DISCLAIMER: The material presented in this student handbook was developed in concordance with the SPHIS graduate education guidelines. The information presented here is specific to the CIS Program only. The SPHIS School Catalog will govern items not covered herein.
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<th>PAGE</th>
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<td>University Disability Resource Center</td>
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<td>Student Activities</td>
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<td>Completion of Degree Requirements</td>
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<td>Course Attendance</td>
<td></td>
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<tr>
<td></td>
<td>Course Etiquette</td>
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### SECTION V
#### PROGRAM DELIVERABLES
- Degree Requirements
- Mentored Research Requirements
- Certificate Paper Requirements
- Professional Paper Requirements
- Professional Paper Options
- Professional Paper Oral Presentation

### APPENDICES
- Appendix I – Degree Requirements
- Appendix II – Required Forms

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<tbody>
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<td>26</td>
<td>26-27</td>
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<tr>
<td>27-28</td>
<td></td>
</tr>
<tr>
<td>29-30</td>
<td>31-34</td>
</tr>
</tbody>
</table>
Welcome to the Clinical Investigation Sciences (CIS) Program at the University of Louisville School of Public Health and Information Sciences (SPHIS)! This Handbook is a compilation of information you need to know about the program, what you can expect from us and what we expect from you. If you have questions not addressed in this handbook, please contact the CIS Program Coordinator by phone or e-mail. We will find an answer for you. We are here to assist you if you have any problems, personal or academic, in the program. Do not hesitate to contact us.

CIS Program — CONTACT INFORMATION

Program Director  
W. Paul McKinney, MD  
Associate Dean for Research  
Professor, Health Promotion and Behavioral Sciences  
Phone – 502-852-3019  
mckinney@louisville.edu

Program Coordinator  
C. Winton Reynolds, DMA  
Phone – 512-852-1992  
winton.reynolds@louisville.edu

Mailing Address and location:  
University of Louisville  
School of Public Health and Information Sciences  
485 E. Gray Street,  
Louisville, KY 40202

Telephone:  502.852.3299  
Fax: 502.852.3294

This handbook is organized in several sections: General University Information, University (UofL) Services, University (UofL) Graduate Student Policies, CIS Program Services, and CIS Academic Policies. Should you have any questions regarding any information contained within these pages, please contact the program coordinator.
PROGRAM OVERVIEW

The School of Public Health and Information Sciences at the University of Louisville offers the Clinical Investigation Sciences (CIS) Program. The program offers students a choice of a Graduate Certificate in Clinical Investigation Sciences or a Master of Science degree in Clinical Investigation Sciences (CIS MSc).

The CIS MSc degree program provides physicians, dentists, nurses and other health professionals an opportunity to acquire the clinical research skills necessary for a career in an academic health center.

The Graduate Certificate in Clinical Investigation Sciences provides individuals with skills required for a career in a clinical research setting.

The CIS MSc curriculum integrates biostatistical and epidemiologic methods in a problem-based learning format with additional instruction in several other biomedical and public health topics. Students pursuing the master degree take didactic courses while they engage in mentored and independent research that culminates in the preparation of a professional paper.
# Master of Science (MSc) in Clinical Investigation Sciences

## Coursework

30 total credit hours
- 21 credit hours of required coursework
- 6 credit hours of elective coursework
- 3 credit hours of mentored research

### Required Coursework

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>PHPH-523</td>
<td>Public Health in the U.S.*</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHST-500</td>
<td>Introduction to Biostatistics for Public Health I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHPH-610</td>
<td>New Drug &amp; Device Development**</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHST-624</td>
<td>Clinical Trials I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHST-631</td>
<td>Data Collection for Clinical Research**</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Semester Total</strong></td>
<td></td>
<td><strong>14</strong></td>
</tr>
<tr>
<td>Spring</td>
<td>PHPH-601</td>
<td>Evaluating Health Care Literature**</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>PHST-501</td>
<td>Introduction to Biostatistics for Public Health II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHPH-632</td>
<td>Ethical Conduct of Research**</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHST-625</td>
<td>Clinical Trials II</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHEP-614</td>
<td>Introduction to Clinical Epidemiology**</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Semester Total</strong></td>
<td></td>
<td><strong>13</strong></td>
</tr>
<tr>
<td></td>
<td>PHPH-699</td>
<td>Mentored Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Semester Total</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Degree Total</strong></td>
<td></td>
<td><strong>30</strong></td>
</tr>
</tbody>
</table>

* PHPH-523 is required of students who do not have public health degree from a CEPH accredited School of Public Health.

** PHPH-610 New Drug and Device Development is offered every other fall semester on even numbered years (2020, 2022, etc.)

PHPST-631 Data Collection for Clinical Research is offered every other fall semester on odd numbered years (2021, 2023, etc.).

PHPH-632 Ethical Conduct of Research is offered every other spring semester on even numbered years (2020, 2022, etc.).

