

Master of Public Health

Student Handbook
2021 - 2022



IUPUI

RICHARD M. FAIRBANKS
SCHOOL OF PUBLIC HEALTH

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IUPUI Mission and Vision

IUPUI, a partnership between Indiana and Purdue universities, is Indiana's urban research and academic health sciences campus. IUPUI's mission is to advance the state of Indiana and the intellectual growth of its citizens to the highest levels nationally and internationally through research and creative activity, teaching and learning, and civic engagement.

By offering a distinctive range of bachelor's, master's, professional, and Ph.D. degrees, IUPUI promotes the educational, cultural, and economic development of central Indiana and beyond through innovative collaborations, external partnerships, and a strong commitment to diversity.

IUPUI's vision is to be a leading urban research institution recognized for the success of its students, its advances in health and life sciences, and its intellectual, economic, and cultural contributions to the well-being of the citizens of Indianapolis, the state of Indiana, and beyond.

IU Richard M. Fairbanks School of Public Health Mission, Vision and Values

The Fairbanks School of Public Health is dedicated to the pursuit of health for all people. Health is defined as the capacity to develop full human potential, not simply the absence of disease. In promoting the health of communities, we emphasize the prevention of disease and injury and recognize the interconnectedness of the physical environment and ecosystem to the health of the community. We strive to ensure that the interests of the public are represented in health policies and practices and supports activities that promote this comprehensive view.

The School is committed to the principles of equality, shared decision-making, and a focus on the social, biological and environmental determinants of health which are central tenets of healthy communities and social justice. We embrace collaborative and participatory activities as a means of working collectively with other institutions and organizations in the community, across the state, nationally and internationally to ensure healthy communities and populations, a prerequisite for social justice. While the traditional regulatory, legal and legislative functions of public health remain as important as ever today, public health is dynamic and must respond in innovative ways to emerging challenges to world health.

MISSION: The mission of the Indiana University Richard M. Fairbanks School of Public Health is to cultivate innovative, interdisciplinary, community engaged education, research and service and prepare leaders in public health and health care.

VISION: The Indiana University Richard M. Fairbanks School of Public Health is a leader in improving the health of the people of Indiana, the nation and the world.

CORE VALUES: The Indiana University Richard M. Fairbanks School of Public Health has established core values to guide all aspects of teaching, research and service: collaboration, commitment to social justice, environmental consciousness, cultural competency, equity, innovation, respect, and sensitivity to diversity.

MPH Foundational Competencies

Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

21. Perform effectively on interprofessional teams

Systems Thinking

22. Apply systems thinking tools to a public health issue

MPH Concentration-Specific Competencies

All MPH graduates attain concentration-specific competencies in addition to the [22 Foundational Competencies](#). The concentration-specific competencies define the depth or enhancement for each of the concentrations. At least one specific assessment activity (i.e. component of existing course, paper, presentation, test) will occur for each concentration-specific competency, during which faculty validate the student's ability to perform the competency. These assessment activities are spread throughout the student's plan of study in courses that are required for the concentration. The concentration-specific competencies are available on the website on each MPH concentration page.

Campus and School Policies

Coronavirus (COVID-19): What Students Need to Know

Indiana University and IUPUI are prepared for an in-person fall 2021 semester, and in support of the well-being of students, faculty and staff students should consult the [IU resource guide](#) for the most up to date guidance for a healthy and safe return to campus .

Academic Integrity and Avoidance of Plagiarism

Students in the MPH Program are expected to conduct themselves as professionals and avoid acts of plagiarism, cheating, or other forms of academic dishonesty. As outlined in the IUPUI Code of Students Rights, Responsibilities and Conduct, "the procedure for imposing academic and disciplinary sanctions are designed to provide students with due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any." If a student is found to have participated in an act of academic misconduct, it will be dealt with immediately. The following steps will be followed.

Step 1: The instructor will notify the student in writing (via email or hard copy) of the offense and penalty. Penalties can include, but are not limited to, the following:

- Warning
- Lower grade for the assignment in which the infraction occurred
- Failing grade for the assignment in which the infraction occurred
- Failing grade for the course
- Recommendation for suspension or dismissal from the school.

