Undergraduate

Student Handbook
2021 - 2022

IUPUI
RICHARD M. FAIRBANKS
SCHOOL OF PUBLIC HEALTH

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Student Success Welcome

Dear Students,

On behalf of the faculty and staff of the Fairbanks School of Public Health, it is my pleasure to welcome you to a new semester at IUPUI. Obtaining an undergraduate degree from our school will provide the solid foundation necessary to develop solutions to the difficult challenges of today and confront the emerging issues of tomorrow. There has never been a time when the world needed public health and health administration professionals more. The outlook for your future career is excellent!

Your decision to pursue an undergraduate education in the Fairbanks School of Public Health requires dedication on your part as well as ours. We take seriously our responsibility to help you reach your goals. Our intention is to challenge you to reach your academic potential and prepare you to enter the workforce with confidence, knowing you have the knowledge, skills and abilities needed to flourish in an increasingly competitive work environment. Our graduates find meaningful careers in practice, research, advocacy, administration, policy and more. We also hope that you will continue your academic journey by pursuing a graduate program in our school. Our faculty and staff are available to help you take full advantage of the many opportunities available to you, and we look forward to working with you during the coming years.

Sincerely,

Amelia Hurt
Acting Director, Student Success
Director, Career and Professional Development

Undergraduate Recruitment Welcome

Dear Students,

The Richard M. Fairbanks School of Public Health at IUPUI offers a variety of programs ranging from undergraduate to graduate degrees. Through our programs we are committed to providing students an education that is focused on preparing them with the necessary academic and intellectual skills required for their future as well as practical knowledge in today's global workforce. You will find our educational atmosphere inviting, supportive, caring and knowledgeable.

Additionally, we offer an education that is focused on now and the future. We want to provide student with the knowledge and skills necessary to increase their potential to help them obtain reach their desired careers. We want you to develop skills to think critically to succeed in college and in life in general. Our faculty want you to understand the significance of an issue especially those pertaining to those in the public health arena.

A college education is a tremendous opportunity and can prepare you to succeed professionally and personally. However, learning to take full advantage of this opportunity by taking ownership of your education is imperative. We want students to obtain a well-rounded education that provide them with tools to succeed. Please look into getting involved with a co-curricular organization or an activity on-campus. You will benefit from attending campus activities and events, participating in intramurals, performing community service and engaging in a service learning project. In addition, utilize the resources available on-campus to help you succeed, utilize your professor's office hours, meet with your academic advisor each semester. Take advantage of the MAC, University Writing Center, Speech Lab and other available services.

We believe you can achieve your goals and look forward to having you and serving you along the way.

Sincerely,

Rachel Forster
Associate Director of Undergraduate Programs and Recruitment

Coronavirus (COVID-19): Safely Resuming In-Person Education at IUPUI

**** Please note all information below is subject to modification as the COVID disease progresses. ****

We are pleased to announce the return of in-person education at Indiana University Purdue University Indianapolis for the 2021 - 2022 academic year. Across campus we have been working on hard creating guidelines and protocols to promote safety and well-being throughout the campus community. With safety-first as our core mission we ask that you please become familiar with the plan for return to our "new normal" daily life and educational interactions at IUPUI.

Up-to-the-minute information related to the pandemic can be found [here](#).

Fairbanks School of Public Health Vision, Mission, Values

Please view the School's vision, mission and values statement on the School of Public Health website: https://fsph.iupui.edu/about/mission.html.

Campus and School Resources

Academic Calendars
The Office of the Registrar maintains all academic calendars. The fall 2021 academic calendar can be found here. To view the long term academic campus calendar, click here.

Adaptive Educational Services
The Office of Adaptive Educational Services actively works to make campus life and learning accessible for students with disabilities. Sign language interpreters, note takers, readers, exam proctors, and classroom accommodations are services offered by Adaptive Educational Services. For more information, call 274-3241 or e-mail.

Advising
Students in the School of Public Health receive advising support from an academic advisor, who can assist with routine questions about scheduling and related topics. To schedule and advising appointment please follow the steps outlined below:
1.   Visit the Student Appointment Scheduler and use your CAS login to gain access
2.   From this view, you can click on your Assigned Advisor and find an available appointment to schedule.
     a.   Select Rinker, Kayla (last name A-L) or Jansen, Leah (last name M-Z)
     b.   You can also select Search Advisors and use the search box with key words (public health) to assist you in finding the correct person to meet with.
3.   Information about the advisor will appear; click Schedule Appointment.
4.   Select a day in the calendar to view open appointment slots.
5.   Select the time for the appointment from the options listed.
6.   Include the reason for appointment in the dialog box that appears, and then submit request.
7.   You will see a confirmation appear, and a confirmation is sent to your university email address.
     a.   In the confirmation that appears on the screen, you will see a section about text notifications. If you would like to opt in to receiving text reminders for scheduled appointments, follow the prompts. Your plan of study as well as any additional details that you may want to discuss during our meeting.

Application for Graduation
Students are required to notify the FSPH recorder of their pending graduation by completing the Application for Graduation found here. Graduation applications are due by the date outlined below of the year they plan to graduate. **All students must apply for graduation. Without this application your record will not be audited for graduation and your degree will not be processed.**

Submission Deadlines
• Spring (May) Graduation – October 15
• Summer (August) Graduation – January 15
• Fall (December) Graduation – May 15

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.

IUPUI Campus Center, 1st floor
420 University Blvd.
317-278-2099
IUPUI bookstore

Ordering Textbooks Online: To order your textbooks online, visit the IUPUI Jag Bookstore website and create a student account. 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 or pick them up at the bookstore.

Campus Map
Click here for an interactive IUPUI campus map.

Career Development – Fairbanks School of Public Health

The Fairbanks School of Public Health is committed to helping you identify and achieve your career goals. A variety of career services, events, and resources are provided, including one-on-one career coaching. Visit the Career Development website to review internship and job opportunities or to schedule an appointment for career coaching.

