MPH Student Handbook

University of Louisville
School of Public Health & Information Sciences
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Welcome!
Welcome to the Master of Public Health (MPH) Program of the University of Louisville School of Public Health and Information Sciences (SPHIS)! The student handbook is a compilation of information about the University of Louisville, the MPH program, what you can expect from us, and what we expect from you. If you have questions not addressed in this handbook, please contact Program Coordinator Bryan Mathis at bryan.mathis@louisville.edu or stop by Student Services located in the lower level of SPHIS. We are here to assist you!

MPH Program Office—Contact Information
Faculty
Robert R. Jacobs, PhD, MS
Director of the MPH Program
Professor, Environmental and Occupational Health
robert.jacobs@louisville.edu

Staff
Bryan Mathis
MPH Program Coordinator
bryan.mathis@louisville.edu

Physical Mailing Address and Location
485 E. Gray St.
Louisville, KY 40202

Telephone
502.852.6263

Fax
502.852.3294

Current Curriculum
The current program curriculum and competencies can be found at:
https://sharepoint.louisville.edu/sites/sphis/do/aa/apc/progpubs/MPH.aspx
SECTION ONE – GENERAL UNIVERSITY INFORMATION

University Administration
General university administration and information can be found at the main university website http://www.louisville.edu. Information about the University central administration, financial aid office, bursar’s office, can all be accessed through the main university website.

University Rules and Policies
Rules and Policies affecting students are published in the Student Handbook at:
http://louisville.edu/dos/students/policies-procedures/student-handbook.html
Enrollment in the various graduate programs constitutes a commitment to abide by the practices and regulations of the University of Louisville as stated in catalogs or other published material. Enrollment also constitutes acceptance of the responsibility to know all academic requirements and a commitment to abide by the Code of Student Conduct and Code of Student Rights and Responsibilities.

IT IS YOUR RESPONSIBILITY AS A STUDENT TO FAMILIARIZE YOURSELF WITH THE STUDENT HANDBOOK AND THE GRADUATE CATALOG IN ORDER TO BE AWARE OF UNIVERSITY POLICIES.

University Identification Cards
University of Louisville identification cards will be issued during new student orientation or can be picked up at the Health Science Cardinal Card Office at a later time. The hours for the Health Science Cardinal Card Office are:
- Tuesdays from 9:30am-11:30am

Lost identification cards must be reported as soon as possible to the Cardinal Card Office http://www.louisville.edu/campuscard. All found Cardinal Cards should be immediately returned to the Cardinal Card Office. If you have lost your card or it has been stolen, contact the Cardinal Card Office at (502) 852-7520 to see if you’re Cardinal Card has been turned in. If you have a meal plan, immediately contact the Cardinal Card Office to have a hold placed on your meal plan account to restrict further use. If you have used your card at the University Libraries you should also alert them of the missing Cardinal Card. If the theft occurred on campus, it should be reported to the Department of Public Safety at (502) 852-6111.

Inclement Weather
In the event of inclement weather please listen to local radio and television stations to determine if the campus is open. The University of Louisville website http://www.louisville.edu and telephone information line (502-852-5555) broadcast delays or closings. If university employees are sent home due to inclement weather during the course of a work day then the campus will remain closed during evening hours.

SPECIAL NOTE: If there is an inclement of weather during the time when classes meet, be sure to follow the delayed class schedule for inclement weather.
University Parking and Transportation Services
http://louisville.edu/parking/
The Belknap Campus parking office is located in the Floyd Street Parking Garage and is open from 7:30am-5pm Monday-Friday.

The Health Sciences Center Campus parking office is located in the Chestnut Street Parking Garage and is open 8am-12pm Monday-Friday.
Please refer to the parking website for information in regards to parking rules and regulations, parking pass information, etc.

Library Locations
http://library.louisville.edu/
The university libraries located on the Belknap campus are Archives and Special Collections, Art Library, Ekstrom Library, Law Library, and the Music Library.

The university libraries located on the Health Science Campus are Kornhauser Health Sciences Library and the University Hospital Library.

Health Insurance
https://louisville.edu/campushealth/information/insurance
The University of Louisville has partnered with Academic Health Plans to provide a student insurance product. We strongly urge all students to consider purchasing major medical health insurance if currently uninsured.

Students enrolled in MD, DMD, Dental Hygiene, and RN (upper division, APRN, Audiology and Speech Pathology are required to have medical insurance.

International Students – All international students with J1 or F1 Visas are required to purchase the student insurance policy.

All Other Students – non-international students meeting the following requirements are eligible to enroll voluntarily.
- Undergraduate: taking six (6) or more credits per semester
- Graduate: taking three (3) or more credits per semester
- Co-op students
Home student, correspondence, and online courses DO NOT fulfill the eligibility requirements that the student actively attend classes.

