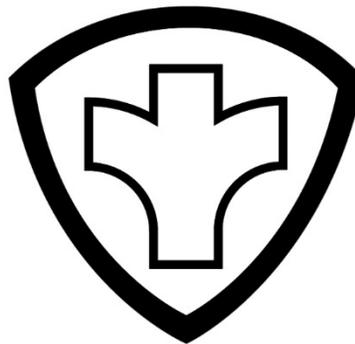


UNIVERSITY OF
LOUISVILLE[®]

School of Public Health and Information Sciences



Public Health
Prevent. Promote. Protect.

Undergraduate Student Handbook
Bachelor of Arts/Bachelor of Science in Public Health
2021-2022

Table of Contents

Purpose/Welcome Students.....	3
University Information.....	4
School of Public Health and Information Sciences.....	4
Belknap HSC Advising Center/ SPHIS Advising Center.....	5
Vision and Mission Statement.....	6
Communication with Students/Staff Contact Information.....	7
Faculty Contact Information.....	7
Program Description.....	9
Living Learning Community.....	9
Degree Programs.....	10
Sample Sequencing Guides.....	11
Degree Components.....	15
• <i>Cardinal Core</i>	
• <i>Program Core</i>	
• <i>Programmatic</i>	
• <i>Electives</i>	
Academic Advising	19
• <i>Advising</i>	
• <i>Student Records</i>	
• <i>Advising Forms</i>	
• <i>Degree Audits</i>	
Academic Standing.....	25
SPHIS Policies.....	26
University Technology.....	27
Keys to Success/Opportunities.....	28
Graduation.....	29
• <i>Graduating with Honors</i>	
• <i>How to apply for your degree</i>	
• <i>Commencement</i>	
Career Development Center and Next Steps/Alumni.....	30
Student Resources and Support Services.....	31
GPA Calculations.....	32
Glossary.....	33

Purpose

The purpose of the handbook is to present an overview for students enrolled in the School of Public Health and Information Sciences Undergraduate program. Please note that items presented in this handbook are subject to change. As changes occur in institution or program, students will be notified via e-mail.

Welcome Students

Dear Student:

We are delighted that you are interested in obtaining a Public Health degree through the School of Public Health and Information Sciences at the University of Louisville.

This handbook has been designed to provide you with information that will help you access information that is important to the successful completion of your program. You will learn about the degree program, program policies and requirements and will find important links to the university's web page that will enable you to access relevant information.

After reviewing the information in this handbook should you require additional information, please do not hesitate to contact us. Our administration, faculty and staff are excited to guide you along your journey. In addition, the Office of Student Services is excited to partner with you.

We strongly encourage you to use the many resources here at UofL to aid in your success. We are excited and hopeful about the opportunities ahead. We know that this program will meet your needs as you continue your academic journey and plan for graduation. Again, welcome to the family and best wishes for a successful academic career.

Sincerely,

Tammi Alvey Thomas, PhD(c), MSSW
Assistant Dean of Student Affairs and Undergraduate Education
Undergraduate Public Health Program Director

Follow us on:   ul_undergrad_ph

University Information

About the University

The University of Louisville is a state-supported research university located in [Kentucky's largest metropolitan area](#). It was a municipally supported public institution for many decades prior to joining the university system in 1970. The University has three campuses. The 287-acre Belknap Campus is three miles from downtown Louisville and houses eight of the university's [12 colleges and schools](#). The [Health Sciences Center](#) is situated in downtown Louisville's medical complex and houses the university's health-related programs and the [University of Louisville Hospital](#). The 243-acre Shelby Campus is located in eastern Jefferson County.

For more information visit: <http://louisville.edu/about/>

About the School of Public Health and Information Sciences (SPHIS)

Located on the UofL Health Sciences Center, the name of our school is a clear indicator that we are a **distinctive school of public health**. In addition to [SPHIS](#), UofL's HSC is home to the [School of Medicine](#) (SOM), [School of Dentistry](#) (ULSD), [School of Nursing](#) (SON), multiple [research](#) centers and both local and regional [patient care](#) facilities. 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.

For more information visit: <http://louisville.edu/sphis/about>



About the Belknap Health Science Campus (HSC) Advising Center

Located in the HP/Studio Arts building, the HSC Advising Center was created in August 2017. Its creation was one-step in helping to endorse a home for undergraduate students in the HSC Schools. The HSC Advising Center holds advising offices for SPHIS, School of Nursing (SON) and School of Dentistry (ULSD). It also holds classrooms and faculty offices for the Undergraduate Public Health Program. While SON and ULSD students spend time completing their undergraduate education on both Belknap and HSC campuses, **it is important to note all courses for the SPHIS Undergraduate Program are taught on the Belknap campus.** The Belknap HSC Advising Center provides a home for SPHIS undergraduate students to study, learn, engage and communicate with SPHIS Administration, Faculty and Staff.



SPHIS Advising Center Details

The SPHIS Advising Center is located in the Belknap HSC Advising Center and is the primary location for students to have needs addressed. SPHIS Advising is readily available to help answer your questions and connect you to the appropriate resources on campus. We invite you to stop by and schedule an appointment or visit.



SPHIS Advising Center- BELKNAP CAMPUS

Address:

2314 S. Floyd Street,
University of Louisville
Louisville, KY 40292

Operational Hours: [Available Monday-Friday](#)

Phone: (502) 852-5559

Email: ugsphis@louisville.edu

SPHIS Vision and Mission

Vision

To be a leader in advancing health equity and social justice to ensure optimal health and well-being for all.

Mission

We are a metropolitan school that pursues excellence and inclusiveness through bold, strategic, and collaborative approaches to education, research, community engagement, policy, and practice. We strive to protect and improve public health and healthcare delivery systems in Louisville, the Commonwealth of Kentucky, the United States, and with our global partners.

SPHIS Communication with Students

All SPHIS students are automatically added the SPHIS Undergraduate Student listserv. This allows students to receive the most current information about events and news, volunteer/job/internship opportunities, and other items of interest. Personal postings, solicitations, and other items not directly relevant to academic programs or public health issues will likely not be circulated.

All SPHIS students should actively check their UofL Email address. It is the official means of communication between you, SPHIS and UofL. The information we share will be vital to your success and aid you towards the successful pursuit of your degree.

Contact ugsphis@louisville.edu with any questions regarding these communications.