Resources On-Campus

Campus Computer Labs
- Campus Center: CE009B
- Cavanaugh Hall: CA299, CA399, CA499
- Business/SPEA Building: BS3000 & BS3005
- Herron/Eskenazi Hall: HR185
- Engineering/Technology Building: ET002, ET004, ET019, ET199, ET299, ET399
- Informatics and Technology Building: IT131, IT131B, IT131C, IT131D, IT131G
- Taylor Hall: UC101
- School of Nursing Building: NU342
- School of Science Building: SL070A
- University Library third and fourth floors

Standard Print Allotments
IU Print credits are allotted on a per-semester basis. Allotments are updated within 2-3 business days before the start of each new semester (fall, spring, and summer). For IU Print allotments, all summer sessions combined are considered one semester. For example, if you take 3 credit hours in the first 6-week session and 4 credit hours in the second 8-week session, you get 26 print credits for the entire summer (i.e., **not** 13 credits for the first session plus 26 for the second session). Each print credit lets you print 25 B&W pages or 4 color pages.

For undergraduate students at all IU campuses, the number of print credits allotted each semester is based on the number of credit hours enrolled:

Print credits allotted per semester

Enrollment status

Full-time (4 or more credit hours)	26
Part-time (3 or fewer credit hours)	13
Admitted, not enrolled	2

Students, faculty, and staff on all campuses can add supplemental funds to print online. For instructions, see [Make a deposit or check balances on your Crimson Card](#).

Canvas
[Canvas](#) is a web-based teaching and learning environment. It provides course descriptions, course syllabi, information about the instructors, and many other resources. You can find Canvas using [one.iu.edu](#). You may also search Canvas at any time to find out more about courses that are of interest to you.

Counseling and Psychological Services (CAPS)
[Counseling and Psychological Services (CAPS)](#) is the IUPUI provider of mental health services for students. CAPS provides both individual and group psychological services, crisis intervention, assessment for learning, attention and developmental disorders, as well as referrals for all IUPUI students.

The initial consultation fee is free of cost. A service fee of $15.00 is charged at the time of individual or group intake. IUPUI students are eligible for 6-free individual counseling sessions during their academic career. Additional sessions may be provided at a cost of $10.00 per session. Applications for individual counseling session fee adjustments will be considered based on financial need.

Course Enrollment Policy
Undergraduate students in the School of Public Health as well as students enrolling in School of Public Health courses must be officially enrolled in order to attend class. Students who request a late enrollment for a course that is not designated as late enrollment (i.e., internship, courses that start later in the term) will not be granted permission to enroll in the course after the 25% refund period ends.

Approved by the Undergraduate Curriculum Committee
May 30, 2012

E-Mail
E-mail is considered an appropriate mechanism for official communication from Indiana University. The University reserves the right to send official communications to students by email with the full expectation that students will receive e-mail and 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 university e-mail addresses **ONLY**. For IUPUI, this is the @iu.edu, @iupui.edu, @imail.iu.edu, or @umail.iu.edu 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.

Students who choose to have their e-mail forwarded to a private (non-IUPUI) e-mail address outside the official university network address, do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access 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 to students' official IU e-mail addresses. Instructions on forwarding e-mail may be found at: https://itaccounts.iu.edu.

Help Desk Information
If you are having problems with the Account Management Service or need assistance, please contact your 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.

Financial Aid
The Office of Student Financial Aid Services administers federal, state, university, and private funds in the form of scholarships, grants, loans, and work-study part-time employment. The Office of the Bursar disburses all financial aid, except work-study. Work-study students receive paychecks biweekly.

The Office of Student Financial Aid Services is located in the IUPUI Student Center room 250A. Students can contact the office by phone 317-274-4162 or FAX to 317-274-5930. Students can also email a Financial Aid Advisor for more information and resources.

IU Ware
IUware is a software distribution service for Indiana University students, faculty, and staff. IUware offers a wide variety of software packages at no charge, including site-licensed products from Adobe, Microsoft, Symantec, Thomson Reuters, and others. Software packages include programs for reading email and web browsing, as well as 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 IUware free of charge. The IUware server is regularly updated, and so patches and upgrades for IU-supported software are consistently available.

Libraries
- University Library - Reference and Service Desk: 317.274.0469
- Ruth Lilly Medical Library: 317.274.7182
- Dental School Library: 317.274.7204
- School of Law Library: 317.274.4028

Due to COVID all campus library services could potentially operate on limited and altered hours. Please be sure to check hours prior to visiting campus.

ONE.IU
One.IU 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 your transcript through the Student Center app on One.IU. You may also change your mailing address on this system.

Parking and Transportation

Parking passes are available on-line at IUPUI Parking Services. Students may purchase parking permits in person at the Parking Services office on Vermont Street, 1004 W. Vermont Street, Indianapolis, IN 46202. Parking Services hours: Monday - Friday 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). This service only operates on University and IU Health- related campus properties.

Registration

Students register for courses via the Student Center app on One.IU. Click here for the IUPUI registration guide.

An advising appointment is not required to register for classes but is highly encouraged. Students may register online through the first week of classes (see Schedule of Classes and Academic Information for directions). Students who have not attended IUPUI for a semester need to call 317-274-1512 to request "Term Activation" before they can register. Students that have been out of the IU system for two or more consecutive terms must contact the IUPUI Office of Undergraduate Admission for information regarding readmission to IUPUI.

Office of the Registrar
IUPUI Campus Center Suite 250   Hours of Operation
420 University Boulevard   Monday- Friday: 9:00 am- 5:00 pm
Indianapolis, IN 46202-5144
Telephone: 317-274-1519
https://studentcentral.iupui.edu/
E-mail: iupuireg@iupui.edu

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 to find assistance with health concerns. All IUPUI students may receive care through IUPUI Student Health on a fee for service basis. All x-rays or referrals will be the responsibility of the student.

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, library card, print release validation card, physical education & recreation sports card, and Learning Center Cluster information card. The 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.