To voluntarily enroll, visit Louisville.myahpcare.com and complete the enrollment form. Once your application is completed and school enrollment is verified, the insurance charge is put on your tuition account.
Residency
http://louisville.edu/residency

Residency Determination for Admission and Tuition Purposes
The regulation “Determination of Residency Status for Admission and Tuition Assessment Purposes” is provided by the Kentucky Council on Postsecondary Education (CPE). The regulation is used by Kentucky state-supported postsecondary education institutions pursuant to KRS 164.020 and KRS 164.030 and is codified as 13 KAR 2:045, Determination of Residency Status for Admission and Tuition Assessment Purposes.

KRS164.020(8) requires the Kentucky Council on Postsecondary Education to determine tuition and approve the minimum qualifications for admission to a state supported postsecondary education institution and authorizes the Council to set different tuition amounts for residents of Kentucky and for nonresidents. The administrative regulation, 13 KAR 2:045, establishes the procedure and guidelines for determining the residency status of a student who is seeking admission to, and who is enrolled at, a state-supported postsecondary education institution. The institutions are Eastern Kentucky University, Kentucky State University, Morehead State University, Murray State University, Northern Kentucky University, University of Kentucky, University of Louisville, Western Kentucky University, and the Kentucky Community and Technical College System.

Initial Determination of Residency Status
The initial determination of residency status is made by the institution during the admission process, and is based on information available in the admission records. A review of the initial determination of residency status may be requested by the student, the institution, or the Council on Postsecondary Education.

In making decisions, a determination is made as to whether a person is financially dependent on, or independent of, his or her parent. If a student is determined to be dependent, the student takes the residency status of the parent(s). If the student is determined to be independent, the student is responsible for establishing residency in his or her own right, pursuant to the residency regulation, 13 KAR 2:045.

Review of Residency Determination Status
The application for requesting a review of a determination of residency is submitted on the notarized affidavit and presented, with all necessary and verifiable documentation, to the appropriate institutional office, as directed in the instructions. This material will be reviewed in compliance with Section 3 of the “Determination of Residency Status for Admission and Tuition Assessment Purposes” and a written decision will be issued. The student is responsible for insuring that all documentation is submitted with the affidavit. Incomplete affidavits, affidavits that are not notarized, and/or the lack of supporting documentation will not be accepted.

Deadline for Filing
Applications for review of residency must be filed in a timely manner. Applications may not be treated retroactively. Applications must be filed no later than 30 calendar days from the first day of class of the semester for which the application is filed. The University has three (3) academic semesters, spring, summer, and fall. Select Deadlines from the left menu for the published deadline dates of the three (3) semesters. Although the summer semester has three (3) individual (terms), the deadline applies to the first day of class for the summer semester only, not
the term. Applications received later than 30 calendar days after the first day of class will not be considered for that semester.

To avoid missing the deadline, do not leave your affidavit and documentation with an office other than the Registrar’s Office. The Affidavit and ALL required documentation must be submitted before the end of our business day on or before the deadline date.

**Applying for Degree and Graduation**

https://louisville.edu/registrar

If you are planning to receive your degree, you will need to fill out a degree application online. The degree application process will be available online through ulink.louisville.edu. Please refer to the registrar’s webpage for specific dates on when the application period is open. All candidates for degrees, whether or not participating in Commencement, must apply for degrees.

After the online form is submitted, you will receive an online confirmation that it was successful. You will also receive confirmation by email to your university account. You will not hear anything regarding the status of your degree application until after the semester grades are in and an advisor in your enrollment unit can review for approval. If you have any questions regarding eligibility or qualification of degree requirements, please contact your advisor.

Diplomas will arrive at the Registrar's office approximately six to eight weeks after the end of each term/semester. An email notification will be sent to all graduates when diplomas arrive and are ready to be picked up in the Office of the Registrar, Houchens Building, room 31. When you pick up your diploma, be sure to verify that your name is spelled correctly and that your diploma includes any special notations if applicable (honors, etc). You may have someone pick up your diploma for you.

If you live out of town, your diploma can be mailed to you. After the diploma arrival date, students may call the Office of the Registrar at (502) 852-6522 to arrange mailing. Diplomas cannot be mailed to local addresses including: Anchorage, Buckner, Clarksville, Crestwood, Goshen, Jeffersonville, LaGrange, Louisville, Mt. Washington, New Albany, Pewee Valley, Prospect or Shepherdsville.