PLEASE NOTE: We encourage students to also follow us on social media at:



@ul_undergrad_ph

Staff Contact Information



Assist. Dean of Student Affairs and Undergraduate Education, Program Director

Tammi Alvey Thomas

tammi.thomas@louisville.edu

Belknap: (502) 852-3064

HSC: (502)852-3289



Academic Coordinator

Rachel Quick, MEd

rachel.quick@louisville.edu

Belknap: 502-852-3607

(Advises Last Names A-I)



Administrative Associate
 Linda Dillman
linda.dillman@louisville.edu
Belknap, HSC Advising Center
 502-852-5559



Academic Counselor
 Jenna El-Masri, MA
jenna.elmasri@louisville.edu
Belknap: (502) 852-0173
 (Advises last names with J-Z)

Faculty/Instructor Contact Information:

SPHIS ALL	Faculty & Staff Directory
Bioinformatics & Biostatistics:	Faculty — SPHIS
Environmental and Occupational Health Sciences	Faculty and Staff Directory — SPHIS
Epidemiology and Population Health	Faculty and Staff Directory — SPHIS
Health Management and Systems Sciences	Faculty and Staff Directory — SPHIS
Health Promotion and Behavioral Sciences	Faculty and Staff Directory — SPHIS

Program Description

The B.S./B.A. in Public Health Program is an undergraduate program culminating in a bachelor of science in public health (BSPH) or bachelor of arts in public health (BAPH). The degrees are offered through the School of Public Health and Information Sciences (SPHIS) in the University of Louisville. SPHIS is accredited by the Council on Education for Public Health (CEPH). Graduates of the program are prepared for positions in specific sectors of public health, health services, or public policy for which baccalaureate-level education is appropriate and for professional careers in fields including health education, health services administration, health research and other professions. The emphasis of training for the BSPH is public health sciences; and for the BAPH, liberal studies in public health. Both degrees, in addition, prepare students for further professional or graduate education in public health, medicine, dentistry, nursing, urban planning, and other disciplines.

Public health is increasingly referred to as “population health” within the public health community and elsewhere to encompass the significant changes needed in the 21st century from the conventional concept of public health in the past. Population health comprises healthcare systems and social policy, in addition to traditional public health. While we embrace the traditional tasks and roles of public health specialists, we recognize that protecting the public's health today 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. This broader purview of population health is needed for public health to more effectively fulfill its mission. SPHIS Degree options provides students with the skills they need improve the health of populations and communities as they learn to inquire, challenge and explore options that promote the health and well-being of the community.

What can I do with a degree in Public Health?

For more insights on opportunities in public health, students can review resources such as the [Association of Schools & Programs of Public Health](#) and ["What can I do with this major?"](#)

Living Learning Community

A Health Sciences Living Learning Community (LLC) brings together students majoring in Public Health, Nursing and Dental Hygiene. The Health Sciences LLC resides in Community Park and accommodates up to 50 students, with 16 spaces reserved for students majoring in public health. *Why is the Health Sciences LLC recommended for public health students?* Because it fosters student learning and success. Participants receive prescheduled, blocked courses with other students within the public health major, extra-curricular public health specific programming, collaborative philanthropic, mentor opportunities, and social opportunities with Health Science LLC majors. Interested in learning more, please visit our LLC page on the Housing website: <https://louisville.edu/housing/options/llc/health-science-llc>. If you have additional questions, reach out to Jenna El-Masri at Jenna.elmasri@louisville.edu.

SPHIS Undergraduate Degree Programs

You may choose from a variety of degree options in the Public Health program. Each degree is 120 credit hours and can be designed to meet the specific needs of students and support their career paths. All courses for the Public Health Degrees are taught face-to-face at varying times on the Belknap campus.

BA/BS IN PUBLIC HEALTH

The Bachelor of Arts and Bachelor of Science in Public Health will teach you the knowledge and skills you need to succeed for careers in public health, health care and various health-related and non-health-related fields. You will learn how to think critically and systemically, to communicate and to work in teams. Both degree programs prepare you for further professional or graduate education in public health, medicine, dentistry, nursing, urban planning and other disciplines. The SPHIS is accredited by the Council on Education for Public Health.

- [Bachelor of Arts in Public Health:](#)
This degree program offers the opportunity to pursue liberal studies in public health.
- [Bachelor of Science in Public Health:](#)
This degree program offers the opportunity to study public health practice or pursue coursework to support pre-health programs.

DESIGNATED TRACK OPTIONS

The BA and BS programs allow you to select a designated track. Please note the selection of a track is not required. Students not selecting a track will be on the BA/BS General Degree option.

- [**Social Justice & Health Equity:**](#)
Equips you for professions in sectors across the social determinants of health, with competencies applicable to a wide range of social justice and health equity issues. **This track is available as a BA or BS option.**
- [**Professional Health Studies \(pre-health\) Track**](#)
Prepares you for professional schools such as physical therapy or medical, dental or nursing school. You have the opportunity to integrate professional pre-requisite requirements into your degree program. **This track is only available as a BS Option.**

ACCELERATED BA-MPH

Allows you to complete the Bachelor of Arts in Public Health (BA) and the Master of Public Health (MPH) over a five-year period. MPH graduates are prepared for positions in the public-health workforce, health-related industries, academic organizations, or for further professional training or academic education.

Click here to [review the curriculum](#)

SPHIS Sample Sequence Guides

See sample Degree Plans, pending degree tracks. It's important to see note that these plans are guides. It helps to give you an idea of what the degrees look like in a 4 year layout. Many things could change the sequence of these plans, including

- Dual/Transfer Credit
- Pre-requisite of listed courses
- Math/Science Readiness.

Ultimately, students will discuss goals with advisors and your advisor will work with you to help you understand options and possible timelines.

Click on Degree Program to jump to flight plan

- [**BA in Public Health**](#)
- [**Track in Social Justice and Health Equity**](#)

Click on Degree Program to jump to flight plan

- [**BS in Public Health**](#)
- [**Track in Social Justice and Health Equity**](#)
- [**Track in Professional Health Studies**](#)

SPHIS Accelerated Bachelors (BA)- Master of Public Health (MPH)

The accelerated degree program allows a student to complete the Bachelor of Arts in Public Health (BA) and the Master of Public Health (MPH) over a five-year period. The first four years consist of undergraduate studies, including five core public health graduate level courses (15 credit hours) taken during the senior year, culminating in the award of the Bachelors of Arts in Public Health degree.

The fifth year, including the summer following graduation with a bachelor's degree, consists of graduate coursework in public health, leading to completion of the Master of Public Health (MPH) degree. The Master of Public Health (MPH) degree program is designed to provide students with training in foundational MPH competencies as well as a specific area of concentration. MPH concentrations currently available for the accelerated program are:

- Epidemiology
- Health Promotion and Behavior
- Health Policy
- Global Public Health with an emphasis in Maternal and Child Health

MPH graduates are prepared for positions in the public health work force, health-related industries, academic organizations, or for further professional or academic education.

