

**University of Louisville**

**School of Public Health and  
Information Sciences**

**Master of Public Health  
Student Handbook  
2010-2011**

*Welcome to the Master of Public Health (MPH) Program of 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 MPH program office 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.*

#### **MPH PROGRAM OFFICE—CONTACT INFORMATION**

**Staff:**

Robert R. Jacobs, PhD, MS  
Director of the MPH Program  
Professor, Environmental and Occupational Health

Office of Student Services

Physical Mailing Address and Location:

485 E. Gray St.  
Louisville, KY 40202

**Telephone:** 502.852.3299      **Fax:** 502.852.3294

This handbook is organized in several sections: General Information, University of Louisville services, University of Louisville Graduate Student policies, MPH program services, MPH academic policies. Should you have any questions regarding any information contained within these pages, please contact the MPH program office.

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# 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, can all be accessed through the main university website.

### UNIVERSITY RULES AFFECTING STUDENTS

Rules and Policies affecting students are published in the Student Handbook at: <http://campuslife.louisville.edu/policies/studenthandbook/>. 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.

Several items will be covered in detail during New Student Orientation.

### 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 an inclement of weather during the time when classes meet, be sure to follow the delayed class schedule for bad weather.

## **PARKING**

Please refer to the website below for parking requirements and information  
[http://www.louisville.edu/admin/dps/parking/parking\\_home.htm](http://www.louisville.edu/admin/dps/parking/parking_home.htm)

## **EMAIL**

All U of L Students have a **GroupWise** email account. The GroupWise 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 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://campuslife.louisville.edu/counseling/>.

## **UNIVERSITY LIBRARIES**

The University library system consists of the Main Library, the Fine Arts Library, the Law Library, the Music Library, the Health Sciences 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 [www.louisville.edu/campushealth/insurance](http://www.louisville.edu/campushealth/insurance). The Insurance Advocate, Linda Westenhofer, 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: [www.louisville.edu/disability](http://www.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://campuslife.louisville.edu/career/students/>

## **UNIVERSITY STUDENT RESPONSIBILITY/HONOR CODE**

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://campuslife.louisville.edu/>

## 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 <https://docushare.louisville.edu/dsweb/Get/Document-24025/SPHIS+Catalog+2008-2009+20090508.pdf>

### 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 MPH 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 docushare at: <https://docushare.louisville.edu/dsweb/View/Collection-6546>

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 policies students should go to DocuShare. Additional policies may be developed and modifications made to existing policies. Students should periodically review the policies posted on DocuShare.

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

Any student considering filing such a grievance is advised to review the academic grievance procedure in the U of L student handbook:

<http://campuslife.louisville.edu/policies/studenthandbook/pages/academicgrievance.html> 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](mailto:brenda@louisville.edu)) 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 MPH Program. To request transfer credit students **must** provide course syllabi and official transcripts for each course. Only courses in which the student earned grades of "B" or better will be considered for transfer. Hours and quality points earned at other institutions are not included in the calculation of a student's GPA.

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

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

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

## **WITHDRAWAL FROM 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>). In exceptional cases, the associate dean responsible for academic affairs may grant a student's request to withdraw from courses because of illness or conditions beyond the student's control. Poor performance is not a valid reason to grant an exception.

- **Withdrawal From MPH Program**

Students may withdraw from the MPH Program at any time and may receive a proportionate refund for courses being taken during the term of withdrawal based on the *Student Withdrawal Refund Policy*. Information pertaining to this is at [www.louisville.edu/vpf/bursar/student/tuition.htm](http://www.louisville.edu/vpf/bursar/student/tuition.htm). **At the time of withdrawal, a student must notify the MPH 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 MPH Program for failure to meet the academic requirements, readmission will be considered only with a recommendation from the program director. The student's petition for readmission should be supported by a statement from the faculty/program director that justifies a readmission decision. The statement should clearly set forth conditions that the student must meet in order to establish good standing. Students dismissed from the Program for 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 Dean of 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 IN THE 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](mailto:riclar01@louisville.edu). Career development workshops will be offered during each semester. A calendar of events will be created and distributed and each workshop will be offered twice to accommodate day and evening students.