University ID Number

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 numbers by viewing the Personal Information

app in One.IU or by bringing photo identification to the Office of the Registrar.

University Writing Center
The University Writing Center (UWC) supports faculty, staff and student writers by focusing on their individual needs in one-on-one conferences. Staff consists of faculty and carefully selected student tutors who strive to support and supplement classroom-writing instruction in all schools and disciplines on the IUPUI campus. The UWC does not fix papers for students. Its goal is to create better writers, rather than better papers, by guiding students toward strengthening their own writing skills. The UWC can also assist students needing help with resume writing and critiquing.

Basic Student Information

Fees
For all fee and fee payment information please go to the IUPUI Office of the Bursar. Information regarding such topics as billing due dates, fee rate listings, and the IUPUI tuition/fee estimation software can be found on their website. Bills may be paid by mail or online at One.IU.

Grade Point Average Calculations
An easy to use resource for calculating semester and projected GPA's can be found here.

IUPUI 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 317-274-4431 or via email at stuadvoc@iupui.edu.

Schedule Adjustments (DROP/ADD)
eDrop and eAdd starts the second week of class and ends at the end of the 8th week of class. Any fall or spring semester drop and add requests made after the first week require the approval of the student's academic advisor. Added courses after the first week also require the instructor's signature for the course the student wishes to add. Instructor signatures and the signature of the academic advisor are required for withdrawals further into the term (see also Course Withdrawal).

Students are responsible for adjusting their schedules according to 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.**

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. The complete campus policy is available on the Office of Veterans and Military Personnel website.

Waitlisted Classes

When a course reaches its maximum capacity, it is closed to further enrollment. Students who would like to try to enroll in a closed course can place themselves on the course waitlist via One.IU. During the waitlist period, when a student withdraws from the class, students on the waitlist are automatically added to the class in the order they were placed on the waitlist. Be aware that students who have financial aid must register for the number of hours required to receive the aid. Simply getting a place on the waitlist will not fulfill the financial aid requirement for credit hours.

At the end of the waitlist period, instructors may choose to sign students into their class at their discretion, but only if there is space available. The waitlist will no longer automatically add students. **Students are encouraged to attend any class for which they are on the waitlist. This will enable a student to continue in the course if he/she is added, and it eliminates having to catch up on coursework.**

Seniors who need a closed course so they can graduate prior to the next scheduled offering of the course should be sure to place their name on the waitlist. The FSPH will make every effort to ensure that seniors who need closed courses for graduation will be able to enroll in these courses, but students are not guaranteed seats in these classes. For this reason, it is important for each student 1) to stay in good academic standing to ensure they will be able to enroll in courses on a priority basis and 2) to meet with his or her academic advisor to plan and periodically review the proposed schedule of classes to ensure staying on track for graduation.

Student Rights and Responsibilities

The IUPUI Student Code

The School of Public Health fully supports the student rights and responsibilities as defined in the IUPUI Code of Student Rights, Responsibilities, and Conduct (Student Code). The Student Code spells out expectations for faculty and students, and provides the framework for the process to be followed in instances of alleged misconduct.

Students are expected to meet their responsibilities for academic and personal conduct. Failure to meet these responsibilities will subject the student to the School's process and disciplinary actions.

The full text of student rights and responsibilities contained in the Student Code can be found here.

Academic Misconduct

Students are responsible for upholding and maintaining academic and professional honesty and integrity (*IUPUI Code of Student Rights, Responsibilities, and Conduct*, available at here, in Part II Student Responsibilities, G).

Plagiarism is the most common academic misconduct violation, and some students, who have been disciplined for plagiarism, have said they were not aware that they had plagiarized their work. This has occurred in both individual work and work completed as part of a group project or paper. Students who work in group projects should know that they are equally responsible for ensuring that their project/paper does not contain plagiarized material. Each student is responsible for ensuring literature

reviews prepared by the group are properly referenced and are not plagiarized.

Students should also know that taking credit for work they did not do as part of a group project is representing someone else's work as their own. Be aware that 'not knowing' does not excuse academic misconduct – every student is responsible for knowing the rules.

If you are interested in learning more about plagiarism through an online tutorial, we recommend visiting this helpful resource - the IU School of Education's "How to Recognize Plagiarism," which can be accessed here. Students who have questions about what constitutes academic misconduct for a course they are taking should ask the instructor for an explanation.

All faculty have the responsibility of fostering the "intellectual honesty as well as the intellectual development of students" and part of this responsibility means that faculty must investigate cases of potential academic misconduct promptly and thoroughly. Faculty members also have the responsibility of taking appropriate action when academic misconduct occurs. **The penalties for academic misconduct include but are not limited to lowering a grade on an assignment, lowering a course grade, or failing a student for a course. Significant violations of the code can result in expulsion from the University.**

Faculty in the School of Public Health take their responsibilities seriously and do not tolerate cheating, plagiarism, or any other form of academic misconduct. All students should read about their responsibilities for academic integrity in the IUPUI *Code of Student Rights, Responsibilities, and Conduct* to ensure that they understand what these terms mean and what penalties can be issued for academic misconduct.

The *IUPUI Code of Student Rights, Responsibilities, and Conduct* defines four areas of academic misconduct: cheating, fabrication, plagiarism, and interference. Violation of course rules and facilitating academic dishonesty are also outlined in the Code. The prohibited activities and actions include the following:

1) **Cheating -** Cheating is defined to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment.

   - A student must not use external assistance on an in-class or take-home exam, unless specifically authorized by the instructor. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   - Use another person to take an exam or quiz for himself/herself
   - Use another person to conduct research or to prepare work, without advance authorization from the instructor who has assigned the work. This prohibition includes using materials prepared by a commercial term paper company, files of papers prepared by someone else, and documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student's individual work.
   - Use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork
   - Steal exams or other course materials, including but not limited to, physical copies and photographic or electronic images

- Submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted
- Alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit

2) Fabrication - A student must not falsify or invent any information or data in academic work; this prohibition includes, but is not limited to, records or reports, laboratory results, and citation to the sources of information.