Accelerated Degree Admissions Process

PRE-ENROLLMENT PERMISSION

Undergraduates who will have earned a **minimum of 75 credit hours and a cumulative GPA of 3.25** may pursue the accelerated degree program option. Eligible students who complete the following by **February 1st** of the student's sixth undergraduate semester can receive permission to enroll in MPH graduate level courses from the director of the MPH program:

- Submit an [online program-petition](#)
- Submit resume
- Submit a letter of recommendation, preferably from a UofL faculty member, that speaks to their academic abilities, to Academic Coordinator Rachel Quick at rachel.quick@louisville.edu

Approval Process

Student granted permission are only given access to graduate courses. There is a Pre-Admission/Declaration process that must be completed for students to move towards "official admission" as an accelerated student. Program staff will work assist students with these additional steps.

Click here to [review the curriculum](#)

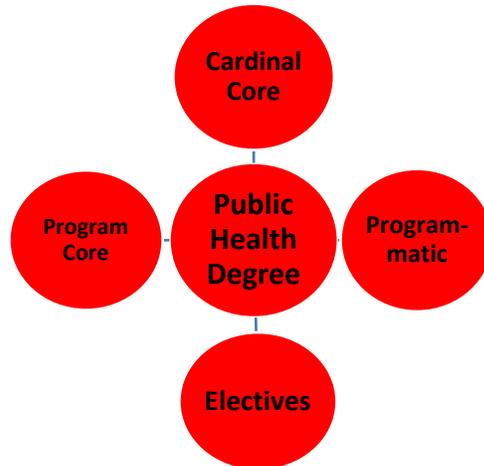
SPHIS Undergraduate Minors

Students pursuing degrees at UofL sometimes have interest in pursuing a secondary field of study along with their degree. Several Colleges within UofL offer options for minors. Most minors require 18-24 credit hours. SPHIS currently has three minors available for interested students. Many SPHIS Undergraduate students opt to pursue a minor as a part of their degree.

- [Minor in Applied Statistics and Data Science](#) (18 credit hours): The Applied Statistics and Data Science minor exposes students to several commonly applied statistical methods and data science techniques bolstering and complementing a wide variety of undergraduate majors by enhancing their career opportunities. Students in this program will be trained in data management, analysis, reasoning and decision making using various types of data.
- [Minor in Epidemiology](#), (18 credit hours): The Epidemiology minor provides students the ability to develop critical thinking skills necessary to evaluate information on health and disease generated by epidemiologists and its role in shaping public health policies and actions.
- [Minor in Healthcare Management](#) (18 credit hours): The Healthcare Management minor provides an opportunity for the integration of knowledge derived from other undergraduate programs with the minor coursework to develop student competencies to more effectively serve in healthcare organizations and/or to pursue graduate healthcare management education. This minor provides essential knowledge for participation in the healthcare sector of the economy with course content focused in healthcare systems and organizations, health policy and law, public health, healthcare finance, and ethics taught by expert faculty from the Health Management and Systems Sciences Department.
- [Minor in Public Health](#) (15 credit hours): Students pursuing the Public Health Major are not eligible for this minor.
- [Minor in Public Health Nutrition](#) (18 credit hours): The Public Health Nutrition minor will expose students to the basic principles of nutrition within the context of public health. Students will develop critical thinking skills necessary to evaluate nutrition education programs and example dietary patterns, assess advertising claims, and formulate rational policy decisions based on the US Dietary Recommendations.

To review a list of additional minors available at UofL, please visit:
<https://catalog.louisville.edu/undergraduate/minors/>

University of Louisville Public Health Degree Components



There are four major components necessary to complete either the Bachelor of Art or Bachelor of Science in Public Health with **120 credit hours**:

- **University Cardinal Core (31 hours)**
All UofL students are required to have the University's Cardinal Core completed as a part of their degree. These courses combine to provide you with skills in thinking critically, communicating effectively, and understanding and appreciating cultural diversity. If you are a transfer student, courses already completed may count in this area.
- **Public Health Core (42 hours)**
Public Health Courses address pressing health concerns. With a prevention focus, major courses teach students to think critically, identify skills and resources to solve challenges and advance the field. Students gain knowledge in the enterprise of public health; human biology, health and disease, and culture relevant to public health; the built and natural world relevant to public health; intellectual and practical skills; and the integration of culture, society and public health.
- **Programmatic (7-9 hours)**
In addition to taking PHPH100: Majoring in Public Health Public Health, all public health students are required to take two semesters (6-8hours) of a foreign language in the same discipline. The public health program accepts other forms of the University Academic Orientation course (ie: GEN 101), and waives this requirement for transfer students entering with more than 24 credit hours.
- **Electives (39-41 hours)**
Electives are courses that bear credit. All students must complete between 31-33 credit hours of any level. In addition, all students must complete at between 2-8 hours at the 300 level or higher. If you are a transfer student, courses already completed could possibly count in this area.

PLEASE NOTE: All students in Public Health must follow the 60-50-30 rule. This requires 60 hours of coursework be completed at a four-year institution, 50 hours of coursework completed at the 300 level or higher, and at least 30 hours of the last 36 hours must be completed in residency at the university.

UNIVERSITY CARDINAL CORE:

The Cardinal Core at the University of Louisville prepares students to do the advanced work needed for their baccalaureate degrees and prepares them to contribute to society throughout their lives through their professional work and civic engagement. The program emphasizes the development of key intellectual skills relevant to any career path: **critical thinking, quantitative reasoning, effective communication, and the understanding of historical, social, and cultural diversity.** Upon completion of the program, students will be prepared to analyze complex problems and evaluate possible courses of action in an environment characterized by diversity and the need for sustainable solutions.

Students should demonstrate proficiency (through course work or external credit) in the three skills areas (Written Communication, Oral Communication, and Quantitative Reasoning) before completing the first 30 degree-applicable credit hours earned at UofL. Within 60 hours, the student should have completed 21 hours of Cardinal Core courses.

The Cardinal Core program requires a minimum of 31 credit hours from approved course categories as outlined in the table below. Students must complete a minimum of 12 hours in the Skills courses, a minimum of 19 hours in the Disciplinary Perspectives courses, and within the 31 hours students must accumulate 6 hours in Diversity credit. Academic advisors can guide students in the selection of courses.