Step 2: The student will be invited to meet with the instructor to discuss the situation in person (or via Zoom, if necessary) as soon as possible. A third party (faculty or staff member) from the Fairbanks School of Public Health will be in attendance at this meeting. The student will have an opportunity to share his/her comments and respond to the allegation. If the instructor concludes that the student did commit an act of academic misconduct, the instructor will complete the Academic Misconduct Reporting Form, with signatures, and submit a copy to the student, and the

Department Chair. If the instructor concludes that the student did not commit an act of academic misconduct, the form is not completed.

Step 3: The outcome of the meeting will be documented in writing via email within five business days with copies sent to the student, and the Department Chair. Acts of misconduct that warrant a recommendation for suspension or dismissal from the school will go before the MPH Academic Progress Review Committee for deliberation and decision. If the student disagrees with the decision of the instructor or the Academic Progress Review Committee, the student has the right to appeal the decision by Department Chair following the procedures and time period outlined in the IUPUI Code of Student Rights, Responsibilities and Conduct <http://studentaffairs.iupui.edu/student-rights/student-code/>.

Academic Probation:

In order to be in good academic standing, the MPH Program requires students to maintain a minimum 3.0 cumulative GPA. Students will be placed on academic probation if their cumulative GPA falls below a 3.0. Students on academic probation are given one semester to bring their cumulative GPA to a 3.0 or higher. Students who are unable to bring their GPA up to 3.0 after one semester will have their academic progress reviewed by the MPH Academic Progress Review Committee, and a decision will be made as to whether or not they may continue in the program.

Application for Graduation:

Students are required to notify FSPH Student Success of their pending graduation by completing the *Application for Graduation Form* found in the Student Portal of the Fairbanks School of Public Health website. The Division of Student Success will notify students of graduation application deadlines via email.

Change of Address:

It is important that students keep their mailing address up-to-date with the school and the university. This will ensure the prompt delivery of school-related information. Please note that official university mail for students on the IUPUI campus is sent to the student's current address. Please complete a change-of-address using [One.IU https://one.iu.edu/](https://one.iu.edu/) and notify the FSPH Division of Student Success whenever your mailing address changes.

Course Authorization:

Please contact FSPH Student Success if you need authorization to enroll in certain courses, such as independent readings courses, internships or independent project courses.

Course Revalidation Policy:

Normally, MPH courses may not be counted toward the MPH degree requirements if the credit earned was completed more than five years prior to the awarding of the MPH degree. The faculty advisor may, however, recommend that courses taken beyond this time frame be revalidated if it can be demonstrated that the student's knowledge contained in the course(s) remains current. Currency of knowledge may be demonstrated by passing a more advanced MPH course in the same subject area, completing an MPH internship or final project in which the student demonstrates

substantial knowledge of the content of the course, applying the knowledge and skills from the course in the student's current employment, serving as a teaching assistant in a comparable or more advanced course, or publishing scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course. Each course under consideration for revalidation should be justified separately.

Course Transfer:

In some cases, a student may be eligible to transfer course work/credit hours earned at another accredited academic institution into the MPH Program. Students transferring from a CEPH-accredited program or school may transfer up to 15 credit hours of required or elective graduate coursework into the MPH Program, if a grade of "B" or better was earned. Students transferring from a non-CEPH-accredited program or school may transfer up to 9 credit hours of required or elective graduate coursework into the MPH Program, if a grade of "B" or better was earned.

To request transfer of credit, current MPH students may obtain the *Transfer Request* form from the Student Portal of the school's website. Students should attach a copy of the syllabus for the course credits to be transferred, along with other supporting documentation as needed. The course director and student's faculty advisor will evaluate the transfer request. They will consider the following criteria when making the decision:

- The course being evaluated for transfer credit must have been taken for graduate credit and the student must have received at least a "B" in the course ("B-" or lower is not acceptable for transfer credit)
- The course being evaluated must have been taken within the past three years.
- The topics covered must be similar to the topics covered in the MPH course as demonstrated by a comparison of the syllabi and other materials from the two courses, and other materials as needed.
- The course objectives must be similar to the objectives covered in the MPH course, as demonstrated by the syllabus.

