM 799).

Over the course of their program, D.M.H. students must take six additional required courses: Bio-Medical Ethics (MDET 801); Introduction to Narrative Medicine (MDNR 802); Medical Anthropology (MDSM 830); and Research Design and Methodology (MDHM 906).

While taking their required courses, D.M.H. students also take 15 credits (five courses) of elective courses. These must be chosen from existing Medical Humanities courses, or *pertinent* courses in other programs in the Caspersen School or Theological School, with approval from the program director.

After they have taken 18 credits in Medical Humanities, including Bio-Medical Ethics and Introduction to Narrative Medicine and 15 credits in approved elective courses, students will take the Doctoral Practicum (MDHM 908), in which they develop a project/intervention alongside healthcare professionals and Medical Humanities faculty.

In the semester before their dissertation, students will take The Joy of Scholarly Writing (MDHM 905).

### **The Dissertation**

The **Dissertation** provides the opportunity for the student to conduct original research that will contribute to knowledge in the fields of medical and health humanities. See below for a description of the dissertation process. The D.M.H. dissertation demonstrates a student's competence in research and data collection, interpretation of data collected, and exposition of a concept that makes *a meaningful original contribution* to human thought and relations. This dissertation will be less than 100,000 words in length. It is the normal method of completing the student's course work in the program and should evolve from the knowledge gained from course work and the Clinical Practicum. The dissertation counts as nine (9) credit hours and is charged at that rate.

### **Dissertation Proposal**

In the semester prior to registering for Dissertation Prep, the student must present the Dean with a Dissertation Proposal (form on CSGS website and sample on next page). The Dissertation Proposal consists of:

- Statement of Topic
- 150-200-word overview of the topic and suggested committee members. This proposal must be presented to the Caspersen School Office at least two weeks prior to meeting with the Director of the Program.
- After submitting proposal, the student will meet with the Director to discuss it. During this meeting, the Director, in consultation with the student, appoints the Dissertation Committee members. In most cases, the student is responsible for contacting the proposed committee members. The committee members must agree to accept the assignment.

### **Registration**

Students enrolling after June 2015/6 must complete 36 hours of course work prior to registering for Dissertation Preparation (MDHM 999). **Students must register for Continuing Registration (CR) every semester they are continuing work on their dissertation.**

### **Selecting Your Dissertation Committee and Other Student Responsibilities**

The Dissertation Committee consists of the Committee Chair and a Second Reader, each of whom is generally a member of the Drew Caspersen School Faculty. Students should choose their Dissertation Committee early in their preparation for their proposal. *It is the student's responsibility to contact their Dissertation/Thesis supervisors for assistance with their proposal, prospectus, IRB approval and the actual research and thesis/dissertation.* Student's should propose a timeline for conducting their research and writing the dissertation/thesis and abide by this timeline. Students should plan to meet with their dissertation supervisor a minimum of twice every semester. Students should send their supervisors *single sections or chapters* for feedback as they complete.

### **Prospectus**

After the proposal has been submitted to the program director the student should submit a more detailed prospectus. The prospectus should outline how you plan to collect and analyze the data to answer your research questions. Ideally, your prospectus should include a brief introduction to your research area; a brief discussion of the site(s), the sample from which you will collect data and how the sample will be recruited; an overview of how the data will be collected and analyzed; any ethical considerations and a proposed timeline. Please note: If you are conducting research that does not include informants, such as in archival research; then your sample and data collected will be selected from the particular archives and documents you choose to analyze. In general, your prospectus can be developed for the Methods section of your dissertation/thesis, hence, the more detailed the prospectus, the more of your methods sections you complete. The cover form for the prospectus appears after the proposal form.

After approval from the Director, the student then meets with their chosen Committee to discuss the project and prospectus. The student's prospectus is prepared in consultation with their Committee. In summary, the prospectus should provide:

- a tentative title

- a description of the research, including the research questions
- a survey of existing discussions in their chosen research area
- an overview of the prevalent arguments and approaches to this domain
- a summary of research materials and methods
- a preliminary review of the literature
- proposed outline

The prospectus must be submitted to the committee at least 30 days prior to the required meeting of the Committee and the student. At the required prospectus meeting, the chair and reader will raise questions and make suggestions for revising the draft prospectus. The student must then rework the proposal.