For more information: <http://louisville.edu/provost/GER/>

CARDINAL CORE (*must be in different disciplines)		
SKILLS	Written Communication (WC)	6hrs
	Oral Communication (OC)	3hrs
	Quantitative Reasoning (QR)	3hrs
DISCIPLINARY PERSPECTIVES	Arts/Humanities (AH) *	6hrs
	Social Behavioral Science (SB)* ^	6hrs
	Social Behavioral Science- Historical Perspective (SBH)*^	
	Natural Sciences (S, SL, B) *	7hrs
DIVERSITY:	US Diversity (D1)	*included in AH or SB/SBH
	Global Diversity (D2)	
TOTAL SHOULD BE A MINIMUM OF 31 CREDIT HOURS		

[^]SPHIS Students **must select 2 of 3 (one must be SBH) :**

- PHUN-101 Introduction to Public Health, SB or PHUN 102- Intro to Pub. Health (HON) or
- PHPH-301 Global Public Health, SBH, D2 or
- PHPB-301 Health Equity, SB, D1

PUBLIC HEALTH CORE:

The Public Health Core courses consist of 42 credit hours. Students pursuing the Bachelor of Art and Bachelor of Science must take all 42 credit hours. Students pursuing the Bachelor of Science with Pre-Health Requisites must complete 39hrs, replacing on PHEH 440 with an Upper Level Biology/Microbiology course.

Course	Prerequisite	Semester	Hours
PHPB 300: Social & Behavioral Foundations of Public Health	PH Major or Minor	Fall/Spring	3
PHPB 305: PH Education Principles and Strategies	PH Major	Fall/Spring	3
PHPH 401: PH and Health Policy	PH Major	Fall/Spring	3
PHMS 301: US Healthcare Delivery Syst.	PH Major	Fall/Spring	3
PHEH 301: PH and Our Environment	BIO 102 or higher, or CHEM 101 or higher; PH Major or Minor	Fall/Spring	3
PHEH 440: Biology and PH	BIO 102/104 or higher	Fall/Spring	3
PHST 301: Quant. Methods in PH	MT 111 or Global Minor	Fall/Spring	3
PHEP 341: Epid. Concepts and Methods in PH	PHST 301 or MT 109	Fall/Spring	3
PHPH 431: Cont. Issues in PH I	PH Major with at least 60hrs or PH Minor	Fall/Spring	3
PHPH 420: Practice of Public Health	PH Major	Fall/Spring	3
PHMS 410: PH Law and Ethics	PH Major	Fall/Spring	3
PHPB 401: PH Communication and Theory	PH Major	Fall/Spring	3
PHPH 491: SR Capstone 1	PH Major with at least 90hrs	Fall/Spring	3
PHPH 492: SR Capstone 2	PHPH 491	Fall/Spring	3

Course substituted in Accelerated Program
Course substituted for PH students with microbiology or BIO 300+



PROGRAMMATIC COURSES

These courses support the degree.

Course	Credit Hours
PHPH 100 Majoring in PH	1
Foreign Language (same discipline required)	6-8
Programmatic Electives, dependent on degree track: (see below- PICK ONE)	
Option 1: General Degree* NO TRACK	40 credit hours, free elective
Option 2: Social Justice and Health Equity Track	40 credit hours, including: PHPB 310- Power, Oppress. & Liber. in Social Systems PHPB 311- Policy & Systems of Power PHPB 312- Social Justice and Practice in Public Health PHPB 313- Strat. For Social Action PHPB 410- Comm. Mobil. & Org 1 PHPB 411- Comm. Mobil & Org 2
Option 3: Pre-Health Track	40 Credit hours, including: BIOL 242 – Diversity of Life BIOL 243 – Exp. Biology II: Organismal Biology CHEM 202 – General Chemistry 2 CHEM 207 – Intro to Chem Lab 1 CHEM 208 – Intro to Chem Lab 2 CHEM 209 – Intro to Chem Lab 3 BIOL 329 – Cell and Molecular Biology CHEM 341 – Organic Chemistry 1 CHEM 342 – Organic Chemistry 2 Biochemistry

***student must verify at least 50 credit hours degree applicable above 300-level or higher**

Academic Advising

Advising

Both you and the University share responsibility for your education. Students are given the ability to make sound decisions regarding academics and the responsibilities/duties needed to stay on track and work towards degree completion. Advisors serve as a guide to help students make appropriate connections as you move towards your academic plan.

Academic Advising in SPHIS is an ongoing partnership between students and advisors. Advisors support students in exploring their majors, courses, careers, goals for college and serving as a liaison between students and the University and community.

Public Health students are required to be advised each semester. Advisors are assigned to students based on an alpha rotation using your last name. The HSC Advising Center uses advising campaigns via “CardSmart”, an electronic system that allows students to schedule advising appointments. Please watch your email for advising campaign notices. You can sign up on your own for an advising appointment that works best for you, using the campaign link or you can call the Public Health Advising Center to schedule an advising appointment with your specific advisor: 502-852-5559.

While semester advising is required, students are encouraged to utilize advisor support whenever there are questions that could enhance or influence your academic future.

Advisors will:

- Assist you in exploring your career/educational goals & track success towards your plan.
- Provide a respectful, supportive environment for student learning and connect you to tools and resources that will help foster your success
- Provide appropriate opportunities for individual consultation.
- Assist your educational exploration & provide accurate information (academic/university)
- Inform and connect you to University services and programs that will assist your academic, career and personal development goals

Students will:

- Be an active participant:
 - define my career/educational goals and select plan to achieve them.
 - meet with an advisor immediately upon facing challenges (personal or academic).
- Be an active learner: take responsibility for awareness of the resources to help me achieve.
- Schedule and attend semester advising appointments prior to course registration.
- Make final decisions on my major and course selection.
- Monitor my academic program & completion of degree requirements by verifying my transcript at the end of each semester.
- Know & adhere to the academic policies & procedures outlined in the undergrad catalog.
- Check my UofL email daily and the UofL websites (ie- University Calendar/SPHIS Undergrad) for updates.
- Understand and comply with UofL and SPHIS deadlines (i.e., applying for your degree).

Advising

Advising in SPHIS occurs a variety of ways. SPHIS supports advising for degree needs via Individual Microsoft Teams Appointments, Email Appointments, and Group Advising (In-Class) SPHIS Advisors create student notes based on student appointments and interactions. These notes are always shared prior to the meeting or after. SPHIS Advisors also meet with students for personal/social supports. We are here to support the “whole” students and realize that a lot of things outside of class can impact student progress towards their degree. Advisors serve as a partner in your journey.