PHEP-614 Intro to Clinical Epidemiology is offered every other spring semester on odd numbered years (2021, 2023, etc.).

PHPH-601 Evaluating Health Care Literature is offered every other spring semester on odd numbered years (2021, 2023, etc.).
### Electives:

<table>
<thead>
<tr>
<th>Course</th>
<th>Course Title</th>
<th>Semester Offered</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>PHST-XXX</td>
<td>Advanced Coursework in Biostatistics</td>
<td>Variable</td>
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<tr>
<td>PHEP-XXX</td>
<td>Advanced Coursework in Epidemiology</td>
<td>Variable</td>
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<tr>
<td>PHPB-604</td>
<td>Health Decision Risk Analysis</td>
<td>Spring</td>
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<tr>
<td>PHPB-501</td>
<td>Introduction to Health Behavior</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>PHPH-610</td>
<td>New Drug and Device Development</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>ENGL-599</td>
<td>Advanced Academic Writing Across Disciplines</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>SOC- 618</td>
<td>Qualitative Field Research Methods</td>
<td>Spring</td>
<td>3</td>
</tr>
</tbody>
</table>

**MSc in Clinical Investigation Sciences – Sample Two Year Plan – Matriculation Fall 2019**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall I 2019</td>
<td>PHPH-523</td>
<td>Public Health in the U.S.</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHST-500</td>
<td>Introduction to Biostatistics for Public Health I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>PHST-631</td>
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</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Spring I 2020</td>
<td>PHPH-632</td>
<td>Ethical Conduct of Research</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHST-501</td>
<td>Introduction to Biostatistics for Public Health II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td></td>
<td>8</td>
</tr>
<tr>
<td>Fall II 2020</td>
<td>PHPH-610</td>
<td>New Drug and Device Development</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>PHST-624</td>
<td>Clinical Trials I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
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<tr>
<td></td>
<td>Semester Total</td>
<td></td>
<td>7</td>
</tr>
<tr>
<td>Spring II 2021</td>
<td>PHPH-601</td>
<td>Evaluating Health Care Literature</td>
<td>1</td>
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<tr>
<td></td>
<td>PHST-625</td>
<td>Clinical Trials II</td>
<td>2</td>
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<tr>
<td></td>
<td>PHEP-614</td>
<td>Introduction to Clinical Epidemiology</td>
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</tr>
<tr>
<td></td>
<td>PHPH-699</td>
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</tr>
<tr>
<td></td>
<td>Semester Total</td>
<td></td>
<td>8</td>
</tr>
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</table>

**Degree Total:** 30
Professional Paper

A professional paper, based on original research conducted by the student, is required of a candidate for the degree of Master of Science in Clinical Investigation Sciences. It is to be an original work of professional quality and a scholarly achievement that demonstrates the student’s thorough understanding of research techniques in clinical research and the ability to conduct independent research.

Professional Paper Committee

The professional paper is read by a reading committee selected by the student and appointed by the dean of the school upon the recommendation of the program director. This committee consists of three members and must include one representative of the SPHIS. The professional paper must be approved by the committee and the program director.

Professional Paper Proposal

The proposal for professional paper is to be developed in written form and presented to the committee for approval.

Professional Paper Approval

The professional paper is to be submitted in completed form to the chair of the committee at least fourteen days before the end of the term in which the candidate expects to be graduated, and the candidate is not eligible for the final oral examination until the professional paper has been accepted by the committee.

The committee schedules an oral examination of the candidate during which the student presents his or her professional paper and is asked to defend it and the supporting research. The professional paper is approved by a majority vote of the committee and by the program director.

Accreditation

The School of Public Health and Information Sciences accredited by the Council on Education for Public Health (CEPH).

The University of Louisville is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

For more information, see the School’s accreditation webpage (http://louisville.edu/sphis/accreditation).
Certificate in Clinical Investigation Sciences

The Certificate in Clinical Investigation Sciences provides individuals with skills required for a career in a clinical research setting. The curriculum requires the completion of 15 hours of credit and integrates biostatistical and epidemiologic methods. Students pursuing the Certificate take didactic courses while they engage in mentored and independent research that culminates in the preparation of a research paper.

Advisor/Program of Study

Upon matriculation in the program, each student will meet with the MSc Program Coordinator and develop a program of study based on the selection of the Certificate program curriculum. The program of study may be modified as the student’s needs change or course availability is altered.