- When the Committee has approved the prospectus, the student will submit one copy, accompanied by the Prospectus Cover Sheet (form on CSGS website), to the Caspersen School Office.
- In certain circumstances, the prospectus may be subject to final approval by the Dean. The Dean reserves the right to request that the student revisit or revise the prospectus. Otherwise, the student may proceed with the project.

Additional information on the prospectus, including detailed guidelines, are available on the CSGS website and in the Office of Graduate Academic Services.

### **The Role of the Dissertation Committee**

It is the chair's responsibility to respond to students' queries and offer constructive assistance and input on student work in a timely manner (usually within three weeks of receiving student's submission). Student progression through their dissertation/thesis should not be delayed due to supervision that is not fulfilling these responsibilities. *Any student who finds issue with their supervision, should contact their academic advisor.* However, *it is not the responsibility of chairs to repeatedly try to contact unresponsive students.* The steps of the research and dissertation/thesis process should serve as a guide for students to follow, and thereby fulfill their responsibilities in this process.

Please note that Dissertation chairs will not be expected, under ordinary circumstances, to supervise dissertations from the end of May until the first of September or to read capstone essays during that period. When a student faces exceptional hardship, however, such as the probable loss of a job or a required return to his/her homeland, professors may be asked to assist in the completion and examination of theses and dissertations during the summer.

### **Timeline**

Students need to submit a feasible and detailed timeline to their committee members identifying the proposed completion of each step of their research and dissertation. Committee members will discuss the feasibility of the timeline with the student before both they and the student agree to adhering to the timeline.

### **Dissertation Drafts**

Students should schedule submission of dissertation drafts so that readers have a minimum of three weeks to review and respond.

### **Institutional Review Board (IRB)**

All research that includes human subjects/informants must have IRB approval. IRB approval ensures that subject/informants are ethically utilized in the research. See below for IRB process.

### **Final Reading**

The student submits the final form of the dissertation to their Committee for final reading. The student should notify the Office of Graduate Academic Services that the document has been submitted. A ballot will be sent to each member of the Dissertation Committee who must mark and return a ballot, stating whether or not the dissertation is ready for examination. If the Committee does not agree, it directs the student to make the necessary changes. If both Committee members agree that the dissertation is ready for examination, then the student proceeds to arrange a day and time for the oral defense. Once the date and time are established with the Committee members, the Director of Graduate Academic Services reserves a space where the defense will take place.

### **Oral Examination**

After the oral defense, the Committee judges the dissertation and defense as: *Pass*, *Pass with Major Revisions*, *Pass with Distinction*, *Fail*, or *Final Fail*.

## **Institutional Review Board (IRB)**

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What follows below is a summary of more detailed material on Drew's IRB website. For more precise instructions and the necessary forms to move through the IRB process students should go there or contact the chair of the IRB, G. Scott Morgan, at [smorgan@drew.edu](mailto:smorgan@drew.edu).

### **Ethical and Procedural Guidelines**

Human participants research at Drew University is guided by the ethical principles laid out in The Belmont Report and the procedures as described in the Department of Health and Human Services Policy for the Protection of Human Research Subjects (45 CFR, Subtitle A, Part 46).

### **Human Participants Research Oversight**

There is often confusion about what types of projects need to be reviewed by the Drew Institutional Review Board. **The short answer is that ALL projects need to be reviewed at some level.**

The first question that needs to be answered is whether you are conducting *research with human participants* as *research* and *human participants* are defined by the Office of Human Research Protections (OHRP). While it seems that these would be straightforward determinations, their definitions of these concepts are very specific. Visit Drew's IRB website for information on determining the definition of a "human participant."

### **How to Determine If You Are Conducting Research**

The IRB Chair is the only person on campus who is able to make the official determination of whether you are conducting research or not. Because researchers are intimately involved with their own work, the IRB Chair can serve as an unbiased source of review.

- If the IRB Chair determines that you are NOT conducting research as it is defined by the OHRP, no further contact with the IRB will be necessary. The Chair will provide you with a letter indicating that your work is defined as non-regulatory research and therefore does not meet the requirements for review set forth by OHRP. This, of course, does not remove your ethical responsibilities as a researcher, and you are encouraged to think carefully about the ethical issues associated with use of human participants before beginning your work.
- If the Chair determines that you ARE conducting research as it is defined by the OHRP, your project will require some level of review by the IRB. The Chair will provide you with a letter indicating that your work is defined as research and therefore does meet the requirements for review set forth by OHRP. It will then be your responsibility to proceed with IRB review of your work. The nature of that review is outlined in **Instructions for Submitting Research for IRB Review**.