Student Records

The University maintains a CardSmart record for every student. This electronic record follows students throughout the University and is accessible to advisors and other University partners. SPHIS Advisors create student notes based on student appointments and interactions. These same notes are also sent to each student as a follow-up email, highlighting advising discussion points (ie: suggested courses, student follow-up tasks, etc.).

SPHIS maintains an electronic file on each student. This begins with student admission into SPHIS or upon request to meet with an advisor. This file holds items specific to the individual student and their academic record here (e.g. program plans, transcripts, advising contracts/forms and notes).

SPHIS is committed to maintaining student confidentiality as specified in [The Family Educational Rights and Privacy Act \(FERPA\)](#). Under the FERPA (or the Buckley Amendment), students who have matriculated have the right to inspect and review most education records maintained about them by the University of Louisville, and, in many cases, decide whether or not a third party may obtain information from them. Directory information is considered public unless a student asks that some or all of that information be withheld by completing a [Request to Withhold Disclosure of Directory Information](#).

Advising Contract

Every Public Health student receives an advising contract verifying your commitment to the advising responsibilities of SPHIS and you the student. A signed copy will be placed in your student record and shared with you. This contract also confirms your acknowledgement and understanding of your SPHIS Degree Requirements.

Degree Audits

Every Public Health student receives a personalized program plan of study. This document is referred to as your Degree Audit. SPHIS advisors run and review degree audits for each student every semester. The degree audit is sent via email to the student with any specific instructions noted. This degree audit allows students to understand what they have left to fulfill degree requirements and ensure they are on track to graduate. Often, advisors will also include some semester sequencing to help students understand what their remaining needs look like laid out in a semesterly review.

Academic Advising Forms

There are many forms that aid students in their academic careers here at UofL. Descriptions of the most common are available here. Several forms in this handbook are [hyperlinked in blue](#). You can always work with your advisor to obtain these forms and many remain available on the SPHIS Undergraduate Forms Website: <http://louisville.edu/sphis/academics/bs-ba-public-health/forms-1>

Application for Language Credits (PDF)

UofL students may earn up to 18 hours of credit for prior language study or experience completed prior to college in American Sign Language, Arabic, Chinese, Japanese, French, German, Latin, Portuguese, Russian and Spanish. To earn these credits, students must take the placement exam (or undergo a placement evaluation by faculty in that language) and successfully complete the course into which they were placed. When a student places into a course higher than the first semester, credit toward graduation will be awarded for those language courses by-passed only if the student completes successfully the language class into which she/he is placed. Any credit earned by placement testing will be posted on the student's record only after completion of a regular semester of full-time study (or 12 semester hours) at the University of Louisville. Please work with your advisor if interested in accessing [this application](#).

Change, Add or Declare Major\Minor

If you wish to declare a new major or minor, you should do so via [ULINK](#). Under the student services tab, please review registration information.

Course Exception

If you would like to have a course reviewed to substitute a degree requirement or if you would like to request an exception to your degree plan, it should be requested through a course exception form. For example, if you've taken and passed a higher-level statistics course, you may want to have it reviewed substitute your PHST 301: Quantitative Methods in Public Health. Please work with your advisor if interested in accessing [a course exception form](#).

Course Waiver Request

A course waiver form would be used if you would like to have a degree requirement considered for waiver. For example, if you are an ESL Student, you would be eligible waive your SPHIS Programmatic Foreign Language requirement. **PLEASE NOTE:** Course waivers will not be considered for University GER requirements. Please work with your advisor if interested in accessing [a course waiver request form](#).

Degree Application

If you are planning to graduate, you must make an application for your degree. This process is referred to as a “Degree Application” and must be completed online. Degree Application is available via ULINK and must be completed at the beginning of the semester in which you intend to graduate.

Drop-Add Form (PDF)

Students may initially drop or add courses via ULINK before the University listed deadline. To drop a course, students must do so via ULINK before the University’s LAST DAY TO WITHDRAW FOR COURSES. To add a course, students must do so before the University’s listed deadline. After these deadlines, students will need to use a “DROP-ADD Form”. Please note—submission of this form does not guarantee your request. Use link to access form:

<http://louisville.edu/registrar/forms/DropAdd.pdf>

- **Add:** Students will use this form to add courses to their schedule after the last day to add a course has passed or if the course is closed, presents a time conflict or the student wishes to audit the course instead of receiving credit.
- **Drop:** Students will use a drop/add form, if they have missed the deadline to drop via ULINK. Students will need to determine what academic unit instructs the course, utilize their form and follow their unit’s instructions. Some units require signatures and supporting documentation. Please contact your advisor if you have questions.

Metroversity

If you are a full-time student in good standing, then you may be interested in taking a course during the fall or spring semester at a Kentuckiana Metroversity Institution: Bellarmine University, Indiana University Southeast, Ivy Tech Community College, Jefferson Community and Technical College, Louisville Presbyterian Theological Seminary, Southern Baptist Theological Seminary, Spalding University, and the University of Louisville. Students should consult with their academic advisor and the Registrar's Office to ensure proper enrollment

Permit to Repeat

All undergraduate students may repeat courses with the permit to repeat option. This option will remove the previous credit and grade to improve your cumulative GPA. Students seeking to repeat coursework should speak with their unit advisor prior to doing so. The second grade earned remains. Repeats replacements are automatic at the completion of the second attempt. Again, students should note that you will only receive one additional opportunity to repeat. A third attempt requires permission from your unit.

Request to Re-Enrollment Form

If you are a returning student who has not taken courses elsewhere (excluding visiting status), you would need to complete a request to re-enroll. Eligible students have not attended UofL at least one semester but has attended in the past two year and are academically eligible. Students who have not been enrolled with the University for a period of more than 2 calendar years must re-apply through Office of Admissions. Use link to access form:

<http://louisville.edu/registrar/forms/registrar-forms>

Request to Overenroll

If you are wishing to take more than 18 credit hours in a semester, please use this form. You must be in good academic standing to inquire. You may apply online to [request to overenroll](#).

Requesting a Visiting Student Letter

Visiting student letters (VSL) allow students to take course/s at another University, and transfer it back to U of L. Students wishing to take a course outside of UofL must get a visiting student letter **before** you take the course.

- Know the course you want to take at another university to ensure it works with your schedule.
- Understand how taking a course at another university affects your financial aid.
- Discuss the course with your advisor to ensure it transfers back to U of L to fulfill a degree requirement.
- Apply for admission to the visiting school.
- Once admitted, request the VSL from your advisor.
- The VSL will be submitted electronically to the school and a copy will be sent to your email.