## 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. No in-person registration is permitted.

- For entering and returning students is in good academic standing and/or admitted UNCONDITIONALLY, he/she 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 MPH 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 formation, consult: <http://www.louisville.edu/student/services/registrar>. Please contact the MPH program coordinator if registration assistance is needed.

## **PLAGIARISM AND CHEATING**

It is expected that a student in the MPH Program will refrain from plagiarism and cheating. Plagiarism and cheating are serious breaches of academic conduct and may result in **permanent, 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://campuslife.louisville.edu/policies/studenthandbook/> . 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://docushare.louisville.edu/dsweb/View/Collection-6546>

## SECTION III

### MPH PROGRAM SERVICES

#### MPH PROGRAM OFFICE HOURS

The staff of the Office of Student Services is typically available for any student concerns at 502-852-3289. Appointments are *strongly* encouraged and preferred, with email being an acceptable method of resolving student concerns.

#### FACULTY OFFICE HOURS

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

#### ADVISING AND MENTORING

An academic mentor will serve as your advisor during your second year of the program. Typically the MPH program does not assign an advisor during your first year due to the prescribed curriculum. If you would like an advisor for your first year, please contact the MPH Program and an advisor will be determined.

#### REGISTRATION FOR MPH 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. No in-person registration is permitted.

**Students must first contact the MPH coordinator and/or their academic mentor to discuss course selections.**

- For entering and returning students is in good academic standing and/or admitted UNCONDITIONALLY, he/she 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 MPH 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 formation, consult: <http://www.louisville.edu/student/services/registrar>. Please contact the Office of Student Services if registration assistance is needed. **SPHIS DOES NOT OBSERVE FALL BREAK!**

## **FORMS OF COMMUNICATION: GROUPWISE AND BLACKBOARD**

The primary vehicle for announcements will be the GroupWise email system. Prior to or during New Student Orientation, students will have GroupWise accounts created for them by U of L 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 MPH Program will utilize Blackboard to some degree. The extent of that utilization will be determined by the individual course director.

## **STUDENT ACTIVITIES**

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

Additionally, as community volunteer experiences and opportunities arise, the Program Office will notify students of such via email or notices in their respective mailboxes.

## **MPH STUDENT DRESS CODE**

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

## MPH ACADEMIC POLICIES

***SPECIAL NOTE:*** For any information not presented or discussed in this section, the SPHIS Catalog and Rules and Policies published in DocuShare 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 MPH 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 MPH Program believes that regular assessment of students and feedback to them is essential to effective teaching and learning. The MPH 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.

- **Academic Mentors.** In the second year of the program, or after students have identified their target area of concentration, their departmental academic mentor will meet with the student to discuss their academic interest. The Academic Mentor will serve as the student's practicum advisor. Additionally, it is the responsibility of the Academic Mentor to meet with the student to: 1) assess the progress of the student toward achieving the competencies of the MPH Program; 2) assess the individual academic and professional goals of the student; 3) discuss options for field placements and special projects as needed, and; 4) address any apparent or emerging problems identified by the student or other faculty members.

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

- **Academic Review Process:** The MPH Program will maintain steady contact with program faculty in assessing student performance and progress.

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

## ACADEMIC STANDING

- **Good Standing:** An MPH 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:** An MPH 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 responsible for academic affairs may approve continuation beyond a single semester.

## GRADES AND GRADING POLICIES

The University of Louisville utilizes a plus/minus grading system. **It is at the discretion of the instructor or course director to determine the use of plus/minus grading.** The following is the grading scale:



## Grade Quality Points

A+	4.0
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

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

## Other Grades

- "W" - means Withdrew and carries no quality points. **No student may withdraw from any course after the published drop date.** In exceptional cases, the dean may grant a student's request to withdraw from courses because of illness or conditions beyond the student's control. Poor performance is not a valid reason to grant an exception.
- "I" - means Work in Course Incomplete. **If the work is not completed by the end of the next term, regardless of whether the student is enrolled, the "I" automatically becomes an "F".**
- "X" - means course work has not been finished because of the nature of the research or study involved, e.g., thesis work. This grade is reserved for courses that by their nature extend beyond one semester. This grade may not be used for coursework that is confined to a semester but not completed by the student.