## Instructions for Submitting Human Participants for IRB Review

If you are conducting research as it is defined by OHRP, your work needs to be reviewed by the IRB at some level. There are three levels of review: exempt, expedited and full. Before submitting your paperwork, you should familiarize yourself with these [different levels of review](#) so that you know what to expect from the IRB process.

For anyone who is conducting research, you must submit to your school representative (see below) a completed copy of the [Human Participants Research Review Form](#). Along with the completed Review Form, you should submit a copy of your informed consent document, your debriefing form, and all of your stimuli and materials.

Please follow the directions for these forms carefully. All questions on the [Human Participants Research Review Form](#) must be answered (you may put “Not Applicable” if you believe that to be the case), answered on the form itself (rather than in a research prospectus or other document), and answered in sufficient detail so that the IRB Chair (and other committee members, as applicable) can easily and quickly find needed information. Additionally, to facilitate electronic review of materials, all relevant documents should be submitted to your School Representative in a single electronic file (do NOT submit your file as a Google Doc). **Submissions that do not meet these basic criteria will be returned without review.**

## To Whom Should I Submit My Research for Review?

For instructions on how and to whom to submit your research for IRB review, visit: <https://sites.google.com/drew.edu/irb/home?authuser=1>

# Frequently Asked Questions

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The Caspersen School of Graduate Studies' Academic Policies are published annually in the CSGS catalog. This document can be accessed in its entirety from the Registrar's [webpage](#). If there is any contradiction between this catalog and the FAQs below, the catalog dated to the student's semester of entrance takes precedence.

## **Who is my advisor?**

Faculty advisors are assigned to all incoming students. Before registering for classes, students should always consult with their faculty advisors.

You can change advisors whenever you like upon consultation with the program director; just make sure you have the permission of your new advisor. Once you have consulted both individuals, email your request for a change to the Graduate Academic Standing Committee at [gacstanding@drew.edu](mailto:gacstanding@drew.edu).

## **Can I take non-Medical Humanities courses?**

M.M.H. and D.M.H. students may register for non-Medical Humanities courses as electives, so long as they are pertinent to their degree. They must receive approval from the program director before registering for such courses.

## **Can I transfer credits into my degree?**

Students who already hold the C.M.H. or its equivalent from a recognized institution may be granted advanced standing for the master's degree of no more than five courses. Applicants to the master's program who have completed a certificate program elsewhere than at Drew must petition the Graduate Academic Standing Committee for advanced standing. Academic performance and curricular compatibility will be reviewed before such advanced standing is approved. Occasionally, students may be admitted to the master's program with the requirement that they take one or more of the three required courses for the Drew C.M.H. if their prior preparation is not considered adequate in a particular subject area.

Students who do not hold the C.M.H. or its equivalent from a recognized institution may apply directly to the master's program and take the certificate incidental to their course of study after completion of the above certificate requirements

## **What happens if bad weather prevents me from getting to class?**

Students are expected to attend class when the University is open. Long-distance commuting students should stay in close contact with the Professor in cases of inclement weather. The decision to cancel classes due to weather will be made by the University. To sign up for the University's emergency notification system or to view policies regarding snow closings, visit: <https://www.drew.edu/emergency/>

## **How do I get accommodations for a disability?**

Students who require accommodations should contact the Office of Accessibility Resources (OAR), in Brothers College, 973-408-3962, for a private, confidential appointment. Accommodation Request Letters are issued to students after documentation, written by a qualified professional, is reviewed and accommodations are approved by OAR. For more information, see: <http://www.drew.edu/academic-services/disabilityservices>. Accommodations are implemented by faculty only after the student presents the Accommodation Request Letter issued by OAR. Letters should be presented to the faculty at least one week before the accommodation is needed. Students' requests for accommodations thus should be submitted to OAR within the first two weeks of a course. Returning students with previously approved accommodations should make letter requests for the current semester to Accessibility Resources within the first two weeks of class.

## **What resources are available to help me with my writing?**

Some students have been away from the academy for some time and find they need some assistance getting back into the world of academic writing. Students are encouraged to look into the resources available to Drew students at the Center for Academic Excellence. <https://www.drew.edu/center-academic-excellence/>.