After you have successfully completed the course, **you must** request an official transcript be sent to UofL in order to receive course credit.

Satisfactory Academic Progress Appeals (SAP)

If you are a student who has not made satisfactory progress towards your degree, you can work with the financial aid office and your advisor to complete a SAP Appeal.

Transfer Credit Pre-Evaluations

For students considering transferring to UofL, please consider working with the Office of Transfer & Adult services to complete a pre-evaluation of your current credit.

Complete Late Withdrawals

Students may experience a number of different issues that impact their ability to be academically successful such as illness, death of an immediate family member, accident, critical issues such as sexual assault, harassment, domestic violence or other emergency situations. Students who have extenuating circumstances should immediately meet with their academic advisor. Advisors can help students identify options and strategies while providing information and guidance, including possible consideration for a *petition to late withdrawal* (**see below**) from a semester. This option is more feasible within the unit when a student primary course load is Public Health Courses. If the student has an extenuating circumstance **and/or** is taking multiple courses across various units, the Unit may request additional support from the University's Student Advocate (**see below**). In either case, supporting documentation will be needed.

- **Petition to late Withdraw (PDF)**

If you need consider a selective or full semester withdraw from Public Health, due to extenuating circumstances, please use the [petition to late withdraw form](#) and work with your advisor.

- **University Student Advocate**

Depending on the circumstance, additional support from the University's Student Advocate may be requested. The Student Advocate works with students and their families to resolve issues by identifying options and strategies and offering information and guidance. Some of the possible resolutions include Medical Withdrawal, Compassionate Withdrawal, Course Withdrawal/s, Course Incomplete and Letters of Absence. The Student Advocate is located in the Dean of Students Office, SAC W301. To schedule an appointment with the Student Advocate please call 502-852-5787 or email advocate@louisville.edu.

Academic Standing Requirements

The undergraduate Public Health program requires students to maintain a 2.0 University grade point average (GPA) to remain in good standing. Students in good standing may take up to 18 credit hours per semester. Any student placed on academic warning or probation will be limited enrollment for the following semester: 13 credit hours for Fall/Spring and 10 credit hours for Summer. Below is an explanation of the academic action policies of the school.

Dean's Scholar Policy:

A student carrying 12 or more semester hours in a semester or term who earns all "A's" is named a Dean's Scholar. A student who receives an "incomplete" or a "deferred grade" is not eligible to be named to as a Dean's Scholar.

Dean's List Policy:

A student carrying 12 or more semester hours in a - semester or term in which either all grades earned are "B" or above or the student earned a semester grade average of 3.5 with no more than one "C" is named to the Dean's List. A student who receives an "incomplete" or a "deferred grade" is not eligible to be named to the Dean's List.

Academic Warning Policy:

Student is placed on warning if University GPA is less than 2.0.

Note: Students must have attempted at least 12 credit hours of degree-applicable work at UofL to be placed on academic warning. Warning status is assigned only once, at the first sign of academic difficulty, not each time a student's University GPA drops below 2.0.

Academic Probation Policy

Student is placed on probation if University GPA is less than 2.0, following a semester of academic warning.

- Students on Academic Probation whose University GPA is less than 2.0, but semester earned GPA is above 2.0 will remain on academic probation status.
- Students on Academic Probation who achieve a UNIVERSITY GPA of 2.0 or above will be placed on good standing.

Academic Suspension Policy

Student is placed on suspension if both semester GPA and University GPA are less than 2.0, following a semester/semesters of academic probation.

- **First suspension consequences:** Students must sit out the Spring term following a Fall suspension, the Summer and Fall terms following a Spring suspension, or the Fall term following a Summer suspension.
- **Second suspension consequences:** Students must sit out at least three consecutive terms, including Summer, following suspension.

- **Third suspension consequences:** A student is not reinstated more than twice. A third suspension results in academic dismissal from the program.
- **Requirements for re-entry following a suspension (readmitted students are admitted in probation status):** Students must petition for readmission through the Office of Admissions. **Readmission of suspended students is not guaranteed.**

Note: The following deadlines apply for petitioning for readmission: July 1st for the Fall semester, November 1st for the Spring semester, and May 1st for the Summer term.

Dismissal Policy

Students who are suspended the third time from the School of Public Health and Information Sciences are academically dismissed. A student who has been dismissed from the School of Public Health and Information Sciences must remain out of school for one full year, and should use that time for reorientation to further study in college or other career decisions. If a student thus dismissed is admitted to any other college or university, the credits earned while in attendance during the semester that the student should be out of school will not apply toward a degree granted by the School of Public Health and Information Sciences.

SPHIS Policies

Academic Dishonesty Policy

Plagiarism is representing someone else's words or ideas as your own. It is a form of academic dishonesty and it will not be tolerated. This includes, but is not limited to: handing in someone else's work as your own; taking credit for ideas that are not your own; including in your work phrases, sentences, paragraphs or any text from a book, article, or web site without marking the text as a quotation and citing the source; and paraphrasing text from a source.

The School of Public Health and Information Sciences follows the College of Arts and Sciences policies regarding plagiarism and academic dishonesty. Any student found to have plagiarized on any assignment may receive a failing grade for the semester. In addition, a letter describing the student's infraction and the penalty imposed may be forwarded to the Associate Dean for Undergraduate Affairs and added to the student's permanent file for consideration in actions taken by the Committee on Academic Discipline. Repeat offenders may be expelled from the University.

Academic Grievance Procedure

SPHIS follows the procedures for academic grievances as stated in the General Information section and as published in The Redbook, Chapter 6, Article 8. Any student considering filing such a grievance should consult with the Public Health Advising Center for advice and information. Academic Grievance Procedures are located in the Undergraduate Catalog. <http://louisville.edu/undergraduatecatalog/versions/17-18-catalog.pdf> - pg. 118 – 120

University Technology

University ALERT System

Students are encouraged to sign up for RAVE Alerts, which notifies you about emergencies or campus conditions that affect class/work schedules. Notifications are received via web, email and phone. [Students are encouraged to sign up for TEXT Notification.](#)

Email:

You are expected to check your university email (Cardmail) daily as that is the official communication to you from the university. Faculty and advisors will communicate to you through this system and you may miss important information about your academic status, class changes, and communication from your instructors if you do not read your email daily. Please do not communicate with university personnel through your personal email accounts as the university's email system may recognize it as spam and your message may not be delivered.

ULINK

ULINK provides students access and information about numerous student services, such as registration, grades, financial aid, admissions, campus health public safety, and advising resources. ULINK provides access to an interactive course planner, transcripts, and transfer evaluation reports for students with Test or Transfer Credit.