Additional guidelines for graduate students in regards to graduation and commencement are as followed:

- If you are applying to graduate and are not currently registered, contact your unit dean's office.
- If your major is incorrect, contact your unit dean's office immediately. Do not complete this application at this time.
- Students writing a Thesis or Dissertation should contact Courtney Kerr to review their Thesis or Dissertation prior to turning in the final copy. You may contact our office by phone or contact Ms. Kerr directly by email at clkerr01@louisville.edu.
- If you have any questions or concerns regarding your graduation, feel free to contact The Graduate School by phone at (502) 852-6495 or by e-mail at graduate@louisville.edu. Their campus address is 105 Houchens Building.
- For your records, please print a copy of the degree application when you apply. This will provide proof that you have applied for your degree.
- Please note that your degree application is effective for the current semester in which you applied to receive your degree. In the event that you do not complete requirements to receive your degree in the semester in which you applied, you will need to reapply for the semester in which you plan to graduate. Applications for degree do not roll over to the next semester.
- In order to continue registering as a graduate student after graduation, you will need to reapply to the University through the Office of Graduate Admissions.

Student Affairs Offices and Contact Information

<table>
<thead>
<tr>
<th>Campus Housing</th>
<th>Student Affairs Office</th>
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<tbody>
<tr>
<td>Stevenson Hall</td>
<td>Student Activities Center Room W302</td>
</tr>
<tr>
<td>(502) 852-6636</td>
<td>(502) 852-6903</td>
</tr>
<tr>
<td>(502) 852-5427 - FAX</td>
<td>(502) 852-5844 - FAX</td>
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<tr>
<th>Counseling Center</th>
<th>Student Government Association</th>
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<tbody>
<tr>
<td>Cardinal Station</td>
<td>Student Activities Center Room W310</td>
</tr>
<tr>
<td>215 Central Avenue, Suite 201</td>
<td>(502) 852-6691</td>
</tr>
<tr>
<td>(502) 852-6585</td>
<td>(502) 852-7332 - FAX</td>
</tr>
<tr>
<td>(502) 852-0291 - FAX</td>
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<tr>
<th>Dean of Students Office</th>
<th>Office of Student Involvement</th>
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<tr>
<td>Student Activities Center Room W301</td>
<td>Student Activities Center Room W310</td>
</tr>
<tr>
<td>(502) 852-5787</td>
<td>(502) 852-6691</td>
</tr>
<tr>
<td>(502) 852-1429 - FAX</td>
<td>(502) 852-7332 - FAX</td>
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<tr>
<th>Disability Resource Center</th>
<th>Office of Study Abroad and International Travel</th>
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<tbody>
<tr>
<td>Stevenson Hall Room 119</td>
<td>Brodski Hall</td>
</tr>
<tr>
<td>(502) 852-6938</td>
<td>(502) 852-0374</td>
</tr>
<tr>
<td>(502) 852-0924 - FAX</td>
<td>(502) 852-7216 - FAX</td>
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<th>International Center</th>
<th>Title IX and ADA Coordinator’s Office</th>
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<tbody>
<tr>
<td>Brodski Hall</td>
<td>Student Activities Center Room W301</td>
</tr>
<tr>
<td>(502) 852-6604</td>
<td>(502) 852-5787</td>
</tr>
<tr>
<td>(502) 852-7216 - FAX</td>
<td>(502) 852-1429 - FAX</td>
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<tr>
<th>International Service Learning Program</th>
<th>TRIO Student Support Services</th>
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<tbody>
<tr>
<td>Student Activities Center Room W302</td>
<td>Davidson Hall Room 108</td>
</tr>
<tr>
<td>(502) 852-6933</td>
<td>(502) 852-1406</td>
</tr>
<tr>
<td>(502) 852-5644 - FAX</td>
<td>(502) 852-6591 - FAX</td>
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<tr>
<th>Intramural Sports and Recreation</th>
<th>University Career Center</th>
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<tr>
<td>Student Recreation Center</td>
<td>Houchens LL04</td>
</tr>
<tr>
<td>(502) 852-6707</td>
<td>(502) 852-6701</td>
</tr>
<tr>
<td>(502) 852-6709 - FAX</td>
<td>(502) 852-7007 - FAX</td>
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Student Affairs Offices Snapshot

Campus Housing
https://louisville.edu/housing
Campus Housing is home to eleven residential communities on campus, four affiliated properties bordering the Belknap Campus, and one affiliated property near the Health Science Campus that is tailored to non-first year students, families, and graduate students.

Counseling Center
https://louisville.edu/counseling
The University Of Louisville Counseling Center provides short term individual, group, and couples counseling, crisis intervention, and psychological testing. Clients seek services for a variety of areas of concern including psychological, personal/social, academic, and career issues. Counseling Center professionals provide consultation to faculty and staff members, as well as participate in outreach, training, advocacy, program development, and research.

Dean of Students Office
https://louisville.edu/dos
The Dean of Students Office serves the University’s most valuable asset – the students. The Dean of Students Office promotes a positive learning experience and make opportunities available for students to achieve their full academic and personal potential by:
- Promoting a vibrant student experience
- Building relationships among students, faculty staff, and the community
- Upholding university standards and protecting student rights
- Empowering students to promote positive change in the community and in the world

Disability Resource Center
https://louisville.edu/disability
The Disability Resource Center (DRC) fosters an inclusive campus climate through education, service, collaboration, and outreach to the University of Louisville community. The DRC provide support for students with documented disabilities by promoting equal access to all programs and services.