When the decision regarding transfer of credit has been made, the student will be notified via email.

Leave of Absence Policy:

MPH Leave of Absence Notification

The purpose of a leave of absence notification is to certify that the student has left the university for a period of time due to their inability to perform the essential functions associated with being a student in their graduate program. To request a leave of absence, students must submit a *Leave of Absence Request*, which is available on the school's website under the Student Portal. The leave of absence request will automatically be routed to the student's faculty advisor and to FSPH Student Success. Written support from the student's faculty advisor confirming the need for a leave of absence must be documented in the student's file.

Generally, a leave of absence will not be granted to a student who has completed less than 7 credit hours or who is not in good academic standing. A non-medical leave of absence will not be granted if the request is submitted within two weeks of the end of a semester. The maximum cumulative leave of absence for personal or health problems may not exceed 18 months. No student may be granted a leave of absence solely because of poor academic performance.

MPH Return from Leave of Absence Notification

The purpose of the return from leave of absence notification is to certify that the student, previously granted leave of absence, is fit to return to the university and perform the essential functions of student's position in their graduate program. Students must submit a *Return from Leave of Absence* form which will route to the student's faculty advisor and FSPH Student Success. Authorization is required, prior to returning to the program.

Student Code of Conduct:

Every Indiana University student is responsible for reading and understanding the Student Code of Conduct, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Students Rights, Responsibilities and Conduct (<http://studentcode.iu.edu/>) is intended to identify basic rights, responsibilities, and expectations of all students and student groups, and to serve as a guide for the overall student experience at Indiana University.

Campus and School Resources

Adaptive Education Services (AES):

The Office of Adaptive Educational Services remains committed to providing equitable access to an IUPUI education for all. Sign language interpreters, note takers, readers, exam proctors, and classroom accommodations are some of the services offered by Adaptive Educational Services. For more information, call 317-274-3241 or visit the AES website at <http://aes.iupui.edu/>.

Bookstore:

After you register, visit the bookstore website to view a complete textbook listing. Books are typically listed two weeks prior to the beginning of the semester.

To order your textbooks online, visit the Barnes & Noble at IUPUI Bookstore website <https://iupui.bncollege.com/shop/iupui/page/find-textbooks>. You can search for your books using the customized textbook listing, add them to your cart, pay for your books, and have them shipped to your home.

Barnes and Noble IUPUI Bookstore

IUPUI Campus Center, 1st floor

420 University Blvd.

317-278-2665

Bursar Office:

For all fee and fee payment information please visit the Office of the Bursar website at <https://inbursar.iupui.edu/>. Information regarding topics such as refunds, billing due dates, how to pay bills, pay options, fee lists, tuition/fee estimators and other services can be found on this

website. Refund periods are posted on the Office of the Registrar website.

Campus Computer Labs:

Student Technology Centers (STCs) at IUPUI can be found at this link: [Student Computer Labs](#). Computer labs are located in the Business/SPEA Building, Campus Center, Cavanaugh Hall, Education/Social Work Building, Engineering/Technology Building, Herron School of Art, Hine Hall, Informatics & Computing Technology Complex, Lecture Hall, Nursing Building, Science Building, Taylor Hall, and University Tower.

Campus Map:

IUPUI's official interactive online campus map can be found at: [IUPUI Campus Map](#).

Canvas:

Indiana University uses Canvas as its learning management system. To learn more, visit Canvas website at [CANVAS](#).

Counseling and Mental Health Services (CAPS):

The Office of [Counseling and Mental Health Services](#) provides direct professional mental health services including crisis response, counseling, assessment, and referral that are accessible to, and provided for, the general well-being of all IUPUI students. A range of counseling services are available.

E-mail:

E-mail using the IU email address is considered the appropriate mechanism for official communication from Indiana University to IU students. The University reserves the right to send official communications to students by email with the full expectation that students will read these messages in a timely fashion.

Official university e-mail accounts are available for all students once they have been admitted to the University. Official university communications will be sent to students' official IU e-mail address.

Students are expected to check their e-mail on a frequent and consistent basis in order to keep abreast of university-related communications. In addition to their university e-mail account, students should also check for course-related e-mail within Canvas. The same user ID and password are used for the university e-mail system and Canvas.