## **What financial resources are available for conferences and research?**

There are several sources of funding for students who wish to attend conferences or conduct research for their dissertation or research tutorial.

- The Graduate Student Association (GSA) offers up to \$450 twice a year for students presenting papers at conferences.
- The Dean's Office may provide additional travel funding but no more than \$750 annually per student.
- The Dean's Office also provides dissertation research grants up to \$750 annually for eligible students.
- The Margaret and Marshall Bartlett Research Fellowship supports doctoral research in the CSGS. There is no topic restriction as long as the award goes to a student engaged in dissertation research. Awards range from \$500 to \$1,500 for eligible students.

## **What professional development resources are available to me?**

The Medical Humanities programs at Drew University offer myriad opportunities for extra-curricular activities to help enrich the student's learning experience and foster their career development. The main program events include:

### **The Medical Humanities Seminar Series (Ongoing)**

The Medical Humanities seminar series is a monthly event in which faculty, guest speakers, and Medical Humanities students present their research. The seminar series is an ideal opportunity for the student to receive input concerning their research from peers and the Drew University community.

### **The Medical Humanities Symposium (Spring)**

Spring 2018 saw the first Medical Humanities Symposium at Drew with speakers from the region and beyond. The Symposium is an excellent opportunity for students to meet experts in the fields of medical and health humanities and to gain valuable perspectives of understanding. Drew Students and others are encouraged to present their research.

### **Career Day (Spring)**

Spring 2018 also saw the first Career Day, where alumni discussed their career trajectories and employers discussed potential employment opportunities. Career day will continue this academic year.

### **Workshops in the Medical & Health Humanities (Ongoing)**

We will offer several workshops throughout the year concerning specialty areas of the medical and health humanities that aim to develop students' knowledge base and opportunities for research and career directions.

## **Registration Status**

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Students in the Medical Humanities area are expected to maintain communication and connection with Drew throughout the entire program. Different registration statuses indicate your progress through the program.

### **Active**

Students who are consistently registered for classes will maintain “active” status with Drew. This status allows students access to all academic, support, and student life services at the University. Students who fail to register in any regular semester will have their status revised to “inactive.” Students not registered two semesters will be automatically withdrawn from the program and will have to petition for re-entry through the Registrar’s [webpage](#).

### **Leave of Absence**

Unexpected life events or personal challenges can interrupt a student’s ability to make progress in the degree. At times like this, students might reduce the number of credits they plan to take or consider a complete leave of absence. This status stops the clock on your allowed time to completion of your degree. In addition to the 5 years allowed to complete the degree, students are allowed two semesters of official leave from the program. As a leave of absence is intended

to provide time away from the work of the degree, students do not have access to academic, support, and student life services at the University.

Students may apply for a leave of absence at any time during matriculation in the program. To obtain a leave of absence from the program--whether for medical, financial, or personal reasons--students must file a leave of absence application online. This form is found on the Registrar's web page. Any leave of absence that is approved becomes effective as of the date it is processed and is not applied retroactively.

Students who take the leave during a semester should be aware of the grading and refund policies of the university. A leave of absence does not exempt a student from receiving grades for courses they have been registered for nor does it guarantee a refund of tuition paid. The date a leave is requested determines the amount of tuition refund (if any). For example, a leave of absence requested and received in the middle or at the end of a semester will not be effective from the beginning of the semester. If you are considering a leave of absence, please review the leave policies and deadlines found on the [Registrar](#) and [Business Office](#) webpages.

*RE-ENTRY FOLLOWING LEAVE OF ABSENCE:* When a student plans to return to the program following a leave of absence, s/he must submit a Re-Entry form, which can be found on the Registrar's [webpage](#). If a student does not return from a leave of absence in the semester following the leave, the student's status will be revised to "inactive." If the student is inactive for two semesters, s/he will be withdrawn from the program by the University.

## **Medical Withdrawal from a Semester**

Students with personal emergencies that occur after the drop/add dates have passed may apply for a medical withdrawal from an entire semester. The student must provide documentation of the medical situation. Upon approval by the Dean of the Caspersen School, the student will be put on leave of absence and receive Ws for all courses in the semester. Regular tuition refund policies apply to medical withdrawals as to leaves of absence.