International Center
https://louisville.edu/internationalcenter
The mission of the International Center is to promote and enhance the University’s goals by creating a community that appreciates global interdependence. The departments goals are to increase the number of international students at all academic levels; expand the number of students participating in study abroad programs; facilitate graduate student and faculty international research and travel; and provide quality services in support of these and other international initiatives.

International Service Learning Program
https://louisville.edu/islp
The University of Louisville International Service Learning Program provides experiential education in which students engage in activities that address human and community needs together with structured opportunities intentionally designed to promote student learning and development. This interdisciplinary program contributes to campus internationalization by
infusing the classroom with various cultures to prepare students to be more receptive to global and comparative perspectives.

*Intramural Sports and Recreation*
https://louisville.edu/intramurals
The Intramural Sports and Recreation department offer both recreational and competitive leagues, clubs, fitness programs and facility use that focus on providing participants with exercise, recreation, competition, and fun. It doesn't matter whether you're a veteran athlete or a first-time participant. There are plenty of opportunities waiting for you that will provide a sense of community and belonging between yourself and the University.

*Student Affairs Office*
https://louisville.edu/studentaffairs/departments
The mission of the Student Affairs Office is to promote student growth and leadership by providing opportunities that enrich and support students’ academic experiences, improve retention and graduation, and enhance the quality of student’s lives, while equipping them to lead in a diverse, multicultural world.

*Student Government Association*
https://www.uoflsga.com/
The Student Government Association (SGA) is the student governing body of the University of Louisville. SGA works to be a voice for fellow students on campus and in the Commonwealth. Our mission is to provide students with representation within the university structure.

*Office of Student Involvement*
https://louisville.edu/involvement/
Student Involvement at the University of Louisville provides activities and services for the campus community. Through various boards, committees, and staff, we provides cultural, social, and recreational programs, aiming to make the out-of-class experience a part of the total educational process while advancing the institutional mission. These programs promote a sense of community and loyalty to the University while serving as a place for social, intellectual, and developmental growth for students as individuals or as part of a group.

*Office of Study Abroad and International Travel*
http://louisville.edu/studyabroad
The Office of Study Abroad and International Travel provide support and services to the University of Louisville community by serving as a liaison between UofL and the world. This department facilitates international educational experiences that provide opportunities for international study, research, or practical experiences outside of the United States. These enriching experiences foster critical thought, intellectual and social growth, knowledge and experiences for professional success, and responsible global citizenship.

*Title IX and ADA Coordinator’s Office*
https://louisville.edu/titleix
Title IX prohibits schools, colleges and universities that receive federal funds from discriminating based on sex—whether in the form of different treatment, or hostile educational environment created by sexual harassment or assault. The Title IX Coordinator oversees all
aspects of UofL’s compliance with Title IX, including policies and procedures related to sexual misconduct and other forms of sex discrimination, coordinating the training of students, faculty and staff, and ensuring that assault survivors have access to appropriate resources and support. The ADA and its companion statute, Section 504 of the Rehabilitation Act of 1973, prohibit public schools, colleges and universities from engaging in discrimination based on disability. The ADA Coordinator oversees all aspects of UofL’s ADA compliance, including but not limited to the provision of disability-related accommodations for students and employees, and accessibility of UofL’s campuses, programs, activities and communications.

*University Career Center*
https://louisville.edu/career
The University Career Center educates Cardinals through the exploration of career interests, values, and skills. Dedicated and collaborative coaching, programming, and events allow students to leave the University of Louisville and enter the working-world prepared to thrive in an ever-changing, diverse and global community.
SECTION TWO – OVERVIEW OF SPHIS

About SPHIS
The name of our school is a clear indicator that we are a distinctive school of public health. Public health is more than restaurant inspections, flu shots and managing health departments. It is identifying emerging health threats and risks, monitoring health factors and status, understanding how people seek and respond to health information and preparing responses to events that can affect the public's health.

While we embrace the traditional tasks and roles of public health specialists, we recognize that protecting the public's health today requires much more. It requires a new approach that integrates how information about the public's health is acquired, evaluated, acted on and disseminated, and how these affect the public and its health. It requires preparing our students for careers in the 21st century by using 21st century knowledge and techniques.

Mission
We advance knowledge for the public’s health in the increasingly complex and interconnected world of the 21st century. We accomplish this through activities in the three cornerstone areas for advancing knowledge:

- **Research.** We create knowledge by seeking new discoveries and understanding through scientific exploration. We communicate our findings.
- **Teaching.** We share knowledge with students committed to and prepared for learning in a facilitated environment. Our learners are our students, our faculty, and our staff. We commit to preparing our learners for success.
- **Service.**

We apply knowledge through quality services to the communities of which we are a part – the University, Louisville Metro, Kentucky, the United States, and their respective environs.