Blackboard

Blackboard is the online course management system used at the University of Louisville. Each semester, nearly half of all courses taught at the university have an active Blackboard presence. Some faculty use Blackboard to supplement classroom instruction, while others create totally online courses. The [Delphi Center](#) provides support to faculty members, staff and students that use Blackboard and its associated software tools.

CardSmart

CardSmart is UofL's technology platform that provides coordinated efforts to proactively support your success as a student. Students use it to identify their advisor, schedule advising appointments, and see advising notes. Students also use it to see instructors of record and review progress reports. It is accessed with your ULINK user and password.

Information Technology Services (IT)

U of L's (IT) provides a variety of technology-based services in support of the university's students, faculty and staff. IT also supports the instruction and research missions of the university by providing imaging and television services, graphical design, copy and printing services. Learn more: <http://louisville.edu/it/students-parents>

Microsoft Teams

The platform we use to support our virtual advising appointments. It is accessed with your ULINK user and password.

Keys for Success

There are many valuable approaches to studying, and we encourage you to build on your past experiences and work to develop new strengths. In this section, we provide some general advice that may be helpful to you as you progress on your academic journey.

Keep in mind that there are many resources available to you as you study:

- REACH (<http://reach.louisville.edu/>)
- Office hours with the professor
- Study Groups

Some general advice about good studying habits:

- Plan to spend 2 hours per course hour you are registered for studying. 12 hrs. X 2 = 24
- Schedule your time carefully.
- Read actively. Try to ask yourself questions as you read, jot down notes, stop to explain the concepts and put them in context. Keep yourself engaged and thinking as you read.
- Read ahead. You will get more out of your classes.
- Think ahead. Don't try to write a paper in two hours. Take some time with it. Enjoy it, and learn from it. Pause briefly to try to get the larger picture.
- Read your returned work carefully, look at the places where you may have faltered, help yourself understand them and ask the professor, TA, etc. for help. These are *learning experiences* – use them as such.
- Get study partners, and talk about the class material. Explain things to each other.
- Talk to professors, ask questions about material that is unclear to you. Students who do this do well in their classes, whatever their comfort level with the material.
- Be flexible. There are so many resources available – if one doesn't work just try out another! Do not get discouraged, something will work, and there are many people on campus interested in helping.

Opportunities

ACADEMIC PERFORMANCE + PREPARATION + INVOLVEMENT = RESUME for SUCCESS

Student Involvement

Talk with your advisor about UofL and SPHIS Opportunities

Study Abroad

Considering options? Work dually with Office of Study Abroad and International Travel and SPHIS Advising to Inquire.

Research

Talk with your advisor about UofL and SPHIS Opportunities

Graduation

Application for Degree

School of Public Health and Information Sciences Students must meet all academic coursework requirements to earn the Bachelor of Science or Bachelor of Arts in Public Health. **Students must complete an on-line degree application within the first two weeks of the semester in which the student intends to graduate.** The baccalaureate degrees offered by the School of Public Health and Information Sciences include the following requirements for completion and graduation:

1. A minimum of 120 degree-applicable credit hours
2. At least 60 credit hours earned at an accredited four-year institution.
3. At least 50 credit hours earned at the 300 level and above.
4. At least 30 of the last 36 credit hours must be taken in residence.
5. A minimum 2.0 University GPA.

How to Apply for Your Degree:

Students apply for their degrees in ULINK under Academic Resources and by selecting Degree Application. It is the responsibility of the student to submit an application for degree by the specified dates. Once submitted, a final degree audit will be completed for you and sent via. It is your responsibility to review it for issues and/comments.

PLEASE NOTE: Any student removed from the graduation list must reapply for their degree in which the student intends graduate.

Graduating With Honors

Students may be able to graduate with an honors distinction based upon the overall grade point average earned. For a student to qualify for graduation cum laude, magna cum laude, or summa cum laude, the grade point average must satisfy the stated minimum requirement and must be attained by the end of the semester before graduation. The minimum GPA requirements for graduation with honors are:

- Cum Laude: 3.5
- Magna Cum Laude: 3.75
- Summa Cum Laude: 3.9

Commencement Information

Commencement ceremonies occur twice a year (December and May). All graduates from all schools and programs are invited to attend. Official regalia must be worn to participate in these ceremonies. For information about commencement, visit this link:

<http://louisville.edu/commencement>

Degree Award Dates

Official degree conferral occurs after all degree requirements have been reached and all obligations to UofL and SPHIS has been fulfilled. Degrees are conferred three times a year: May (for spring graduates), August (for summer graduates) and December (for fall graduates).

Career Development and Next Steps

University Career Center

The University's Career Development Center offers a wealth of resources to help you get ready to transition to the workforce. Job searching, resume writing, mock interviewing, business etiquette are just a few of the skills the Career Development Center help you master. Visit this link for more information: <http://louisville.edu/career>

Graduate/Professional School

Are you thinking about applying to graduate school?

- The [University Career Center](http://louisville.edu/career) has resources to assist you.
- REACH offers review sessions for graduate exams each semester. Learn more here: <https://reach.louisville.edu/workshops/graduateexams/>
- Interested in continuing your education in Public Health, visit SPHIS Graduate Degree options: <http://louisville.edu/sphis/academics>
- UofL's School of Interdisciplinary and Graduate Studies currently has more than 149 Programs.
 - Carefully review programs and chose one most appropriate for you academic goals: <http://louisville.edu/graduate/>
 - Professional Degree Programs:
 - Doctor of Dental Medicine- DMD <http://louisville.edu/dentistry/degrees/dmd>
 - Doctor of Medicine- MD: <http://louisville.edu/medicine/admissions>
 - Juris Doctor- JD: <http://louisville.edu/law/admissions>

Alumni Association

University of Louisville Alumni Association

The Alumni Association provides services and programs that offer alumni the opportunity to remain close to their alma mater by attending and participating in a variety of events that are designed to appeal to our diverse population. Learn more about the Alumni Association here: <http://louisville.edu/alumni/about>

Student Resources and Support Services

AWARENESS OF RESOURCES	
<p>ACADEMIC RESOURCES AND OPPORTUNITIES</p> <ul style="list-style-type: none"> • Advising (Undergrad) • Resources for Academic Achievement (REACH) • University Career Center • Libraries • Disability Resource Center • Writing Center • Student Advocate • Dean of Students/ Student Affairs 	<p>WELLNESS AND SAFETY</p> <ul style="list-style-type: none"> • Campus Health Services • Counseling Center • EAT Laboratory and Clinic • Health Promotion • PEACC • Student Recreational Center/Intramurals • ULPD • Cardinal Cupboard
<p>OTHER SUPPORT SERVICES</p> <ul style="list-style-type: none"> ▪ Cultural Center ▪ International Center/Study Abroad ▪ LGBT Services ▪ Religious Life ▪ TRIO Support Services ▪ Women’s Center ▪ Early Learning Center 	