Coursework

14 total credit hours of required coursework
1 credit hour of mentored research towards the completion of a research paper

Following are the Required Courses for the Certificate in Clinical Investigation Sciences:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHST-500</td>
<td>Introduction to Biostatistics for Public Health I</td>
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</tr>
<tr>
<td>PHST-501</td>
<td>Introduction to Biostatistics for Public Health II</td>
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<tr>
<td>PHEP-614</td>
<td>Introduction to Clinical Epidemiology</td>
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<td>Clinical Trials I</td>
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<td>PHST-625</td>
<td>Clinical Trials II</td>
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<tr>
<td>PHST-631</td>
<td>Data Collection for Clinical Research</td>
<td>2</td>
</tr>
<tr>
<td>PHPH-699</td>
<td>Mentored Research</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
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</table>

PHPH-699 Mentored Research

Each student in the Certificate Program is required to prepare a research paper as part of the mentored research course. The research paper can be a literature review or a research project. Data collection is not required. The paper is to be submitted in completed form to the program coordinator at least two weeks before the end of the semester in which the candidate expects to graduate.
SECTION ONE

GENERAL UNIVERSITY INFORMATION

UNIVERSITY ADMINISTRATION

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

UNIVERSITY RULES AFFECTING STUDENTS


Included in the Student Handbook are the following:

- Academic Grievance Procedure,
- Code of Student Conduct, Code of Student Rights and Responsibilities,
- Policy on Consumption of Alcoholic Beverages for Recognized Student Organizations, Hazing and Initiation
- Activities Policy,
- Non-academic Grievance Policy, and;
- Sexual Harassment Policy.

UNIVERSITY IDENTIFICATION CARDS

U of L identification cards will be issued during new student orientation. 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 Campus Card Office. If you have lost your card or it has been stolen, contact the Campus 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 Campus 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 U of L campus is open. The U of L website http://www.louisville.edu and telephone information line (502-852-5555) broadcast delays or closings. If U of L 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 inclement weather during scheduled classes, follow the delayed class schedule for bad weather.

**PARKING**

Please refer to the website below for parking requirements and information

http://louisville.edu/parking/

**EMAIL**

CardMail is the student email system - http://louisville.edu/email/student/ All U of L students have an email account. The designated UofL email account will be the primary email account used for any program information or correspondences. Please make sure your account is functional and able to receive messages. Communication using this email account is addressed again in a later section.

**UNIVERSITY MENTAL HEALTH COUNSELING SERVICES**

Counseling services are available to all full-time students free of charge through the U of L Student Mental Health Services. These services offer personal assessment, short-term individual counseling, crisis intervention, and referral for psychiatric services or long-term counseling. They are available to help students. For additional information, go to http://louisville.edu/counseling/

**UNIVERSITY LIBRARIES**

The University library system consists of the Main (Ekstrom) Library, the Fine Arts Library, the Law Library, the Music Library, the Health Sciences (Kornhauser) Library, the Engineering, Physical Science, and Technology Library and the University Archives and Records Center. The libraries' collections are accessed through the Minerva online catalog at: http://library.louisville.edu/

The Kornhauser Health Sciences Library, located in the downtown medical center on the Health Science Center campus, is a Regional Resource Library of the National Network of Libraries of Medicine, representing a significant resource for the entire health sciences community of the Louisville metropolitan area and the western half of Kentucky. Additional information on the Kornhauser library can be found at: http://library.louisville.edu/kornhauser.

**HEALTH INSURANCE**

U of L offers a Comprehensive Medical Plan to meet student health care needs. This Comprehensive plan is a major medical and hospitalization plan which has coverage for both inpatient and outpatient services. Similar to an HMO, the Health Services Office (HSO) serves as the primary care provider and a referral is necessary for most services rendered outside of the Student Health Services. Purchase of the Comprehensive Plan provides coverage for physician visits at the HSO which has two clinical locations.
To be eligible for coverage under the Comprehensive Plan, students must be one of the following:

- an undergraduate student taking 6 or more credit hours
- a graduate student taking 3 or more hours or degree candidate,

Graduate Teaching Assistants and Graduate Research Assistants receiving a stipend check from the University receive the Comprehensive Plan coverage as a benefit of their employment. If you believe you are eligible for this benefit please check with your department to verify coverage.

Dependents of insured students are eligible for the Comprehensive Medical benefits for an additional premium. Insured spouses are eligible for coverage at the HSO facilities. Children under the age of 18 are not eligible for the Health Services benefit and cannot be seen in the HSO.

The Belknap HSO is located on the main Campus, 2207 South Brook Street, in the Student Health & Counseling Building, between the Student Activities Center and the Post Office. The Health Sciences Center HSO is located at 401 E. Chestnut, Suite 110.

For more information and appointments, please call the Belknap Office at (502) 852-6479, the HSC Office at (502) 852-6446, or go to. (The link for Campus Health Insurance is http://louisville.edu/campushealth/insurance/insurance.html) The Insurance Advocate can be reached at (502) 852-6519.

**UNIVERSITY DIVISION OF STUDENT AFFAIRS**

The mission of the division of Student Affairs is to provide students with effective services and developmental opportunities that augment their academic experience and enhance the quality of their lives while enrolled at the University of Louisville. The Vice President for Student Affairs, located at 203 Grawemeyer Hall, administers and oversees non-academic services and programming for students.