In fulfilling our mission:

- **We nurture** an academic setting that fosters ethics, respect, diversity, cooperation, learning, and fun.
- **We strive** to improve our approach and performance through a program of active feedback and deliberate change.
- **We embrace** innovative ideas for advancing knowledge.
- **We investigate** new techniques and technologies for doing research, teaching, and service.
- **We think** globally and act locally.
- **We collaborate** with any who will join us in working for the public’s health.
- **We recognize** that public health starts with the individual.
- **We advocate** for the public’s health.

Vision
We will be an internationally recognized center of excellence for the creation, sharing, and application of knowledge for the public's health.

In achieving our vision:
- We will extend the domain of public health to include all factors in the public's health.
- We will pursue health information sciences as an inseparable aspect of public health.
- We will work for close integration of individual health, health care, and public health.

Accreditation
The University of Louisville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, bachelor, master, specialist, doctoral and first-professional degrees (DMD, JD, MD). In addition, SPHIS, is accredited by the Council on Education for Public Health (CEPH), an independent agency recognized by the US Department of Education to accredit schools and programs of public health.

Policies
The policies and regulations described in this handbook and the Graduate Catalogue CANNOT be superseded or invalidated by either oral or written agreement with faculty, staff, or administrators, unless such agreement is confirmed in writing by the associate dean responsible for academic affairs.

Please refer to the graduate catalogue for policies relating to graduate students that are not covered within the MPH student handbook.
https://catalog.louisville.edu/graduate/

Technology Fees
The SPHIS has a technology fee of $200 per year ($100 for fall semester; $100 for spring semester) for registered students regardless of the number of credit hours.

Student Records
All official student records are housed in and maintained by the Office of Student Services at SPHIS. The privacy and confidentiality of all student records are preserved in accordance with FERPA (Family Education Rights and Privacy Act) and Universities records policy.

Transfer of Credit
Earned graduate credit may be transferred from accredited institutions that offer advanced degrees. Students may transfer a maximum of 9 credit hours provided that these additional hours are not credit earned by extension, thesis or practicum and provided also that the residency requirement of 24 semester hours is maintained by the addition of University of Louisville credits to the total program.

The course work being considered for transfer must have been taken while the student was enrolled in an accredited graduate or professional school and must not have been used as credit for a degree. Any request for transfer of course work must be evaluated by the director of the MPH Program. To request transfer credit students MUST provide course syllabi and official transcripts for each course. Only courses in which the student earned grades of "B" or better will
be considered for transfer. Hours and quality points earned at other institutions are not included in the calculation of a student's GPA.

Credit earned more than five years prior to the student's application to the SPHIS Graduate School of the University of Louisville will not be considered for transfer.

Courses in which grades of "P" were earned must have the approval of the associate dean responsible for academic affairs in order to be transferred. In case of questions regarding the transferability of course work, the Graduate Council is empowered to decide.

Transfers of credit from constituent schools and colleges of the University of Louisville are not subject to the above limitations on transfers but require the recommendation of the student's department and the approval of the associate dean responsible for academic affairs.

**Withdrawal from Courses**

No student may withdraw from any course after the published drop date (see the Register’s website at: http://louisville.edu/student/services/registrar/reginfo.html). In exceptional cases, the Associate Dean responsible for Academic Affairs may grant a student's request to withdraw from courses because of illness or conditions beyond the student's control. Poor performance is not a valid reason to grant an exception.

**Withdrawal from MPH Program**

Students may withdraw from the MPH Program at any time and may receive a proportionate refund for courses being taken during the term of withdrawal. Information pertaining to this is at: https://catalog.louisville.edu/undergraduate/university-wide-unit-specific-policies/adding-dropping-withdrawing-courses/. At the time of withdrawal, a student must notify the Office of Student Services of the decision to withdraw. The withdrawal process will be facilitated the Office of Student Services. Other items may be required for the completion of the withdrawal process.

**Readmission Guidelines**

When a student has been dismissed from the MPH Program for failure to meet the academic requirements, readmission will be considered only with a recommendation from the program director. The student’s petition for readmission should be supported by a statement from the faculty/program director that justifies a readmission decision. The statement should clearly set forth conditions that the student must meet in order to establish good standing. Students dismissed from the Program for Honor Code violations will not be considered for readmission. https://louisville.edu/law/experiences/student-life/honor-code

**Student Leave Of Absence**

A student who has been accepted into a graduate program is expected to remain in continuous enrollment, either full-time or part-time, throughout their matriculation. Students who fail to enroll for a period of more than 12 months will be considered to have WITHDRAWN from the Program.