3) Plagiarism - Plagiarism is defined as presenting someone else's work, including the work of other students, as one's own. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, pictures, or statements of another person without acknowledgment. Acknowledgement must be given for:
- Quoting directly another person's actual words, whether oral or written;
- Using another person's ideas, opinions, or theories;
- Paraphrasing another person's words, ideas, opinions, or theories, whether oral or written;
- Borrowing facts, statistics, or illustrative material; or
- Assembling or collecting materials by others in the form of projects or collections

4) Interference - A student must not:
- Steal, change, destroy, or impede another student's work; or
- Give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of any student's academic performance

5) Violation of Course Rules - A student must not violate the course rules established by a department or contained in a course syllabus or in other course-related information, including verbal instructions provided to the student.

6) Facilitating Academic Dishonesty - A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct nor allow another student to use his or her work or resources to commit an act of misconduct.

School of Public Health Policy on Academic Misconduct
"Honesty requires that any ideas or materials taken from another source for either written or oral use must be fully acknowledged. Offering the work of someone else as one's own is plagiarism. The language or ideas thus taken from another may range from isolated formulas, sentences, or paragraphs to entire articles copied from books, periodicals, speeches, or the writings of other students. The offering of materials assembled or collected by others in the form of projects or collections without acknowledgment also is considered plagiarism. Any student who fails to give credit for ideas or materials taken from another source is guilty of plagiarism."

Faculty Council, May 2, 1961;
University Faculty Council, March 11, 1975;
Board of Trustees, July 11, 1975

Student's Responsibilities
1. It is the students' responsibility to have full awareness and understanding of the citation procedures used in the classes which they take.
2. All students in the School of Public Health are expected to understand the significance of

proper scholarly use of others' work and plagiarism.

3. Ignorance or carelessness regarding citation procedures does not excuse plagiarism.

Penalties

1. A student who is found to have committed academic misconduct (such as plagiarism) will be penalized.
2. The student's instructor will judge such work "unacceptable."
3. The range of penalties for academic misconduct depends on the flagrancy of the violation and can be:
    a. Zero points or an "F" grade for the assignment in which the infraction occurs
    b. Grade reduction for the course in which the infraction occurs
    c. Grade of "F" for the course
4. If the student has repeatedly exhibited academic misconduct, or in cases of flagrant violations of academic misconduct where suspension or dismissal are being considered, the instructor will provide evidence to the Department Chair, who will take the issue to the Undergraduate Academic Progress Review Committee (APRC) for a decision. The decision of the APRC will be forwarded to the Department Chair, and Dean. If the APRC's decision is suspension or dismissal, notification of the suspension or dismissal will be sent to the student from the Dean.

Actions

1. The instructor will report the infraction in writing (using the IUPUI Academic Misconduct Reporting Form) to the student, the Department Chair, and to the head of the student's department/school if the student is not enrolled in an academic program in the School of Public Health. A copy will be retained in the student's academic file if the student is enrolled in the School of Public Health.

Appeals Process: Academic Misconduct

If a student disagrees with the faculty member's accusation or sanction for academic misconduct, the student should first attempt to resolve the issue by discussing his or her concerns with the faculty member who issued the sanction. If the matter is not resolved to the student's satisfaction after meeting with the faculty member, the student may appeal or dispute the action taken through the appeals process outlined below.

1. A written request for an appeal meeting before the Undergraduate Appeals Committee must be submitted to the Department Chair, within 5 business days after receiving a copy of the Academic Misconduct Reporting Form from the faculty member.
2. The Undergraduate Appeals Committee will convene to hear the student's appeal.
3. This Undergraduate Appeals Committee is the final decision-making body for academic misconduct appeals within the School of Public Health unless a documentable procedural error occurred during the appeals process, in which case a final appeal may be made following the procedures outlined in the *Code of Student Rights, Responsibilities, and Conduct.* If it is determined by the Undergraduate Appeals Committee that academic misconduct did not occur, documentation of the accusation and sanction will be expunged from the student's file.

The appeals process outlined above does not apply in situations where a student disagrees with a letter grade in a course based on quality of work. The final decision regarding letter grades based on

quality of work rests with the course instructor. This appeals process can only be used for letter grade appeals if there is a procedural or policy violation. In addition, the appeals process outlined above does not apply in situations where a student disagrees with his or her placement on academic probation due to grades earned.

Good Academic Standing, Warning, Probation, and Dismissal

Students at risk of dismissal for lack of academic progress are monitored each term by the Academic Progress Review Committee in the Fairbanks School of Public Health. The Office of Financial Aid also monitors students for academic progress, and students who demonstrate a pattern of not making adequate progress risk losing their financial aid. Although the School of Public Health does not consider issues of financial aid in making decisions about dismissal, it does assist the Office of Financial Aid by certifying whether students are making satisfactory academic progress. The good standing and academic probation requirements for undergraduate students are as follows:

Good Academic Standing
Students admitted to the Fairbanks School of Public Health are in good academic standing when their semester and IU cumulative GPA's are a 2.5 or higher. Students must have an IU cumulative GPA of 2.5 or higher to graduate.

Academic Warning
A student will be placed on academic warning if their most recent semester GPA falls below 2.5 but their IU cumulative GPA remains 2.5 or higher. A student will be notified of academic warning status via IU email from the Fairbanks School of Public Health and is encouraged to meet with their Academic Advisor to discuss their progress before enrolling for future coursework.

 Student records are reviewed for warning after the fall, spring and summer terms.

Academic Probation
A student will be placed on academic probation if their IU cumulative GPA falls below 2.5. A student will be notified of academic probation status via letter from the Fairbanks School of Public Health and must follow strict conditions as established by the Undergraduate Academic Progress Committee during this probation period.

The semesters in which a student is placed on academic probation may or may not be consecutive. Student records are reviewed for probation after the fall, spring and summer terms.