The Division of Student Affairs includes:

*Student Services*
Student Services Administration, Admissions, Orientation, Testing Services, Financial Aid, Registrar, Enrollment Systems, Commencement, Residency, and Student-Athlete Certification.

*Student Life*
Housing and Residence Life, Intramural and Recreational Sports, Student Activities, Greek Life, Recognized Student Organizations, Student Government Association, ACCESS (Adult Services), Service Learning, Swain Student Activities Center Administration, Student Disciplinary Services, Counseling Center, Career Development Center, and International Service Learning Program.
UNIVERSITY DISABILITY RESOURCE CENTER

The Disability Resource Center coordinates services and programs for students and prospective students with disabilities. Accommodations and support services are individualized, depending on the needs of each student. Services and programs are designed to assure access for qualified students with disabilities to all programs and activities of the university. Students are strongly encouraged to make contact with the Disability Resource Center upon program acceptance to assure adequate time to implement support services. For additional information go to:
http://louisville.edu/disability

UNIVERSITY CAREER COUNSELING

A university-wide career development center is available to all students. This center is located on the Belknap campus. The website is: http://louisville.edu/career

UNIVERSITY STUDENT RESPONSIBILITY/CODE OF CONDUCT

Enrollment in the various graduate programs constitutes a commitment to abide by the practices and regulations of U of L 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 Honor Code as published in the U of L Student Handbook. This and other information can be found at http://louisville.edu/dos/students/policies-procedures/student-handbook.html
SECTION II

SCHOOL OF PUBLIC HEALTH AND INFORMATION SCIENCES (SPHIS) STUDENT POLICIES

SPECIAL NOTE: Students are STRONGLY encouraged to read and familiarize themselves with the SPHIS Student Catalog. The catalog can be found at: SPHIS eCatalog.

SPHIS ACADEMIC POLICIES, PROCEDURES AND REQUIREMENTS

Many policies, procedures and requirements are outlined in the U of L SPHIS Catalog. (See address listed above.) These requirements must be consulted, so that the graduate student may be fully apprised of the conditions he/she must meet in order to receive the CIS degree.

The policies and regulations described in this handbook and the SPHIS School 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.

SPHIS POLICIES AFFECTING STUDENTS

Rules and Policies affecting students are published in SharePoint at:
https://sharepoint.louisville.edu/sites/sphis/ppgf/pubs/Forms/Active.aspx
Some of the policies included are:
- Policy on Denial of Course Admission
- Policy on Dismissal of Students for Academic Reasons
- Policy on Graduate Assistantships, Fellowships, and Scholarships
- Policy on Plagiarism-Prevention Software
- Policy on Student Academic Honesty
- Policy on Student Laptop Requirement
- Policy on Student Recruitment and Admissions; Procedure on Student Recruitment
- Policy on Student Technology Fee
- Policy on Student Travel Award
- Policy on Unregistered Course Attendees
- Procedure for Students in Distress
- SPHIS Student Travel Awards
- University Policy on Student Excused Absences
- University Policy for Inclement Weather and Class Times

To review these polices students should go to SharePoint. Additional policies may be developed and modifications made to existing policies. Students should periodically review the policies posted in SharePoint.
SPHIS 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.

SPHIS 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 applicable laws and the Universities records policy.

SPHIS APPEALS AND GRIEVANCE

The CIS 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 U of L 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 6.8.3).

Student Grievance Officer: The Student Grievance Officer is the person to whom one may bring a problem, grievance or complaint in order to receive an objective hearing. The Student Grievance Officer addresses matters of both academic and non-academic concerns. One of the major goals of the Student Grievance Officer is establishing understanding among students, faculty, staff and administrators. This service is available to all students. Voice mail is available 24-hours a day at 852-6102, but email (brenda@louisville.edu) (correct email address for Brenda Hart) is the preferred method of contact.

TRANSFER OF CREDIT TO THE SPHIS

Earned graduate credit may be transferred from accredited institutions that offer advanced degrees. Students may transfer a maximum of 6 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
CIS 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 SPHIS 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](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 CIS Program**: Students may withdraw from the CIS Program at any time and may receive a proportionate refund for courses being taken during the term of withdrawal based on the Student Withdrawal Refund Policy. Information pertaining to this is at [http://louisville.edu/finance/bursar/tuition](http://louisville.edu/finance/bursar/tuition). At the time of withdrawal, a student must notify the CIS Program Office of the decision to withdraw. The withdrawal process will be facilitated by the Program Office and 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 CIS 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 Student Academic Honor code violations will not be considered for readmission.

SPHIS 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 his/her matriculation. Students who fail to enroll for a period of more than 12 months will be considered to have withdrawn from the Program (see above). 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 coordinator 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 Associate Dean for Academic Affairs of the 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).