However, if circumstances arise that may cause an interruption in graduate study, a student may apply for a leave of absence by requesting such a leave from the Associate Dean responsible for
Academic Affairs. The letter of request must indicate the dates on which the requested leave is expected to start and end. The student's request must be accompanied by a letter of support from the Graduate Program Director or from the Department Chair. A requested leave cannot exceed one year; however, under extreme circumstances, a second, subsequent request may be granted by the Dean of Academic Affairs of SPHIS.

If a leave is granted, the student may NOT enroll in any classes, including independent study, seminars, distance learning, thesis research, or dissertation research. A student on official leave of absence is not required to pay tuition, fees, or a candidacy status fee; but is not entitled to any services from the university during the leave, including mentorship from faculty.

No degree will be granted to a student on official leave of absence. The student must re-enroll in the next term following the conclusion of the leave and be enrolled in the term in which a degree is granted. A leave of absence does not relieve a student from adherence to policies regarding residency and candidacy (except that the time limit for candidacy may be extended, as indicated in the previous paragraph).

**Registration for Courses**
The schedule of courses for each term may be reviewed at:
http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm.

- For entering and returning students is in good academic standing and/or admitted UNCONDITIONALLY, they may proceed with the registration process. If, however, a student has conditions on their admission or on academic probation, they must contact the MPH Program Office for further instructions.
- A student may add courses through the online system through the first day of classes.
- Students may also drop or withdraw from courses online. If a student drops or withdraws from a course during the semester but after the deadline for dropping a class, notification must be sent to the student’s degree program stating such.

For more information, consult: http://www.louisville.edu/student/services/registrar. Please contact the MPH program office if registration assistance is needed.

**Student Complaint and Grievance Procedures**
The MPH Program follows the procedures for academic grievance as published in The Redbook, Chapter 6, and Article 8. Information about the student grievance policies can be found at http://www.louisville.edu/provost/redbook/chap6.html.

Any student considering filing such a grievance is advised to review the academic grievance procedure in the University of Louisville student handbook: http://louisville.edu/dos/students/policies-procedures/student-handbook.html#academicgrievanceprocedure and then consult with the SPHIS Academic Grievance Committee.
The SPHIS Academic Grievance Committee has the power to hear all grievances of SPHIS graduate students involving academic matters other than substantive grade appeals. "Academic matters are defined as those concerning instructional activities, research activities, activities closely related to either of these functions, or decisions involving instruction or affecting academic freedom" (The Redbook, Section 6.8.1).

Student Grievance Officer: There will be a Student Grievance Officer appointed by the President from a list of three faculty/staff members nominated by the Student Government Association. The representatives of the Student Government Association will meet with the Office of the President to establish and review the duties and functions, the term and structure of the office, and budgetary arrangements necessary for the effective functioning of the Student Grievance Officer.

The Student Grievance Officer is responsible for informing students of their rights and obligations under the grievance procedure and especially the deadlines that have been established. The Student Grievance Officer will seek to resolve informally as many grievances as possible (The Redbook, Section 6.8.2).

**Plagiarism and Cheating**

It is expected that a student in the MPH Program will refrain from plagiarism and cheating. Plagiarism and cheating are serious breaches of academic conduct and may result in **PERMANENT DISMISSAL FROM THE PROGRAM**.

Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities in the Student Handbook: http://louisville.edu/dos/students/studentrightsandresponsibilities.

A plea of ignorance is not acceptable as a defense against the charge or academic dishonesty. Policy on Plagiarism-Prevention Software: The SPHIS has adopted a policy using Plagiarism-Prevention Software. The purpose of using plagiarism-prevention software is less to detect plagiarism and more to help students understand what constitutes plagiarism and train them to properly use and cite sources. The policy can be accessed at: https://sharepoint.louisville.edu/sites/sphis/ppgf/pubs/Plagiarism-prevention%20Software%20Use.pdf.
SECTION THREE – MPH PROGRAM OVERVIEW

The staff of the Office of Student Services are typically available for any student concerns at 502.852.6263 between the hours of 9am-5pm Monday through Friday. Walk in appointments are always welcome but scheduling an appointment with Program Coordinator Bryan Mathis is encouraged for more extensive conversations about the MPH program.

Faculty Office Hours
During the semester in which faculty members are teaching courses in the MPH Program, they will have regular office hours and will inform students of these hours in the course syllabus. All faculty in the SPHIS are required to post their student office hours outside their office door.