Students who choose to have their e-mail forwarded to a private (non-university) e-mail address outside the official university network address do so at their own risk. The University is not responsible for any difficulties that occur in the proper or timely transmission of e-mail forwarded to any unofficial e-mail address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent through students' official IU e-mail addresses. Instructions about forwarding e-mail are at One.IU.

Financial Aid Office:

The Office of Student Financial Services administers federal, state, university, and private funds in the form of scholarships, grants, loans, and work-study part-time employment. The Office of Student Financial Services ([Financial Aid](#)) is located in the IUPUI Campus Center room 250A. Students can contact the office by phone 317-274-4162.

Help Desk Information:

Students who need help with email, Canvas, or One.IU accounts should contact the campus support center or help desk at: 317-274-4357 (274-HELP). Phone support is available 24 hours a day, seven days a week. You can also e-mail the Help Desk at ithelp@iu.edu.

IU Ware:

IU Ware ([IU Ware](#)) is a software distribution service for Indiana University students, faculty, and staff. IU Ware offers a wide variety of software packages at no charge, including Office 365, Windows 10 Education, Digital Publishing Suite, ArcGIS, NVivo, SPSS 25, Creative Cloud, Qualtrics, Acrobat and others. Software packages include antivirus and office applications. The University pays for the relevant licenses through agreements with vendors, allowing students, faculty, and staff to use the programs available through IU Ware free of charge. The IU Ware server is regularly updated, so patches and upgrades for IU-supported software are consistently available.

Libraries on Campus:

The Public Health Librarian is available to assist students and can be contacted at [Library Resources for MPH Students](#). Students are welcome to use any of the [Libraries on Campus](#). Locations include the University Library, Ruth Lilly Medical Library, Ruth Lilly Law Library, Dental School Library and Herron School of Art Library.

One.IU:

One.IU <https://one.iu.edu/> is Indiana University's web-based application portal that provides a common front door to online services at all IU campuses. For example, you may view your current schedule, Bursar and Financial Aid information, and transcript through the Student Center app on One.IU. You may also change your mailing address through this system.

Online Learning:

Students who have never registered for an online course before may have the impression that online courses are less intensive and easier than face-to-face courses, *but this is not the case*. Online courses require active student involvement and assignments must be completed within a specific timeframe. Students should expect to work just as hard, if not harder, in the online courses.

Parking and Transportation:

Parking permits are available on-line through [Parking and Transportation Services](#). Parking and

Transportation Services offers complimentary emergency services, including jump starts and air for your tires. Students may also purchase parking permits in person at the Parking Services office on Vermont Street, 1004 W. Vermont Street, Indianapolis, IN 46202. Parking Services hours are: M-F: 8:00 a.m. - 5:00 p.m. Questions can be directed to 317-274-4232.

Public Safety Escort:

If you are on campus alone at night, the IUPUI Safety Escort Service can provide someone to walk or drive you to your car or another campus destination. Call 317-274-SAFE (7233).

Registrar's Office at IUPUI:

Academic Calendars: The Office of the Registrar maintains all academic calendars. Semester and long-term academic campus calendars can be accessed at [IUPUI Calendar](#).

Course Withdrawals: It is important for students to withdraw formally from a course in a timely fashion, whenever circumstances prevent students from completing it. Students who stop attending class without properly withdrawing from the class will receive a grade of F. Note that withdrawals near the end of the term are *rarely* granted. Poor performance in a course is not grounds for a late withdrawal.

In the event that a student needs to withdraw from a course, the faculty advisor should be consulted to explore all options and ensure a proper understanding of the process for withdrawing from courses.

There are two types of withdrawals, which depend on the timing of the withdrawal:

1. A **timely withdrawal** is one that occurs during the Office of the Registrar's official withdrawal periods.
2. A **late withdrawal** is one that occurs after the official withdrawal periods. These withdrawals are considered only under extraordinary circumstances. Poor performance is not grounds for a late withdrawal. Students should be prepared to substantiate reasons for late withdrawals.