CAREER COUNSELING AT SPHIS

In addition to the university-wide career development center, the SPHIS provides career counseling through the Career Services Office. The SPHIS Career Coach is Becky Clark and she can be contacted at 852-5197 or emailed at riclar01@louisville.edu. (Address correct)

REGISTRATION FOR SPHIS COURSES

The schedule of courses for each term may be reviewed at: http://htmlaccess.louisville.edu/classSchedule/setupSearchClassSchedule.cfm. A student must participate in on-line web registration.

- Entering and returning students in good academic standing and/or admitted UNCONDITIONALLY may proceed with the registration process. If, however, a student has conditions on his/her admission or is on academic probation, he/she must contact the CIS Program Office for further instructions;
- A student may add courses through the on-line system through the first day of classes;
- Students may also drop or withdraw from courses on-line. 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 Program Office stating such.

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

PLAGIARISM AND CHEATING

It is expected that a student in the CIS program will refrain from plagiarism and cheating. Plagiarism and cheating are serious breaches of academic conduct and may result in permanent, irreversible dismissal. 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/policies-procedures/student-handbook.html](http://louisville.edu/dos/students/policies-procedures/student-handbook.html)  

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](https://sharepoint.louisville.edu/sites/sphis/ppgf/pubs/Plagiarism-prevention%20Software%20Use.pdf)
SECTION III

CIS PROGRAM SERVICES

CIS PROGRAM OFFICE HOURS

The Program Office is located on the lower level of the SPHIS building, Room 023. The CIS Program Coordinator is typically available M-F 9a to 4p for any student concerns. Please call 852-1992 to reach the Program Office. Appointments are encouraged.

FACULTY OFFICE HOURS

During the semester in which faculty members are teaching courses in the CIS Program, he or she will have regular office hours and will inform students of these hours in the course syllabus.

ADVISING

The Program Coordinator will advise students each semester. Students that have special circumstances may be required to meet with the Program Director.

REGISTRATION FOR CIS COURSES

The schedule of courses for each term may be reviewed at: U of L Schedule of Classes. A student must enroll using on-line web registration. No in-person registration is permitted.

Students should first contact the CIS Program Office to discuss course selections.

- Students in good academic standing and/or admitted UNCONDITIONALLY may proceed with the registration process. If, however, a student has conditions on his/her admission or is on academic probation, he/she must contact the CIS Program Office for further instructions;
- A student may add courses through the on-line system through the first day of classes;
- Students may also drop or withdraw from courses on-line. 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 Program Office.

For more information, consult: http://www.louisville.edu/student/services/registrar. Please contact the Office of Student Services if registration assistance is needed.
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 UofL email accounts created for them by UofL 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 the primary vehicle for communication. All courses within the CIS Program will utilize Blackboard to some degree. The extent of that utilization will be determined by the individual course director.

STUDENT ACTIVITIES

There are many activities in which students in the CIS Program may engage. 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 and participation may involve a membership fee. Additional opportunities for student involvement include serving in various capacities in our surrounding communities. The Student Association typically maintains those opportunities. For questions, please contact the officers of the organization or see the Office of Student Services.

Additionally, the CIS Program will notify students via email as community volunteer experiences and opportunities arise.
SECTION IV

CIS ACADEMIC POLICIES

SPECIAL NOTE: For any information not presented or discussed in this section, the SPHIS Catalog and Rules and Policies published in SharePoint will serve as the primary policy documents. Additionally, the SPHIS Student Catalog contains all items pertaining to course offerings within the program. For course offering information, please consult the SPHIS Student Catalog, available on the SPHIS website.

STUDENT RESPONSIBILITIES

It is the responsibility of the student to become familiar with and observe all policies and requirements of the SPHIS and of the CIS Program. Policies, procedures, and requirements are subject to change, and it is the responsibility of the graduate student to keep her/himself apprised of current regulations. All students must respond to official notices issued by administrative offices and instructors, whether these notices are posted on official bulletin boards, are sent through postal, or e-mail. A student's status is not dependent upon a written notification but is a consequence of circumstances in the admission process and the student's academic performance. Written notification is simply a verification of status.

ACADEMIC PROGRESS REVIEW

The CIS Program believes that regular assessment of students and feedback to them is essential for effective teaching and learning. The CIS Program Director, course directors, and department faculty mentors 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.

The CIS Program Coordinator will provide an academic review to the student annually prior to December 15. The purpose of the review is to map out subsequent semesters’ course requirements, discuss any problems and answer any questions the student may have.

Remediation Plan. A remediation plan may require any of the following: 1) additional course work; 2) special studies or projects focused on addressing the areas of academic or non-academic skills; or 3) 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 Program Director will place a copy of the remediation plan in the student’s file.