Final Academic Probation
A student will be placed on a second and final academic probation if their IU cumulative GPA falls below 2.5 for a second time. A student will be notified of second academic probation status via letter from the Fairbanks School of Public Health and must follow strict conditions as established by the Undergraduate Academic Progress Committee during this final probation period.

The semesters in which a student is placed on academic probation may or may not be consecutive. Student records are reviewed for probation after the fall, spring and summer terms.

Dismissal

After their final probation, if a student is not making satisfactory progress toward degree completion the Academic Progress Review Committee may recommend dismissal from Fairbanks School of Public Health. A student will be notified of their dismissal status via letter. Dismissed students will be required to withdraw from their upcoming semester courses. Upon dismissal from the Fairbanks School of Public Health students may seek admission to University College or another degree granting school at IUPUI.

A student can also be dismissed from the Fairbanks School of Public Health when, in the opinion of the Academic Progress Review Committee, the student has ceased making progress in the degree program.

Students who have been academically dismissed may appeal their dismissal. Appeals require documentation of extenuating circumstances that were not available during the review process.

Readmission

Students who have been dismissed from the Fairbanks School of Public Health for academic reasons may petition for readmission after their semester and IU cumulative GPAs have returned to good academic standing.

In order to allow sufficient time for considering a petition for readmission, an eligible student should submit a petition before June 15th for the fall semester, October 15th for the spring semester, or March 15 for either summer session.

A student readmitted will be notified via letter from the Fairbanks School of Public Health. The letter will indicate any conditions and restrictions affecting readmission and continuance in the degree program.

Civility and Disorderly Conduct

Civil behavior is an essential characteristic of professionals and professionals-in-training, and it is necessary to creating and fostering a positive learning environment. Students are expected to conduct themselves in a courteous and civil manner in interactions with professors and fellow students in all interactions, including face-to-face interactions, e-mail, and telephone conversations.

In the classroom, students are also expected to refrain from behaviors that are distracting to the instructor and classmates. Examples of these behaviors include, but are not limited to, reading the newspaper, working crossword puzzles, listening to headphones, talking or laughing with others, arriving late, using computers to surf the internet, allowing cell phones to ring or sending text messages, or other non-class activities. These behaviors are distracting to the instructor and to classmates, and the faculty will address these problems as they arise either in class or on an individual basis.

Disruptive conduct that interferes with teaching, research, administration, or other university or university-authorized activity will not be tolerated and will be reported immediately to the Office of the Dean of Students for disposition, which may result in disciplinary action including possible suspension and/or expulsion from the university. Each student should read the *IUPUI Code of Student Rights, Responsibilities, and Conduct*, in order to understand his/her responsibilities as a student.

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/reports/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. The course syllabi include the instructors' policies for absences.

Course Withdrawals

There are two types of withdrawals, depending on the timing of the withdrawal. Please note these timelines could be altered with the abbreviated fall 2020 and spring 2021 terms. Please check with the Office of the Registrar website for the most up to date information.
- A **timely withdrawal** is one that occurs during the Office of the Registrar's official withdrawal periods. These withdrawals must occur before week 10 of class during a regular fall or spring term or before week 4 of a summer session.
- A **late withdrawal** is one that occurs after the official withdrawal periods – that is, requests to withdraw from the 10th week through the last day of classes. These withdrawals <u>are not routine and are considered only under extraordinary circumstances. Poor performance is not grounds for a late withdrawal</u>. Students should be prepared to substantiate reasons for late withdrawals. In the event that a request for a late course withdrawal is denied, the student may consider grade replacement to improve a low grade.

Whenever circumstances prevent students from completing a course, it is the students' responsibility to withdraw from the course in a timely fashion (or all courses in a given semester). **Students who stop attending class without properly withdrawing from the class will receive a grade of F.**

Requests for withdrawal after the ninth week (after the third week in a summer session) are considered late withdrawals and require the signature of the instructor, advisor and the student's dean. These late requests are considered only in extraordinary situations which are beyond the student's control and rarely are granted. Poor performance in a course is not considered grounds for a late withdrawal. No withdrawal forms will be processed in the Office of the Registrar after the last day of classes for the term/session. Any requests for a late withdrawal after the last day of classes must go through the grade appeal process. **Poor performance in a course is not grounds for a late withdrawal.**

Please note, that beginning the tenth week of a regular session or the fourth week of a summer session you may request a withdrawal from a course. At this time, your instructor has the discretion to assign a grade of W (withdrawal) if your work is of passing quality or a grade of F (failing) if your work is not of passing quality at the time of the request.

Grade replacement can be used to raise poor grades, no matter what the cause.
Students should contact their academic advisor to explore their options in the event that they need to withdraw from a course and to ensure they understand the process for withdrawing from courses correctly.

Students may use either eDrop or the paper format of these options to adjust their schedules. Instructions for eDrop are available here. Students should contact their advisor for assistance with dropping or adding a course.
Incompletes
A grade of incomplete (I) indicates that a 'substantial portion' of the work in a course has been

satisfactorily completed by the student as of 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. **Poor performance is not grounds for an incomplete.** The School of Public Health follows campus guidelines, which can be accessed [here](#) in granting incompletes. 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 one year.

Grade Appeals (Grade Change Request)
Under certain circumstances, students can seek grade changes for a course that has been completed if the student believes that a grade has been calculated or assigned incorrectly. The reasons for seeking a grade change are:
- a grade discrepancy that arises because of computational errors,
- a grade discrepancy that arises because of errors in recording grades,
- a grade dispute that arises because of grading a paper or assignment in a manner that is inconsistent with grades assigned to other students,
- a grade dispute that arises because the grading criteria were not followed
- or other improper conditions.

A student who is seeking a grade change for one of these reasons must *first contact the instructor* and ask for the grade change. In the event the instructor does not change the grade, the student may appeal the instructor's decision by filing a Change of Grade Petition with the Registrar's Office. **A student has 90 days after the conclusion of a course to appeal a grade.** In cases of extenuating circumstances, petitions filed after this date may be considered. The Change of Grade Petition form is located at the Office of the Registrar's website at http://registrar.iupui.edu/grdfrm.html. This form will be forwarded to the school, and students will be notified of final decisions after the appeal has been reviewed and decided.