Examples of qualifying circumstances include:

- Medical/hospital stay/illness
- Accident
- Incarceration
- Psychological/emotional issues
- Death of family or friend
- Eviction/homelessness
- Issues with a class/faculty (this has to be a well-documented situation)
- Other major life event that severely impacts the student/family

Examples of documentation are not limited to but may include:

- Doctor’s note on letterhead indicating that you are unable to complete the semester due to medical/psychological issues (include dates)
- Hospital admittance papers
- Legal documents (i.e. police reports, eviction notice)
- Counseling services or CAPS
- Other official documentation not listed above

Students may not withdraw from a course after completing the course requirements. Students who seek to change a course grade to a W after the conclusion of a course must follow the *Grade Appeal* procedure. Such a request is *rarely* granted and requires extraordinary circumstances that prevented the student from withdrawing during the normal semester. Poor performance in a course is not grounds for seeking a grade change after the completion of a course.

Students may use either eDrop format to adjust their schedules. Instructions for eDrop are available at [Student Central](#). Students can contact FSPH Student Success with questions about dropping or adding a course.

Deferred Grades: A deferred (R) grade indicates that the work is passing at the end of the semester, but a portion of the required course work has not been completed. An “R” grade will appear only for Applied Practice Experiences (internships) and Integrated Learning Experiences (Capstone or Concentration Projects). The R grade will remain on the transcript until the work is completed and the advisor has assigned a grade.

Drop / Add Schedule Adjustments: Any fall or spring semester requests to drop or add courses after the first week requires the approval of the student’s faculty advisor. Added courses after the first week also require the instructor’s signature for the course the student wishes to add. The eDrop and eAdd processes at specific points in the term, as outlined on the [Student Central](#) website.

Students are responsible for adjusting their schedules by following the official campus procedures. Students who fail to follow the official process for dropping a course may jeopardize their academic record. Students should be aware that not attending a class and/or not paying for a class are not ‘official’ ways of dropping a course.

Grading Systems and Standards: The FSPH has adopted the grading system and grade point values of Indiana University and faculty typically use this scale unless otherwise noted in the course syllabus. Any course grade below a “B” will not count toward the MPH degree. Faculty have the discretion to issue “+” or “-” grades and they have the discretion to adjust the grading scale. Consult each course syllabus for the grading scale.

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

A (4.0) Outstanding achievement. Student performance demonstrates full command of course material and evinces a high level of originality and/or creativity that far surpasses course expectation.

A- (3.7) Excellent achievement. Student performance demonstrates thorough knowledge of course materials and exceeds course expectations by completing all requirements in a superior manner.

B+ (3.3) Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.

B (3.0) Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and performs at an acceptable level.

B- (2.7) Marginal work. Student performance demonstrates incomplete understanding of course materials.

No points are assigned for the following grade symbols: I (incomplete), R (deferred), NC (no credit), NR (no report by the instructor), S/F (satisfactory/failure), or W (withdrawn).

Students in the MPH Program and the Graduate Certificate in Public Health must maintain a minimum cumulative grade average of 3.0 in their coursework each semester to remain in good standing. Courses approved as part of the student's curriculum requirements are included in the calculation of the MPH Grade Point Average (GPA).

Only courses with a grade of "B" or better will count toward graduation from the MPH Program or completion of the Graduate Certificate in Public Health, however ALL grades (except ineligible course work and transfer credit) completed to fulfill program requirements are used in computing the GPA for the MPH or Graduate Certificate in Public Health.

If a B- or lower is earned in an **elective** course, the elective course may be repeated or an alternate elective course may be taken in its place until a grade of B or better is earned in the elective course. If a B- or lower is earned in a **required** course, the required course must be repeated until a grade of B or better is earned. All grades (including those from original and repeated courses) are used to calculate the student's cumulative GPA.

Students who feel there was a miscalculation in a final grade may speak directly with the course instructor to resolve the matter. Unresolved matters at the instructor level may be appealed in writing to the chair of the department. Unresolved matters at the department chair level may be appealed in writing to the dean.

Grade Point Average Calculation: An easy to use resource for calculating semester and projected GPA's can be found at [Calculate My GPA](#).