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 academic mentor, course director, and the CIS Program Director.
ACADEMIC STANDING

- **Good Standing:** A CIS graduate student is in good standing when his/her graduate grade point average is 3.0 or higher. The graduate grade point average includes all coursework listed on a graduate transcript. A student must be in good standing in order to receive their degree.

- **Academic Probation:** A CIS student who has a graduate GPA 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 average or is dismissed. 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 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 director to determine the use of plus/minus grading. The following is the grading scale:

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<tr>
<th>Grade Quality Points</th>
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<tbody>
<tr>
<td>A+</td>
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<td>D-</td>
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<td>F</td>
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**PLEASE NOTE:** All course grading scales are listed within the final course syllabus and are at the discretion of the individual course director.

**C Grades**

The CIS 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 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 GPA 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., Professional Paper work via PHPH-699 Mentored Research enrollment. 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 Study.** Full-time study is defined as being 9 hours of credit during a regular semester or 6 hours during the summer term, or enrolled in candidacy status. 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 study for the CIS program is defined as taking less than 9 credit hours per semester. This option must be discussed with the CIS program office prior to matriculation. Students who attend part time will usually take four years to complete program requirements.
- **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 (both terms) is 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 home department and the director of the CIS program who will then submit the request to the Associate Dean 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 CIS program. For consideration, students must be in good academic standing (GPA >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. Requests to take additional credit hours must be submitted 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 CIS program office.
- **Satisfactory Progress.** All graduate students are expected to make steady and satisfactory progress toward the completion of their 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 upon the request of the department...
or program, the Associate Dean 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 a grade of less than B- may repeat that course upon the approval of the director of the CIS 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.

- **Repetition of Courses for grades of D or F.** CIS students making a grade below C- or a grade of fail in a ‘Pass-Fail’ must repeat the course to complete the CIS 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 CIS degree must complete all required academic coursework with a minimum overall 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 every class possible and by taking responsibility for course material when attendance is impossible. The final class attendance policy is at the discretion of the individual course instructor and should be specified in the course syllabus.

CLASSROOM ETIQUETTE

To create and maintain an optimal learning environment in the CIS program, it is critical that distractions in the classroom be kept to a minimum. Students are not to be on call during class time, but if this is unavoidable, pagers should be set on "vibrate" prior to students' entrance into the classroom. Those who receive pages should make every effort to keep the distraction of their coming and going to a minimum. Finally, material missed due to absenteeism, lateness and/or responding to pagers is the responsibility of the student.
SECTION V

PROGRAM DELIVERABLES

DEGREE REQUIREMENTS

See Appendix I (located on page 29-30 of this handbook)

MENTORED RESEARCH REQUIREMENTS

See Appendix II (located on page 31-34 of this handbook)

CERTIFICATE PROGRAM PAPER REQUIREMENTS

The CIS Program requires students in the Certificate Program to prepare a one credit hour research paper. The research paper can be a literature review or a research project. Data collection is not required. If the student chooses to continue in the MSc CIS program, this paper could serve as foundation work for the professional paper. The student is required to select a CIS faculty member (see Program Coordinator for list) to supervise and approve the research paper. The content of the paper is at the discretion of the faculty member. The paper is to be submitted in completed form to the program coordinator at least two weeks before the end of the semester in which the candidate expects to graduate.

CIS MSc PROFESSIONAL PAPER REQUIREMENTS

Professional Paper Committee
A committee is required to review and assist you in the development of your professional paper. Three committee members are needed. One member of the SPHIS faculty must serve on the committee in order to ensure that professional paper requirements are met. Other members may include someone in the research area or an allied program.

A Proposal Committee Approval Form requiring committee member signatures can be obtained from Appendix II of this handbook or from the CIS Program Coordinator. The CIS Program Director must then approve the form. If the committee is not approved the Coordinator will contact the student.
PROFESSIONAL PAPER OPTIONS

The CIS Program allows students the option of preparing a professional paper to satisfy the requirements for the CIS degree. The professional paper may be 1) a first authored journal length paper OR (WITH PROGRAM DIRECTOR APPROVAL) 2) an R01 type grant application prepared in accordance with NIH requirements. The work does not have to be funded or published in order to receive the degree. Three credit hours of mentored research are awarded upon satisfactory completion of the professional paper.

1. Journal length paper.

In recognition of the collaborative nature of most research projects, students do not have to be sole author of a journal-length paper if they choose this option, but they MUST be first author of the paper. The paper should be submitted to their committee chair/advisor at least 14 days prior to the end of the term in which the candidate expects to be graduated. The format of this paper should follow JAMA format guidelines for original contributions, with the exception that there is not a maximum word limit. (http://jama.ama-assn.org/ifora_current.dtl) (This address goes to the JAMA Current Issue) References are expected to be complete and up-to-date.