Occasionally a student may seek a withdrawal after a course has been completed. Changing a grade after the grade is issued is rarely granted and only in extraordinary circumstances that prevented the student from officially withdrawing or would have imposed an unreasonable hardship on the student. A request to change from a letter grade to a withdrawal is never granted in the following situations:
- the student earned a failing or poor grade,
- the student forgot to attend class,
- the student forgot to withdraw,
- the student did not know about the need to withdraw.

Students who do not meet the criteria for a grade change can use grade replacement to improve a low or failing grade. Students whose grade appeals have been denied can also consider grade replacement to improve a low grade.

Grade Replacement
Effective fall 1996, IUPUI implemented a policy that allows approved undergraduate students seeking their first degree to repeat a maximum of 5 courses or 15 credit hours. If a student chooses to repeat a course and achieves the same or higher grade, both attempts will appear on their transcripts. On the transcript, the original grade will be replaced by an X, and only the second grade will be counted in the cumulative GPA. Students may "replace" the same course twice.

After the course is repeated, students need to complete a Grade Replacement Form. This form can be obtained from and submitted to the School of Public Health Student Success Office. This form will be forwarded to the Registrar's office to update the transcript. *This policy is specific to IUPUI and the School of Public Health and may not apply in another program or campus.*

Minors
Students pursuing both a minor and bachelors degree offered by the Fairbanks School of Public Health are permitted to double count 2 courses or 6 credit hours toward both the minor and bachelors programs. The same policy applies for public health students pursing 2 minors offered by the FSPH. In addition to this, students are not permitted to earn a minor in the same area in which they are pursuing a bachelor's degree.

Undergraduate Education at IUPUI and the Fairbanks School of Public Health

Undergraduate Program Competencies
Our aim is to prepare individuals for public health and health management services careers in government, industry, and the nonprofit and voluntary sector. By developing the knowledge, skills, and attitudes needed for principled management of public health and health management issues, we provide the foundation for our students to practice life-long learning and to become the future leaders in our local, state, regional, national, and global communities. Our degree programs also prepare students for graduate studies. In our undergraduate programs, we emphasize rigorous academics, student-engaged learning, professionalism, and leadership.

BSHDS Competencies
A student who is awarded a Bachelor of Science in Health Data Science will be well versed in the art and science of extracting meaningful information from data in the form of visualizations, reports, and data story telling. They will be "hackers" who are comfortable modifying existing technologies to suit their needs and automate processes to streamline workflows, resulting in graduates who possess sufficient skills to be independently productive in the workplace, or to pursue graduate studies in a related field. Our program gives students the unique opportunity to learn about public health issues, which strengthens their resolve as data scientists who may choose to work in the healthcare sector to improve patient care and outcomes. While the BSHDS program of study is focused on the extraction, analysis and interpretation of health data, students will acquire a broad spectrum of competencies which will allow them to be effective in a number of fields requiring data literacy, such as business (marketing and finance), law, agriculture, and government. At the completion of the degree, the student should demonstrate the following learning outcomes:
1. Demonstrate computational knowledge and "hacking" skills. (data capture and visualization)
2. Analyze results using appropriate biostatistical methods. (analytical skills)
3. Demonstrate the ability to think critically and creatively to solve problems and discover meaning in large data. (open-mindedness, curiosity)
4. Conduct biostatistical analyses in an ethical and responsible manner. (professionalism; professional ethics)
5. Effectively communicate results of analyses to non-experts. (communication, "story telling", presentation skills)

BSHSM Competencies
A student who is awarded the Bachelor of Science in Health Services Management should be able to

anticipate, recognize, evaluate, and solve problems in health services organizations using knowledge, tools, and skills appropriate to entry- and mid-level health services management positions. At the completion of the degree program, a student should demonstrate the following learning outcomes:

Domain One: Communication and Relationship Management
1. Build and manage relationships with peers, faculty, alumni and healthcare professionals.
2. Communicate information and ideas in a clear, concise, organized, and effective manner for the intended audience in writing (i.e. reports, emails, and briefs) and through presentations.
3. Collaborate in diverse teams utilizing interpersonal skills, recognizing and demonstrating sensitivity to diverse points of view.

Domain Two: Professionalism
4. Carry oneself in a professional manner that aligns with ethical, legal and professional standards.

Domain Three: Leadership
5. Develop leadership skills including: self-awareness, conflict management, resilience, adaptability, influence, initiative, and accountability.

Domain Four: Knowledge of the Healthcare System
6. Describe the structure and functioning of health delivery, public health, and health services organizations and the importance of a population health perspective.

Domain Five: Business Skills and Knowledge
7. Apply quality, strategic planning, management, organizational behavior and human resource theories and tools to manage organizational resources, confront challenges and improve outcomes in health organizations.
8. Examine marketing principles and understand how they are utilized to increase growth of a health organization's market share.
9. Explain how data and health information technology are used to improve organizational performance and population health.
10. Utilize financial tools, principles and practices to analyze budgets and financial documents to determine the financial performance of health services organizations.

BSPH Competencies
The Fairbanks School of Public Health offers two majors for the Bachelor of Science in Public Health degree. Presented below are overarching competencies for both the BSPH in Environmental Health and the BSPH in Community Health. Additionally, each major has additional competencies that are also shared below.
1. Describe the core functions, values and principles of public health.
2. Utilize data and apply methods to characterize the public's health.
3. Identify determinants of health that contribute to health disparities and health equity.
4. Demonstrate skills in effective public health communication.
5. Design solutions to address public health problems.