LIFE ON CAMPUS	
<p>CAMPUS SUPPORTS</p> <ul style="list-style-type: none"> • Cardinal Card • Financial Aid • Parking • Housing • Dining services • International Center • Sustainability 	<p>CAMPUS LIFE</p> <ul style="list-style-type: none"> • Clubs & organizations • Greek life • Student Government • Intramural sports • Diversity • Student Leadership • Student Newspaper

HELPFUL REFERENCES	
<p>CALENDARS</p> <ul style="list-style-type: none"> • Academic/ Holiday • Registration • Athletic schedules • Bad weather class schedule • Student events 	<p>WEBSITES</p> <ul style="list-style-type: none"> • UofL • SPHIS • Student Code of Conduct • Student Rights and Responsibilities • Student Concerns

Grade Point Average Calculations

Knowing how to calculate your GPA is an invaluable tool. It will allow you to determine what grades you need each semester in order to maintain or achieve your desired GPA. There are [Electronic GPA Calculators](#), but we also want students to understand the calculations.

Each letter grade you receive has a numerical equivalent called Quality Points.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F**
Quality Points	4	3.67	3.33	3	2.67	2.33	2	1.67	1.33	1	0.67	0

The Total Quality Points you have earned, divided by the total credits you have attempted, determines your GPA.

EXAMPLE	Grade	Credits	Quality Points	Credits x Quality Points
PHPH 100	A	1	1	4
PHUN 101	B	3	3	9
ENG 101	B	3	3	9
MATH 111	C-	3	3	5.1
BIOL 102	B	3	3	9
BIOL 104	B-	1	2.67	2.67
HSS 150	A	1	4	4
TOTAL		15(Credit Hours)		42.77 (Total Quality Points)

$(\text{Total Quality Points}) / (\text{Total Credits}) = \text{Grade Point Average (GPA)}$

$$42.77/15 = 2.85$$

You can estimate and calculate your Semester and Overall GPA.

Public Health Students must maintain a 2.0 Overall GPA. Some scholarships have higher GPA requirements.

Glossary of Terms: *Learn to Speak UofL's Language*

Catalog Year Policy - You will be allowed to complete your program requirement listed in the undergraduate catalog in effect at the time of your initial enrollment, even if there are changes during the period of your enrollment. However, if you stay out of school for two or more consecutive years, you will be required to meet any new requirements in effect when you return.

Class Number - A unique 4 or 5 digit number identifies every section of every course. In order to register for a course you will need to know the course number for each course you want. You will find this number in the first column of course listings on ULINK in the on-line schedule of classes.

Colleges at UofL with undergraduate degree program

- **A&S**– College of Arts and Sciences
- **COB**– College of Business
- **CEHD**- College of Education and Human Development
- **KENT**- School of Social Work
- **SOM**- School of Music
- **SON**- School of Nursing
- **SPEED**- School of Engineering
- **SPHIS**- School of Public Health and Information Sciences
- **ULSD**- School of Dentistry

Course Abbreviations - The four letter department found in the courses you will take here at UofL. For example, your public health major courses will be found in the following departments:

- **PHEP** – Public Health, Department of Epidemiology & Population Health
- **PHST** – Public Health, Department of Bioinformatics & Biostatistics
- **PHMS** – Public Health, Department of Health Management & Systems Sciences
- **PHPB** – Public Health, Department of Health Promotion & Behavioral Sciences
- **PHPH** – Public Health, General Public Health
- **PHUN**– Public Health Undergraduate

Course Level - Courses numbered at the 100 & 200-level are considered lower-level courses appropriate for freshmen and sophomores; Courses numbered at the 300, 400 & 500-level is considered upper-level.

Course Load - Course load refers to the number of credit hours you may take each semester. The normal program of study in the fall and spring semesters is 15 semester hours, and the maximum load is 18 semester hours. Students who have superior scholastic records may petition for additional semester hours. Students on academic warning, probation or students admitted in conditional status are limited to 13 semester hours during the fall and spring semesters and a limited number of 10 hours during the summer sessions.

Credit Hours/Semester Hour - The unit of academic credit awarded for a class. Most classes are three credit hours, which mean you will meet about three hours each week for one class.

Degree types

- **BA**– Bachelor of Arts degree
- **BS**– Bachelor of Science degree

Early Registration - provides an opportunity for currently enrolled students to register for the next semester. For example, beginning in October you can meet with an academic advisor and register for spring semester. Review your ULINK account for days and times of early registration.

Elective - These are courses that you get to choose within certain guidelines. They may be electives in the major, electives within specific divisions or free electives.

Full Time/Part Time - A course load of 12 or more semester hours constitutes full-time enrollment, an enrollment of 11 hours or less is considered part-time. Less than full time could impact your financial aid. It is the responsibility of students to inquire before dropping below full-time.

Grade Point Average (GPA) - The University calculates a University Grade Point Average which is the standard measure of performance and the official university calculation upon which academic decisions (e.g. Dean's Scholar, Dean's List, Academic Warning, Academic Probation and Suspension) are made. The GPA is determined at the undergraduate level, based upon undergraduate course work at UofL only.

HSC – refers to the Health Science Campus, which is located in downtown Louisville

Incomplete - a grade that may be given when work in a course is not completed during the semester in which it is taken. Consult undergraduate catalog for eligibility requirements and deadlines for completion.

Major - a primary field of study.

Minor - a secondary field of study. A minor is optional in most programs and usually requires 18-24 hours.

MITC – Miller Information Technology Building

Prerequisite - A requirement that you must meet before you may enroll in a certain course. Prerequisites are listed in the course descriptions found on your ULINK account under the Registrar's office.

Recitation – additional study time assigned to some classes

RSO – registered student organization

SAC – student activity center

SGA – Student Government Association

SRC – Student Recreation Center

Supplemental Courses - are courses that do not count toward any degree at UofL, but are designed to help students eliminate academic deficiencies. Placement is determined by ACT, SAT and/or Placement test scores

Withdrawal - A grade of "W" is assigned whenever you officially drop a course after the first week of class. A "W" does not enter into the calculation of your grade point average. Students who cease to participate and fail to officially withdraw by the published deadline (located on your ULINK account) can expect to receive a grade of "F".