2. R01 type grant application

Work conducted in satisfaction of this requirement should be submitted in printed form, with single-sided pages, 12-pitch type and with 1-inch margins, at least 14 days prior to the end of the term in which the candidate expects to be graduated. This is typically a 25 page document, and a reasonable amount of attachments or exhibits may be included, e.g., to total less than 10 pages. The completed work should contain the PHS-398 cover page, the project summary and description of key personnel (form page 2), the budget justification, and the research plan. It will not be necessary to complete a detailed budget, but a description of personnel and resources needed to complete the project (“budget justification”) must be included. It is not necessary (to include) the following: biosketches of investigators and the checklist form. The research plan narrative is the focal portion of the work. References are expected to be complete and up-to-date, and may be counted as part of the narrative or an attachment. The forms and instructions are located at the following web address:

Instructions: http://grants.nih.gov/grants/funding/phs398/phs398.doc
Forms: http://grants.nih.gov/grants/funding/phs398/phs398.html

PROFESSIONAL PAPER ORAL PRESENTATION

Students must submit the professional paper to their committee preferably at least 14 days prior to the end of the term in which the candidate expects to be graduated. Acceptance of the professional paper shall be at the discretion of the committee. The committee shall complete its review of the professional paper at least one week prior to the final oral presentation.
A final oral presentation shall be conducted before the committee and be an open and publicized session. The CIS Program Coordinator will schedule the room and make sure any needed AV equipment is provided. An Oral Presentation Scheduling Form can be found in Appendix II of this handbook, or may be obtained from the Program Coordinator. The presentation should be at least a 30 minute PowerPoint presentation covering the content of the professional paper. Following the presentation, 20 – 30 minutes should be left for questions from the committee and audience members. All three committee members must be present.

The committee has the option of (1) accepting the paper as is with no revisions, (2) accepting the paper with revisions, specifying a revision date, or (3) rejecting the paper as unacceptable. The student must give the committee a Professional Paper Outcome Form, available in Appendix II of this handbook or from the Program Coordinator. The completed form and a copy of the final paper should be provided to the Program Coordinator. The Program Coordinator will contact the Professional Paper Committee Chair to obtain the students grade for the 3 hours of mentored research.
APPENDIX I

DEGREE REQUIREMENTS

GRADUATION REQUIREMENTS
- You must be enrolled in the semester you are planning to graduate.
- You must apply for the degree by the designated deadline of the semester you are planning to graduate. This can be done on Ulink.
- You must have completed 31 credit hours of approved coursework based on the curriculum. Waivers in the approved curriculum must be approved by the Program Director and kept on file with the Program Coordinator.

PROFESSIONAL PAPER OPTIONS
The CIS Program requires students to prepare a professional paper to satisfy the requirements for the CIS degree. The professional paper may be (1) a first authored journal length paper OR (2) an R01 type grant application prepared in accordance with NIH requirements (MUST BE APPROVED BY THE PROGRAM DIRECTOR).

1. Journal length paper - In recognition of the collaborative nature of most research projects, students do not have to be sole author of a journal-length paper if they choose this option, but they MUST be first author of the paper. The paper should be submitted to their committee chair/advisor at least 30 days prior to graduation. The format of this paper should follow JAMA format guidelines for original contributions, with the exception that there is not a maximum word limit (http://jama.ama-assn.org/ifora_current.dtl). (This address goes to the JAMA Current Issue) References are expected to be complete and up-to-date.

2. RO1 type grant application – This option must be approved by the Program Director. The work does not have to be funded or published in order to receive the degree. Work conducted in satisfaction of this requirement should be submitted in printed form, with single-sided pages, 12-pitch type and with 1-inch margins, at least 30 days prior to graduation. This is typically a 25 page document, and a reasonable amount of attachments or exhibits may be included, e.g., to total less than 10 pages. The completed work should contain the PHS-398 cover page, the project summary and description of key personnel (form page 2), the budget justification, and the research plan. It will not be necessary to complete a detailed budget, but a description of personnel and resources needed to complete the project (“budget justification”) must be included. It is not necessary (to include) the following: biosketches of investigators and the checklist form. The research plan narrative is the focal portion of the work. References are expected to be complete and up-to-date, and may be counted as part of the narrative or an attachment. The forms and instructions are located at the following web address:

Instructions: http://grants.nih.gov/grants/funding/phs398/phs398.doc
Forms: http://grants.nih.gov/grants/funding/phs398/phs398.html
FORMS (in the order they need to be completed)

1. Professional Paper Advisory Committee – Three people are needed to serve on the committee. One member must be a SPHIS faculty member. Faculty must sign the form stating they agree to serve on the committee. Please see Committee Make-up for a detailed description.

2. CIS MSc Proposal Committee Approval Form – Submit this form before beginning research for your Professional Paper. All committee members must sign off on the form, indicating that they approve your research project.

3. Professional Paper Final Presentation Schedule – Once your committee feels you are ready to present your research, this form is needed 2 weeks prior to the presentation date.