BSPH Competencies for the Community Health Major
The BSPH major in Community Health will prepare students to work in entry-level positions in public health agencies, non-governmental organizations (NGOs), hospitals and health care centers, and other organizations focused on the health and well-being of groups of individuals. It also provides excellent preparation for the Master's in Public Health Degree Program. Students will have opportunities to develop research skills, cultivate team work and leadership skills, and have international health experiences through additional coursework and practical opportunities. Specific program outcomes (numbered for reference, not to communicate importance) include:

1. Recognize the social determinants of health that impact individuals and communities.
2. Explain and apply the principles of epidemiology, biostatistics, environmental health, health care systems, and health policy in public and community health.
3. Describe the historical role of public health nationally and globally, and identify and understand current and future public health challenges faced by the U.S. and the world.
4. Select, collect, correctly interpret, and apply quality data for assessment and planning in individual and public health.
5. Plan, administer, manage, and evaluate community health promotion interventions and programs.
6. Implement community health promotion interventions and programs.
7. Conduct evaluation and research related to community health promotion.
8. Communicate effectively while serving as a resource person to individuals, communities and stakeholders.
9. Based on evidence and data, advocate for practices, programming, and policies that address health issues.
10. Demonstrate an understanding of cultural competency and ethical decision making.
11. Communicate the role of fairness and justice in health equity.

BSPH Competencies for the Global Health Protection Major

The natural and built environment impacts human health – from the air we breathe, the water we drink, the food we eat, and the places we live and work. Our curriculum integrates prevention strategies, global health, sustainability and health, and preparing for and responding to emergencies.

This degree prepares students to:
1. Begin a career in health protection and injury and disease prevention;
2. Apply to advanced degree programs in public health and related fields; and,
3. Prepare for further training in medicine or other clinical fields.
4. Join us in protecting human health, both at home and abroad.

Upon completion of the Global Health Protection program graduates will be able to:
1. Describe a framework to anticipate, recognize, evaluate, prevent, and control environmental exposures.
2. Use analytical tools and methods to characterize and address environmental health issues.
3. Practice critical thinking to characterize and address environmental health issues.
4. Acquire experience in communicating effectively with diverse stakeholders – both written and oral, public and interpersonal, professional and technical – on environmental health issues.
5. Classify human health effects of environmental exposures.
6. Identify barriers to health equity related to environmental health.

BSPH Competencies for the Epidemiology Major
At the beginning of the 20th century, life expectancy was around 48 years of age, but by the end of the 20th century, our life expectancy had grown to 78 years, and much of that success is due to public health and discoveries using epidemiology. While the lifespan of the typical American has increased, chronic diseases such as cardiovascular disease, obesity, diabetes, and pulmonary disease have also increased. Drugs and medical interventions are helpful sources of treatment, but knowledge of epidemiology can help us better understand the social and environmental factors, or policies that

influence us to make healthier lifestyle choices. In the BSPH in Epidemiology program, you will learn how to embrace prevention and population health as an alternative to treatment, and gain the skills necessary to enter the growing field of public health.

1. Assist in design of epidemiologic investigations and studies, including creating hypotheses and analysis plans
2. Apply descriptive and analytic epidemiologic methods to recognize public health problems pertinent to the population
3. Analyze data, summarize results, and draw conclusions from an epidemiologic investigation
4. Collaborate with others inside and outside the agency to identify and address public health problems
5. Identify public health surveillance data needs and support the evaluation of surveillance systems
6. Use identified informatics tools in support of epidemiologic practice
7. Develop an understanding of the social and behavioral determinants of health
8. Apply understanding of complex biological, environmental, and behavioral disease risk factors to determine potential mechanisms of disease
9. Assist in developing recommended evidence-based interventions and control measures in response to epidemiologic findings with appropriate cultural, social, and political frameworks
10. Prepare written and oral reports and presentations that communicate necessary information to professionals and the general public
11. Follow ethical, privacy, and confidentiality guidelines and principles when planning studies; conducting research; and collecting, disseminating, and using data

Planning for Success

A Final Word
The faculty and staff of the School of Public Health want all of our students to enjoy their academic journey and to complete their degrees successfully and in a timely manner. Each semester, some students find themselves in academic difficulty – on probation, critical probation, or dismissed. There are many reasons why students have academic difficulties, but most of the causes can be prevented. Over time we have found that successful students are those who manage their time effectively, make academics a priority, and make connections. Conversely, students who are not successful typically have not managed their time effectively, have not made academics a priority, and have not made connections. Some tips for success are given below.

Manage Your Time Effectively
Before classes start, assess your outside responsibilities and how much time these require. Work, relationships and family responsibilities, recreation, and commuting all require time that is not available for studying. Take the time to determine how much time you have available for attending class, homework, and studying. We do offer several classes online, but please note that learning online doesn't work for every student.
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.* Many of our online courses require active student involvement, and assignments to be completed within a specific timeframe, etc., and should be expected to be just as challenging as face-to-face courses.

For each hour spent in class (either face-to-face, online, or a mix of both), students should plan to spend 2-3 hours outside of assigned class time on class preparation, but this time can vary from week

to week. This time should be used for reading, problem-solving, studying for tests, conducting research and writing papers, and other class related activities.

Some students will need more time than the average; others will need less. After completing your time audit, be realistic about how many academic credit hours you can reasonably fit into your schedule. It is better to take fewer hours and do well, rather than taking more hours than you can manage comfortably and doing poorly. This will also reduce your stress level!

In many cases, students who attempt too many hours will actually take longer to finish their degrees because they find they must retake courses, or they are dismissed and must sit out a semester or more, or they are required to take fewer hours as a condition of being allowed to continue on critical probation.

The IUPUI campus has developed the following guidelines (see Table below) to help students determine the appropriate number of credit hours to take in combination with work obligations. If you have additional outside obligations or have struggled academically, you may need to reduce your course loads further. Your Academic Advisor and Faculty Mentor are available to help you decide what course load is best.