Faculty Mentors
Students will be assigned a Faculty Mentor from within their area of concentration. The Faculty Mentor will serve as the student’s practice experience and integrative learning experience advisor. Additionally, it is the responsibility of the Faculty Mentor to meet with the student to:

- assess the progress of the student toward achieving the competencies of the MPH Program
- assess the individual academic and professional goals of the student
- discuss options for field placements and special projects as needed
- address any apparent or emerging problems identified by the student or other faculty members

It is the responsibility of the student, together with their Faculty Mentor, to monitor progress toward the requirements of the program, the learning objectives of the program and the individual educational goals of the student. Student conduct is expected to be ethical and professional when dealing with peers and faculty and when representing the school.

Selection of a Concentration
Upon acceptance, students will be asked to select an area of concentration. The selection of a concentration and the practice experience and integrative learning experience are heavily linked. Students will be encouraged to identify their concentration in one of the core areas (biostatistics, epidemiology, health promotion & behavior, global public health/maternal & child health, and health policy).

Practice Experience & Integrative Learning Experience

Practice Experience
The goal of the Practice experience is to bridge the gap between academia and practice through applied experiences. These experiences serve as a vehicle to introduce future public health professionals to the field during their formal education. Additionally, the practice experience allows the student to experience what may be expected of a public health professional after completion of their degree. To achieve this goal, MPH students are required to synthesize competency based knowledge presented in their core courses and concentration tracks, and
utilize this knowledge in writing the learning agreement, in conducting the work specified in the learning agreement and in evaluating the completed work.

*Integrative Learning Experience*

The integrative learning experience is designed to identify specific MPH foundational and concentration competencies that address a student’s educational and professional goals and requires the student to complete a culminating experience that demonstrates the synthesis of the identified competencies through specific learning experiences. The integrative learning experience process begins the second semester after matriculation in the MPH program. The Faculty Mentor assigned at the beginning of their graduate program serves as their mentor for the integrative learning experience.

For more information on the practice experience and/or the integrative learning experience please refer to the MPH Practice Experience & Integrative Learning Experience Manual.

*Forms of Communication: Email and Blackboard*

The primary vehicle for announcements will be your student email account. Prior to or during New Student Orientation, students will have University of Louisville email accounts created for them by University of Louisville Information Technology. Students are strongly encouraged to become familiar with and use these email accounts, as alternative emails will not be used for any programmatic communications.

For courses, the Blackboard course system will be utilized for course specific communication. All courses within the MPH Program may utilize Blackboard to some degree. The extent of that utilization will be determined by the individual course instructor.

*MPH Student Dress Code*

For MPH classes on the University of Louisville campus, students may dress casually and should be neat and clean in appearance. For formal MPH or University of Louisville Events (professional program, meetings, or other activities) appropriate business attire should be worn. Student dress should reflect the appropriate level of professionalism when working in any public health setting and/or organization.

*Academic Progress Review*

The MPH Program believes that regular assessment of students and feedback to them is essential to effective teaching and learning. The MPH Program Director, MPH Program Coordinator, Course Professors, and Faculty Mentor regularly review the academic progress for each student and evaluate the overall progress of each student throughout the academic year. The purpose of these reviews is to identify students whose academic progress is marginal or unsatisfactory before a course(s) is actually failed, so that the faculty and student together can develop appropriate remedial interventions.
**Academic Review Process**

The MPH Program will maintain steady contact with program faculty in assessing student performance and progress.

- At the beginning of each semester, the Office of Student Services will distribute to each academic mentor transcripts for each of their advisees.
- At the mid-point of each semester, the MPH Program Director will request that each Course Professor identify any students that are at risk of failing their course.
- At the end of each semester, the MPH Program Director will review each student’s grades to determine if any student is to be placed on academic probation.
- For those students identified at academic risk, the Program Director, in consultation with the student’s Faculty Mentor and specific Course Professor will discuss their academic performance and, if necessary, develop a remediation plan.

**Remediation Plan**

The remediation plan may require any of the following:

- additional course work
- special studies or projects focused on addressing the areas of academic or non-academic skills
- other activities or actions deemed necessary to enable the student to perform at an acceptable level

Remediation for specific courses must be approved by the instructor for each course. The MPH Program Coordinator will place a copy of the remediation plan in the student’s records.

Remediation must be accompanied by the student’s active participation in the educational program as demonstrated by regular attendance, individual initiative, and utilization of resources available. Decisions regarding remediation will be made on an individual basis after considering all pertinent circumstances, review of the academic record, and consultation with the student's Faculty Mentor, Course Professor and the MPH Program Director.

**Academic Standing**

**Good Standing**

An MPH graduate student is in good standing when their cumulative grade point average is 3.0 or higher. A student must be in good standing in order to receive their degree.

**Academic Probation**

An MPH student who has a grade point average which falls below a minimum level of academic quality (3.0 on a 4-point scale) will be placed on academic probation until the student regains a 3.0 cumulative grade point average. Students are ordinarily not permitted to continue on academic probation for more than one semester. Upon request of the student’s academic department, the Program Director and/or the Associate Dean responsible for Academic Affairs may approve continuation beyond a single semester.
Grades and Grading Policies
The University of Louisville utilizes a plus/minus grading system. It is at the discretion of the instructor or Course Professor to determine the use of plus/minus grading. The following is the grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

PLEASE NOTE: All course grading scales are listed within the final course syllabus and are at the discretion of the individual Course Professors.