Incomplete Grades: A grade of incomplete (I) indicates that a substantial portion (but not all) of the work in a course has been satisfactorily completed by the student by the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the

student to the established time limits for completing the work. Students should contact their instructor to determine if they are eligible for the incomplete grade. Poor performance is not grounds for an incomplete grade. The Fairbanks School of Public Health follows campus guidelines, which can be accessed at [Incomplete Grade](#).

Incompletes must be removed within a time period specified by the instructor, but the time period may not exceed one year after the semester in which the student was enrolled in the course. The incomplete will revert to an 'F' if not completed within 12 months.

Missing Classes (Including Exams): It is the student's responsibility to attend every class session. The instructor is not obligated to excuse any student from assignments or presentations or exams, or allow a late (or early) submission. Each student is responsible for knowing their instructors' policies for absences so the student can properly handle those days when they are ill or otherwise cannot attend class. Consult your course syllabi for instructors' policies regarding absences.

Pass/Fail Option: MPH students may not elect to take a graded course using the pass/fail option.

Registration: Students register for courses via the Student Center app on [One.IU](#). Visit [Steps to Register](#) for the IUPUI Registration Guide. Students may register by computer through the first week of classes. Students who have not attended IUPUI in the previous semester must call the Office of the Registrar at 317-274-1519 or FSPH Student Success 317-278-0337 to request "Term Activation" before they can register. Students who have been out of the IU system for two or more consecutive terms must contact the FSPH Office of Student Services at 317-278-2000 before registering. Information about late registration fees can be accessed at [Registration](#).

Students Called to Active Duty: Any student who is a member of the U.S. armed forces or the Indiana Military Reserves and is called to active duty, specialized training, or as part of disaster relief efforts is encouraged to finish his/her coursework if at all possible. Students who cannot complete their courses have the option of withdrawing from all courses with 100% refund of tuition and fees, if they meet certain requirements. Alternatively, students who are called to active duty may qualify for an incomplete grade. The complete campus policy is available at [Veterans and Military Personnel](#).

Withdrawal: There are circumstances when the "W" is an appropriate grade. The "W" indicates that the student has withdrawn from the course after a portion of the term has lapsed. A grade of "W" is automatically assigned if withdrawal occurs after the first week but before the end of the regular withdrawal period. After that time, it is necessary to petition for a withdrawal. If the petition is granted, the student may withdraw and a "W" will be assigned for the course. The electronic drop/add form is available at One.IU and must be completed and signed by the student, instructor, and the student's advisor.

Student Advocate:

The IUPUI Student Advocate provides objective, impartial and confidential assistance to students, faculty and parents in situations involving students. Anyone who has a student related question, complaint, conflict or general concern may contact the Student Advocate Office as an initial, neutral, and confidential first step toward resolution. The Student Advocate may also be able to assist students who are experiencing financial emergencies by helping them identify potential

sources of emergency funding. The Student Advocate can be reached at 317-274-3699 or visit website at [IUPUI Student Advocate](#).

Reporting Sexual Misconduct:

Students have several options for reporting incidents of sexual misconduct. One way is to submit a report to the university using the [IUPUI Reporting Form](#). Another way is to contact the Indiana University Police Department at 317-274-7911 or Indianapolis Metro Police by calling 911 to make a report. Most IUPUI employees are considered “responsible employees” under the Indiana University Sexual Misconduct Policy and are required to report incidents of potential sexual misconduct to Title IX officials on campus. This may include sharing information with law enforcement in compliance with the [Clery Act](#). Faculty and staff will also provide students with information on how they may seek additional assistance from police, but students retain the right to decline involvement with law enforcement.

Student Health Services:

A student's health plays an important role in success in the academic environment. Our campus offers many resources and opportunities for students with health concerns. All IUPUI students may receive care through Student Health at [Student Health & Wellness](#) on a fee for service basis.

Student ID Cards:

The IUPUI [Crimson Card](#) is free to all enrolled students at IUPUI. The IUPUI Crimson Card can be used as campus identification, a library card, a print release validation card, and a recreation sports card. The IUPUI Crimson Card may also be used by students, faculty and staff to purchase food and drinks from campus vending machines as well as from various dining locations across campus and around town. Crimson Card [discounts and deals](#) are available.