Table 1. IUPUI Guidelines for Balancing Work and Academics			
Hours Employed Per Week	**Semester Load**	**Summer Load**	**Status**
31-40+	6 credits	3 credits	half-time status
21-30	9 credits	4-5 credits	three-quarter status
0-20	12-17 credits	6 credits	full-time status

Make Academics a Priority – Once you have figured out how many credit hours you can take, make academics a priority by attending class, coming to class prepared, completing work on time, and taking pride in your work. If you are chronically late for class, routinely not prepared for class, have trouble completing work on time, or do poorly on a regular basis, it's time to take stock. There may be underlying problems that you can solve or you may need assistance. The IUPUI campus has many resources available to students to help them achieve academic success. Your Academic Advisor can help guide you to appropriate campus resources, so be sure to take advantage of this help.

Engage and Make Connections – Students who connect to the campus are more likely to be successful and to enjoy their academic careers. The IUPUI campus has a large variety of student groups, and we encourage students to join one or more, as their time allows. These organizations provide students with opportunities to make friends, gain in leadership skills, and enjoy sharing common interests. It is also important to connect with the faculty and your academic advisor. In addition to helping you understand course materials, faculty can provide guidance about internships and assist with letters of recommendation for jobs, scholarships, and graduate school. Making an appointment to meet with the School's academic advisor is an important step to stay connected with program requirements, solving problems, and finding resources.

Learn to be a Professional – The School of Public Health expects students to demonstrate behaviors that exhibit professionalism. Similarly, employers value and expect professionalism. Students who master professional behaviors have a competitive advantage over those who do not, and they set the stage for continued success after they enter the workforce.

In summary, the Fairbanks School of Public Health wants every student to be successful in achieving his or her academic goals. Managing your time wisely, making academics a priority, making connections, and learning to be a professional are key elements that will help you succeed academically, enjoy the time you spend pursuing your degree, and prepare you for your chosen professions. The undergraduate faculty and staff look forward to working with you!

Richard M. Fairbanks School of Public Health Undergraduate Student Policy on Professional Conduct

Background

The IUPUI *Code of Student Rights, Responsibilities, and Conduct* provides the framework for expectations of student rights and responsibilities. Students have the right to be treated with respect, and in turn, they are responsible for behaving in an ethical and civil manner and for taking responsibility for their actions and speech (Preamble, Part II Student Responsibilities). All members of the academic community are responsible for fostering a positive learning environment.

The Fairbanks School of Public Health provides students with an opportunity to participate in its pre-professional degree programs. Students enrolled in these programs and courses are expected behave in a civil manner consistent with pre-professional training.

The IUPUI campus has a policy governing disruptive conduct. Discriminating between disruptive behavior and unprofessional/uncivil behavior is a matter of degree or type of behavior. Unprofessional/uncivil behavior can escalate to disruptive conduct when the faculty member or students judge the behavior to be threatening to their safety or interfere with teaching.

Policy

Professionalism and professional behavior are essential workplace skills that the Fairbanks School of Public Health fosters in its undergraduate students, and these are necessary to creating and fostering a positive learning environment. Unprofessional behavior is behavior that disrupts the learning environment but is not threatening to an instructor, staff member or other students. Examples of unprofessional behaviors include, but are not limited to the following:

- arriving late to class or leaving early without informing the instructor
- walking in and out of the classroom
- using headphones to listen to music
- sleeping in class
- using computers for non-course activities
- reading or working on materials not related to the course
- talking or laughing with others
- allowing cell phones to ring during class
- communicating verbally or in writing, including email, using unprofessional words or tone

As professionals-in-training, Fairbanks School of Public Health students are expected to behave in a courteous, tolerant, and respectful manner during interactions with one another, faculty and staff. Non-public health students who enroll in courses offered by the School are also expected to adhere to professional behavior in the classroom and during applicable course- or program-related activities. The expectation of professional behavior applies in the classroom, during school-related activities, to all modes of communication, including e-mail, telephone conversations, and face-to-face interactions. Examples of course- or program-related activities include field trips, internships,

networking events, community service, interviews, professional meetings, and workshops.

Faculty and staff will address unprofessional behavior as it arises. If the unprofessional behavior occurs during a class session, the faculty member may address the behavior during the class session or with the student(s) on an individual basis outside of the classroom. At the discretion of the faculty, students who exhibit these behaviors will be asked to leave the class session. Repeat offenders may be referred to the Associate Director of Undergraduate Education and Recruitment and are subject to administrative withdrawal from the course.

Disruptive conduct will not be tolerated and will be reported immediately to the Office of the Undergraduate Dean of Students for disposition, which may result in disciplinary action including possible suspension and/or expulsion from the university. Disruptive conduct is defined as conduct:

- posing a significant threat of danger and/or physical harm to oneself or to other members of the university community
- unreasonably interfering with the rights of other students, staff, and/or faculty of the University, or interfering with the exercise of any activity or function of the University

Examples of disruptive behavior that are more likely to be encountered in the classroom setting include belligerence, verbal abuse and threatening speech, shoving or pushing of an aggressive nature, and failure to comply with directions to leave the classroom.

Each undergraduate student is responsible for reading and understanding the Fairbanks School of Public Health policy for professionalism and the *IUPUI Code of Student Rights, Responsibilities, and Conduct*, in order to understand what constitutes disruptive behavior and his/her responsibilities as a student. The student code and related materials for disruptive conduct can be accessed [here](#).

<div align="right">Approved by the Undergraduate Curriculum Committee</div>

IUPUI

RICHARD M. FAIRBANKS
SCHOOL OF PUBLIC HEALTH
INDIANA UNIVERSITY
Indianapolis

Acknowledgment of Understanding of the Student Policy on Professional Conduct

As a student in the IU Fairbanks School of Public Health, I affirm on my honor that I will (1) abstain from academic dishonesty in all of my work and (2) conduct myself professionally in all matters related to obtaining my degree. My signature below confirms that I have read and understood the Undergraduate Policy on Professional Conduct and that I will abide by this policy.

_____   _____
              Signature   Date

_____
           Printed Name

This form must be signed and returned to Student Success staff to the
IU Richard M. Fairbanks School of Public Health