## ACADEMIC COURSE LOADS

- **Full-Time Study.** Full-time study is defined as being 9 hours of credit during a regular semester or 6 hours during the summer term or 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 MPH program is defined by taking less than 12 hours per semester. This option must be discussed with the MPH program office prior to matriculation. Students who go part time generally will 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 MPH program who will then submit the request to the associate dean responsible for academic affairs*, Permission to enroll for excess hours is granted on a case by case basis. Approval of additional credit hours will be considered only after completion of the first semester of the MPH program. For consideration students must be in good academic standing (GPA >3.0) and not have received a grade below B in any class. In no case will more than 3 additional credit hours be approved for a given semester. Request to take additional credit hours must be at the beginning of the registration period for the semester in which the desired class is offered. For questions regarding the correct process for initiating the additional course request, contact the MPH program office.
- **Satisfactory Progress.** All graduate students are expected to make steady and satisfactory progress toward the completion of degrees. Students who fail to enroll for a period of more than 12 months will be considered to have withdrawn from the program. Students who seek to return after such a period of time are required to apply to their departments or programs for readmission. Based on the request of the department or program, the associate dean responsible for academic affairs will consider the student for readmission.

## REPETITION OF COURSES:

- **Repetition of Courses for any grade of C.** A student who has received the grade of less than B- may repeat that course upon the approval of the director of the MPH program and the associate dean for academic affairs. When a student repeats a course, the grade point average will be calculated on the basis of the last grade earned, although all previous grades will remain on the transcript.
- **Repetition of Courses for grades of D or F.** MPH students making a grade below C- or a grade of fail in a 'Pass-Fail' must repeat the course to complete the MPH degree. When a student repeats a course, the grade point average will be calculated on the basis of the last grade earned, although all previous grades will remain on the transcript.

## COMPLETION OF DEGREE REQUIREMENTS

Candidates for the MPH degree must complete all required academic coursework with a minimum 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 director and should be specified in the course syllabus.

## **SELECTION OF A CONCENTRATION**

At the close of the first year and prior to the start of the second year of the program, students will select a concentration. The selection of a concentration and the Practicum Experience are heavily linked. Students will be encouraged to identify their concentration in one of the five core areas (biostatistics, environmental and occupational health, epidemiology, health behavior or health management) when they matriculate. Students that are undecided on matriculation must declare their major by April 1<sup>st</sup> of the first academic year (based on an August matriculation). There will be opportunities presented through the spring semester for interaction with the departments and their respective faculty. Process for concentration declaration and greater information on concentrations will be given at the appropriate time.

## **COMMUNITY PRACTICUM**

All MPH students must complete a community-based, health-related practicum. The practicum is designed to be a multi-hour project, to typically be completed over the span of two semesters. During the first semester, the students develop a 'learning contract' that describes the work plan and specific deliverables for the practicum. In the second semester, the students conduct the work of the practicum and write a final report and make an oral and poster presentation. A separate Practicum Experience manual will be distributed at the appropriate time, normally during the spring semester prior to the practicum.

Guidance for the practicum is located in Docushare. The student is specifically referred to the following procedures for initiating the practicum.

- Information for Faculty, Staff, and Students about Practice Site Agreements  
<https://docushare.louisville.edu/dsweb/Get/Document-25608/Information+for+Faculty+and+Students+About+Practice+Site+Agreements+v2.pdf>
- Procedures for Executing Agreements Related to MPH Practicum  
<https://docushare.louisville.edu/dsweb/Get/Document18638/Procedures+for+Executing+Practice+Site+Agreements+v5.pdf>