Student Insurance Plans:

Information about IU Student Health Insurance Plans including rates, benefits, and provisions can be found at [Student Health Insurance](#).

University ID Number (UID):

The university does not use social security numbers as a student's primary identification number. While in most cases, students will be able to complete their business with the university through One.IU by use of a user ID and password, there may be occasions when a student ID number may be required. Students may obtain their university ID number by viewing the Personal Information app in One.IU or by bringing photo identification to the IUPUI Office of the Registrar.

University Writing Center:

The [University Writing Center](#) (UWC) is a service available to all IUPUI students. Students can work one-on-one with experienced readers and writers to improve their writing process and receive constructive feedback on their assignments. Students can schedule a session online, stop by one of the UWC locations, or call 317-274-2049. When scheduling online, please note that graduate students must work only with [faculty](#) consultants in the writing center.

MPH Student Involvement

Student Representation on Fairbanks School of Public Health Committees

MPH Student Association. - This committee represents all students enrolled in the MPH Program. Student leaders are involved in new student orientation, student gatherings, social events, service activities, and graduation. This committee meets monthly or as needed.

Masters Program Committee - This committee reviews proposals for new courses and dual degrees, recommends actions to the Faculty Assembly, discusses issues related to the MPH Program, and reflects on short-term and long-term planning matters (public health competencies, course development, and curriculum content). This committee meets monthly. The MPH Student Association President or their designee serves as the MPH student representative on this committee.

Graduate and Professional Student Government ([GPSG](#)) - The GPSG is the student government body for all graduate programs on campus. At least one FSPH graduate student attends the IUPUI GPSG meetings to represent the graduate programs in our school. The GPSG meetings occur once a month and a representative from the FSPH is required to attend.

MPH Community Practice Committee (CPC) - This committee includes faculty, practitioners and students. Committee members discuss matters related to the practice component of the MPH curriculum, particularly the Applied Practice Experience (APE) and the Integrated Learning Experience (ILE). Among the topics are identification of sites and preceptors, definition of student and preceptor expectations, and evaluation of the practical experiences. Meetings are typically held three times a year.

IUPUI Student Affairs

The IUPUI Division of Student Affairs provides student-centered services, consulting, facilities, learning experiences and programs for students, faculty, staff, alumni and the community. For more information, visit [Student Affairs](#).

Delta Omega

Delta Omega is the national honorary society for students in public health. Induction into Delta Omega is a highly competitive process and requires nomination by the FSPH faculty. Students do not apply for membership in Delta Omega, rather, they are nominated by faculty toward the end of their MPH education based on academic performance, dedication to quality in the field of public health, and protection and advancement of the health of all people. Graduating students are considered by faculty for nomination into Delta Omega in the spring of each year.

Each chapter of Delta Omega elects new members from five groups:

1. A percentage of students graduating with their MPH degree
2. One student graduating with the BSPH degree
3. One faculty member at the school of public health
4. A percentage of alumni actively engaged in public health work
5. One honorary community member who demonstrates exemplary dedication to public health

MPH Curriculum and Plan of Study

Curriculum - Students may complete their MPH degree on a part-time or full-time basis. Students should consult their faculty advisor if they plan to enroll in more than 9 credit hours in one term. Requirements for each MPH concentration are available on the website at [MPH Plans of Study](#). Students may choose to complete a dual concentration (two MPH concentrations). Pursuing the dual concentration option will increase the number of total credit hours required for graduation.

Dual Degrees, Joint Degrees and Coordinated Curricula - The FSPH collaborates with other schools on campus to offer a variety of dual degrees, joint degrees and coordinated curricula. The complete list is available on the website at [Dual, Joint and Coordinated Programs](#).

Graduate Certificate in Public Health - The Graduate Certificate in Public Health is a fifteen (15) credit hour program that can be completed in one year or can be spread out over multiple years. Upon successful completion of the Graduate Certificate in Public Health, students will be permitted to transfer the 15 required credit hours from the Graduate Certificate Program into the MPH Program, if a grade of “B” or better is earned and if the transfer occurs within two years of completion of the certificate. Information regarding the Graduate Certificate in Public Health can be found on the FSPH website at [Graduate Certificate in Public Health](#).