## **Voluntary Withdrawal from the Program**

If for any reason a student finds it necessary to withdraw from the program, it is important that this decision be discussed with the Director beforehand and that an appropriate and timely written notice is given to the Director and the University. In order to withdraw from the program, a student completes a Withdrawal form on the Registrar's page. Any notice of withdrawal from the program becomes official as of the date it is received. A student who has withdrawn from the program has no access to academic, support, and student life services at the University. A student wishing to re-enter a program after withdrawing must re-apply to the program through the Graduate Admissions office.

All withdrawals are subject to the Drew University refund and grading policies and deadlines. Students are encouraged to review these policies with the Coordinator of Graduate Academic Services, the Registrar, and the Business Office before submitting an application for withdrawal.

# Academic Standing and Financial Aid

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In addition to regular course grading and assessments, students are evaluated each semester according to the standards of academic achievement and progress. The Graduate Academic Standing Committee reviews each student's academic performance after each semester and may revise student standing based on this review.

## Warning or Probation

Students who do not achieve a 3.0 GPA in any semester will be placed on warning or probation based on the criteria outlined in the Caspersen School of Graduate Studies catalog posted on the Registrar's [webpage](#). Students placed on academic probation are returned to good standing if they achieve an overall 3.0 GPA average or better at the next time of review.

## Required Withdrawal

A student may be withdrawn from the program by the University for any of the following:

- Receiving all "F" grades in any one semester
- Being on probation and not returning to Good Standing at the end of the probationary semester
- Having two or more non-consecutive semesters on Warning or Probation
- A violation of the University's Academic Integrity or Human Rights policies.

Under exceptional circumstances only, a student on Required Withdrawal may appeal to the Graduate Academic Standing Committee to be re-admitted in the next term. If the appeal is approved, the student will be reinstated and placed on Probation. Such re-admissions are granted only in unusual cases, and in no cases may a student be readmitted twice.

# Standards of Academic Integrity

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## Drew University Standards

Drew University has established standards of academic integrity and procedures. These basic standards apply to all work done at Drew. Students are expected to study and comply with these principles. You can find the Academic Integrity policy for the Caspersen School of Graduate Studies in the academic catalog on the Registrar's [webpage](#).

The standards of academic integrity apply to information that is presented orally, in writing, or via the computer, in any format ranging from the most informal comment to a formal research paper or the writing of the final paper in reference to the project. These standards apply to source material gathered from other people, from written texts, from computer programs, from the Internet, or from any other location.

The following are examples of academic dishonesty, as defined in this policy:

**Duplicate Submission** - Submitting one's work in identical or similar form to fulfill more than one requirement without prior approval of the relevant faculty members is a breach of academic integrity. This includes using a paper for more than one course or submitting material previously used to meet another requirement.

**False Citation** - Listing an author, title, or page reference as the source for obtained material, when the material actually came from another source or from another location within that source, is a breach of academic integrity. See the *Turabian Manual of Style* (latest edition and/or online quick guide) for how to cite quotations within the body of another author.

**Plagiarism** - Plagiarism is the act of appropriating or imitating the language, ideas, or thoughts of another and presenting them as one's own or without proper acknowledgment. This includes submitting as one's own a thesis, a paper, or part of a paper written by another person, whether that material was stolen, purchased, or shared freely. It also includes submitting a paper containing insufficient citation or misuse of source material. When in doubt, err on the side of referencing material. Note that each syllabus will outline clearly the Drew University policy.

**Sanctions** - Sanctions are imposed for demonstrated breaches of academic honesty or scholarly integrity. See the section of the catalog on procedures for dealing with allegations of academic dishonesty. If dishonesty is determined, the sanctions may range from requiring that an assignment be redone to automatic failure of a course to dismissal from the Caspersen School.

# Drew University Offices

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## **Center for Academic Excellence**

### **Rose Library**

<https://www.drew.edu/center-academic-excellence/>

## **Campus Life and Student Affairs**

University Center 147

(973) 408-3390

[stuaff@drew.edu](mailto:stuaff@drew.edu)

## **Financial Aid Office**

Holloway Hall

(973) 408-3112

[finaid@drew.edu](mailto:finaid@drew.edu)

## **Student Accounts**

Holloway Hall, First Floor

(973) 408-3114

[studentaccounts@drew.edu](mailto:studentaccounts@drew.edu)

## **Office of the Registrar**

Holloway Hall, First Floor

(973) 408-3025

[regist@drew.edu](mailto:regist@drew.edu)

Debra Liebowitz

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