4. Professional Paper Outcome – After your oral presentation is complete, the committee members will sign the form and indicate the outcome of your project. A final copy of the paper must be attached. If revisions are required, a draft should be attached and then a final version submitted.

All forms are due to the Program Coordinator and will be approved by the Program Director. If there are any questions, the Program Coordinator will contact the student.

COMMITTEE MAKE-UP
Three members are required. At least one member of the SPHIS faculty must serve on the committee in order to ensure that professional paper requirements are met.

Other Members
Other members may include someone in the research area or an allied program.

PROCESS

1. Print the forms found in Appendix II below or request them from the Program Coordinator.

2. Determine your research project. If in doubt, schedule a meeting with the Program Director and Coordinator to discuss.

3. Determine committee members and contact them to see if they are willing to serve on the committee. Have them sign the Professional Paper Advisory Committee form and submit a copy of the completed form to the Program Coordinator.

4. Once committee membership is determined, schedule a meeting to present your research proposal. Have them sign the Project Proposal Approval Form and submit a copy of the completed form to the Program Coordinator. Complete this step before beginning research for your Professional Paper.
APPENDIX II

REQUIRED FORMS

UNIVERSITY OF LOUISVILLE
SCHOOL OF PUBLIC HEALTH AND INFORMATION SCIENCES
CIS MSc PROGRAM

Professional Paper Advisory Committee

To: CIS MSc Program Director  Date: ______________

Student Name: _____________________________________  Student ID#: _____________________

Department: SPHIS

Major Subject Field: Clinical Investigation Sciences

Degree: CIS MSc

Proposed Committee Members

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<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Signature as Agreement to Serve on Committee</th>
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<tbody>
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<td>1.</td>
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<td>2.</td>
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(Professional Paper Committee requires three members. One member must be a SPHIS faculty member)

The above-named faculty members are hereby appointed to act as the Advisory Committee for the student named above.

__________________________________  __________________
Program Director                                                                                 Date
UNIVERSITY OF LOUISVILLE
SCHOOL OF PUBLIC HEALTH AND INFORMATION SCIENCES
CIS MSc PROGRAM

CIS MSc PROJECT PROPOSAL APPROVAL FORM
(Signatures of faculty are an indication of their approval of the student’s proposal)

NAME OF STUDENT: ____________________________ Student: ID#: ____________

EXPECTED GRADUATION DATE: _________________

TITLE OF PROPOSED PROJECT: _____________________________________________

Please attach a 1-paragraph project description.

COMMITTEE MEMBERS
(Three members required. One committee member must be a SPHIS faculty member)

1. ____________________ Department: ______________________ Date:_____________
   
   Principle Advisor

2. ____________________ Department: ______________________ Date:_____________

3. ____________________ Department: ______________________ Date:_____________

Comments:
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________

Student Signature __________________________________ Date:_____________

Program Director Signature/Approval __________________ Date:_____________

Return completed form to C. Winton Reynolds.
UNIVERSITY OF LOUISVILLE
SCHOOL OF PUBLIC HEALTH AND INFORMATION SCIENCES
CIS MSc PROGRAM

Professional Paper Final Presentation Schedule

To: CIS MSc Program Director  Date: ____________

Student Name: ___________________________  Student ID#: __________________

Department: SPHIS

Major Subject Field: Clinical Investigation Sciences

Degree: CIS MSc

Title of Professional Paper:

________________________________________________________________________
________________________________________________________________________

Day, Date, & Time of Presentation: __________________________________________

Location: ______________________________________________________________

Principal Advisor: __________________________________________________________

PLEASE NOTE: ALL COMMITTEE MEMBERS MUST BE PRESENT AT YOUR
PRESENTATION.

Please submit this completed form no later than two weeks before the oral presentation.

_________________________________                                           ____________________
Program Director                                                                                 Date
UNIVERSITY OF LOUISVILLE  
SCHOOL OF PUBLIC HEALTH AND INFORMATION SCIENCES  
CIS MSc PROGRAM

Professional Paper Outcome

To: CIS MSc Program Director  
Date: ____________

Student Name: _____________________________________  
Student ID#: _____________________

Department: SPHIS

Major Subject Field: Clinical Investigation Sciences  
Degree: CIS MSc

Committee Members

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Principal Advisor

The professional paper is:

- Accepted as is  
- Accepted with revisions  
- Unacceptable

GRADE ____________

Please explain any revisions needed and provide a deadline for re-submission to the committee:

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

AN ELECTRONIC COPY MUST BE SENT TO THE PROGRAM COORDINATOR. IF REVISIONS ARE REQUIRED, A DRAFT SHOULD BE SUBMITTED AND THEN A FINAL VERSION SUBMITTED.

The above-named faculty members have agreed to the outcome listed above.

Program Director  
Date