C Grades
The MPH program may approve six hours of coursework in which a grade of "C+, C, or C-" was received to count toward the completion of degree requirements. Approval of the Associate Dean responsible for Academic Affairs must be secured in order to count additional hours with any grade of C in any course required in the degree program. In no case may more than nine hours of "C" be used to fulfill graduate degree requirements.

Other Grades
W - Means Withdrew and carries no quality points. No student may withdraw from any course after the published drop date. In exceptional cases, the Dean may grant a student's request to withdraw from courses because of illness or conditions beyond the student's control. Poor performance is not a valid reason to grant an exception.

I - Means Work in Course Incomplete. If the work is not completed by the end of the next term, regardless of whether the student is enrolled, the "I" automatically becomes an "F".

X - Means course work has not been finished because of the nature of the research or study involved, e.g., thesis work. This grade is reserved for courses that by their nature extend beyond
one semester. This grade may not be used for coursework that is confined to a semester but not
completed by the student.

**Academic Course Loads**

**Full-Time**
Full-time students are defined as being enrolled in 9 hours of credit during the spring or fall
semester or 6 hours during the summer term or in candidacy status as a graduate student. To be
considered in full-time residency for one year, a student must be registered for 9 hours in each of
two consecutive semesters.

**Part-time study**
Part time students for the MPH program are defined as being enrolled in a minimum of 4.5 hours
during spring or fall semester or a minimum of 3 hours during the summer semester.

**Course Loads**
The maximum number of hours that may be taken in a regular semester is 12 or 15 hours if 3 or
more hours are research credit. The maximum number of hours that may be taken in the summer
session are 12, including research hours.

**Overloads**
Any student who wishes to enroll in more than the maximum number of hours must obtain the
permission from their Department Chair and the Director of the MPH program who will then
submit the request to the Associate Dean responsible for Academic Affairs. Permission to enroll
for excess hours is granted on a case by case basis. Approval of additional credit hours will be
considered only after completion of the first semester of the MPH program. For consideration
students must be in good academic standing (GPA greater than or equal to cumulative 3.0) and
not have received a grade below B in any class. In no case will more than 3 additional credit
hours be approved for a given semester. Request to take additional credit hours must be at the
beginning of the registration period for the semester in which the desired class is offered. For
questions regarding the correct process for initiating the additional course request, contact the
Student Services.

**Satisfactory Progress**
All graduate students are expected to make steady and satisfactory progress toward the
completion of degrees. Students who fail to enroll for a period of more than 12 months will be
considered to have withdrawn from the program. Students who seek to return after such a period
of time are required to apply to their departments or programs for readmission. Based on the
request of the department or program, the Associate Dean responsible for Academic Affairs will
consider the student for readmission.

**Repetition of Courses:**

**Repetition of Courses for any grade of C**
A student who has received the grade of less than B- may repeat that course upon the approval of
the Director of the MPH Program and the Associate Dean for Academic Affairs. When a student
repeats a course, the grade point average will be calculated on the basis of the last grade earned,
although all previous grades will remain on the transcript. Please note that a graduate course can only be retaken once.

*Repetition of Courses for grades of D or F*

MPH students making a grade below C- or a grade of fail in a ‘Pass-Fail’ must repeat the course to complete the MPH degree. When a student repeats a course, the grade point average will be calculated on the basis of the last grade earned, although all previous grades will remain on the transcript.

*Completion of Degree Requirements*

Candidates for the MPH degree must complete all required academic coursework with a minimum cumulative grade point average of 3.0 and receive any grade of C in no more than 6 credit hours. A student may repeat up to two courses in which they have received a grade of C+, C or C-. The replacement grade will be used to calculate the overall GPA; however, the original designation of C+, C, or C- will remain on the student’s transcript.

*Class Attendance*

Students are expected to participate by attending class and by taking responsibility for course material when attendance is impossible. The final class attendance policy is at the discretion of the individual Course Professor and is specified in the course syllabus.

*Student Activities*

There are growing activities for students in the MPH Program to engage in! The SPHIS Student Government Association (SGA), the governing student body organization, and the Student Chapter of the Kentucky Public Health Association (KPHA) are open to student participation. There is faculty advising for each, with participation possibly involving some type of membership fee. Additional opportunities for student involvement include serving in various capacities in our surrounding communities. SGA typically maintains those opportunities. For questions, please contact the officers of the organization or see the Office of Student Services.

Additionally, as community volunteer experiences and opportunities arise, the MPH program will notify students of such via email.