MPH Degree - Students must complete the MPH degree within five (5) years of matriculation in the MPH Program. Those who do not complete the program within five years must reapply to the MPH Admissions Committee within the School of Public Health.

Students must take courses in the program format they are accepted into (online or face-to-face) for one year. If after the first year, the student determines that they would like to change their program format they may do so with approval from their faculty advisor. Exceptions may be made if a student does not complete an online course with a passing grade, at which time the faculty advisor may recommend repeating the course in a face-to-face section, if this is logistically possible.

Applied Practice Experience (Internship) - All MPH concentrations include a 240-hour applied practice experience (internship). Students should consult their faculty advisor to prepare for their practice experience. Students must obtain authorization before they may register for their applied practice experience (i.e. the 602 internship). The *MPH Internship Handbook* is available on the website under the Student Portal.

Certified in Public Health (CPH) Exam - MPH students who enter the program in the fall of 2021 and beyond are required to pass the CPH Exam before they graduate from the program. The CPH exam may be taken any time *after* successful completion of the core courses (P510, P511, P512

and P513) and *before* graduation from the MPH Program. Students should plan to sit for the exam prior to the start of their final semester of course work. Free resources to prepare for the exam are available at these links:

- [CPH Content Outline](#)
- [CPH Study Guide](#)
- [CPH Sample Items](#)
- [CPH Review Webinars](#)
- [CPH Practice Exam](#)

A \$250 CPH Exam fee is assessed when students register for the 602 internship. After the [CPH Exam intent form](#) is completed, students are issued a voucher that enables them to take the CPH Exam at home (with remote proctoring) or at one of the [exam sites](#). For more information about the CPH Exam, visit [CPH Exam](#) and [CPH Exam Materials](#)

Interprofessional Education (IPE) - Students in the MPH Program and Graduate Certificate in Public Health Program participate in a variety of IPE experiences, referred to as “IPE Anchors”. The IPE Anchors are associated with the core courses (P510, P511, P512 and P513). A one-time fee is assessed to cover the IPE Anchors. During the IPE sessions, MPH students learn about, with and from students in other health professions as they solve complex health issues together. For more information about IPE, visit [interprofessional education at IU](#).

Integrated Learning Experience (Capstone Experience or Concentration Project) - MPH students are to consult with their faculty advisor to prepare for their integrated learning experience / final project / capstone course. The integrated learning experience (ILE) occurs toward the end of the MPH program. The *MPH Final Project Handbook* provides more details about the ILE requirements, and is available on the website under the Student Portal.

Readings in Public Health - This course is designed to expose students to published material on a specific topic or technique in the field of Public Health. The material to be studied will be determined primarily by the student under the direction of a faculty member with input from the student’s faculty advisor. The student is expected to work closely with the faculty member to identify the material to study, plan a timeline for completion of the study, and determine the nature of the study product. Generally the product will be a summary and interpretation of the material studied in the form of a literature review. The student and faculty member will complete a written agreement form, which can be found on the website, prior to registering for the course. The form outlines the scope of work for the semester. This agreement will also be signed by the student’s faculty advisor. Students may register for one to four (1-4) hours of academic credit for this course. Students must document at least 45 clock hours of effort for every one-hour of academic credit. The documentation of effort should be submitted along with the final paper. A student may repeat this course once. The *Readings in Public Health Permission Form* is available on the school’s website under the Student Portal.

Continuous Enrollment - Students who have completed all MPH requirements and earned an “R” grade for the Final Concentration Project (ILE) are required to enroll in one credit hour each semester until the project grade has been assigned. Enrollment in one credit of PBHL-700 allows students access to the library, computer labs, IRB, and other campus facilities/services, and allows them to meet with faculty advisors. In addition, it allows students to retain eligibility

for financial aid and loan deferment. Upon satisfactory progress toward the final project, students will receive a grade of “S” in the one-credit course from their faculty advisor. Please contact FSPH Student Success to request course authorization for continuous enrollment.

MPH Course Descriptions - A full list of academic programs, majors, concentrations, minors, certificates, course descriptions and study abroad opportunities can be found in the IUPUI bulletin under Fairbanks School of Public Health.