

# **Master of Science in Product Stewardship**

**Student Handbook**

**2021 - 2022**

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**IUPUI**

RICHARD M. FAIRBANKS  
SCHOOL OF PUBLIC HEALTH

## Table of Contents

|  |    |
|--|----|
| IUPUI Vision, Mission, and Values .....                                | 4  |
| Statement of Values .....  | 5  |
| IU Richard M. Fairbanks School of Public Health .....                  | 6  |
| Vision, Mission, and Values .....                                      | 6  |
| Curriculum .....   | 7  |
| Required Courses.....  | 7  |
| Sample Plans of Study.....   | 8  |
| Distance-Based Learning & Canvas.....                                  | 11 |
| Competencies .....   | 11 |
| Campus and School Policies .....                                       | 12 |
| Campus and Department Policies.....                                    | 13 |
| Academic Probation.....  | 13 |
| Application for Graduation .....                                       | 13 |
| Change of Address .....  | 13 |
| Course Authorization.....  | 13 |
| Course Transfer.....   | 13 |
| Grading Systems and Standards .....                                    | 14 |
| Incomplete Grades Assigned .....                                       | 15 |
| Leave of Absence Policy .....  | 15 |
| Pass/Fail Option.....  | 16 |
| Student Code of Conduct.....   | 16 |
| Campus and School Resources .....                                      | 17 |
| FSPH Student Services .....  | 17 |
| University Writing Center/Online Writing & Math Support Services ..... | 17 |
| Adaptive Education Services (AES) .....                                | 17 |
| Bookstore.....   | 18 |
| Bursar Office .....  | 19 |
| Campus Computer Labs .....   | 19 |
| Campus Map .....   | 20 |
| Counseling and Psychological Services (CAPS).....                      | 20 |
| Email .....  | 20 |
| Financial Aid Office .....   | 21 |
| IU Ware.....   | 21 |

|  |    |
|--|----|
| Libraries .....                            | 22 |
| One.IU.....                                | 22 |
| Parking and Transportation .....           | 22 |
| Public Safety Escort.....                  | 23 |
| Registrar Office .....                     | 23 |
| Academic Calendars.....                    | 23 |
| Course Withdrawals and Grade Appeals ..... | 23 |
| Emergency Withdrawal Policy at IUPUI ..... | 24 |
| (Drop/Add) Schedule Adjustments .....      | 24 |
| Grade Point Average Calculation .....      | 24 |
| Missing Classes (Including Exams) .....    | 24 |
| Registration.....                          | 25 |
| Students Called to Active Duty .....       | 25 |
| Student Advocate .....                     | 25 |
| Student Health Services.....               | 25 |
| Student ID Cards .....                     | 26 |
| Student Insurance Plans .....              | 26 |
| University ID Number (UID) .....           | 26 |
| Student Involvement .....                  | 27 |
| Student Life.....                          | 27 |
| Student Representation on Committees ..... | 27 |
| MPH Graduate Student Government .....      | 27 |

## IUPUI Vision, Mission, and Values

IUPUI is an urban research university created in 1969 as a partnership by and between Indiana and Purdue Universities, with Indiana University as the managing partner. Thus, IUPUI is a campus of Indiana University that grants degrees in 185 programs from both Indiana University and Purdue University. IUPUI offers the broadest range of academic programs of any campus in Indiana and is the state's principal site for graduate professional education. This campus ranks among the top fifteen in the country in the number of first professional degrees it confers and among the top five in the number of health-related degrees. IUPUI is the home campus for statewide programs in medicine, dentistry, nursing, allied health, and social work and extends its program offerings through IUPUC (Columbus). IUPUI's University Library provides regional leadership for developing digital resources and making them available throughout the community. Building upon a tradition of excellence in higher education, IUPUI provides access for committed learners to quality education that conveys the skills, intellectual framework, and values necessary for life-long learning. Its programs and services influence thinking and practice throughout the state, across the country, and around the world. IUPUI serves as a catalyst for collaboration in teaching, research, and service among its faculty, students, and staff, and among the state's educational institutions, including colleges, universities, and schools of the Indianapolis region, and other learning organizations. IUPUI is home to dozens of interdisciplinary research centers and in the next century expects to become one of the nation's leading centers of interdisciplinary teaching and learning.

The **VISION** of IUPUI is to be one of the best urban universities, recognized locally, nationally, and internationally for its achievements.

The **MISSION** of IUPUI 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.

In pursuing its mission and vision, IUPUI provides for its constituents' excellence in:

- Teaching and Learning
- Research, Scholarship, and Creative Activity
- Civic Engagement, Locally, Nationally, and Globally

With each of these core activities characterized by:

- Collaboration within, across disciplines, and with the community,
- A commitment to ensuring diversity, and
- Pursuit of best practices

## Statement of Values

IUPUI **VALUES** the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. We value the opportunities afforded by our location in Indiana's capital city and are committed to serving the needs of our community. Our students, faculty, and staff are involved in the community, providing educational programs, working with a wide array of community partners who serve Indianapolis and Central Indiana, offering expert care and assistance to patients and clients, and engaging in field research spanning virtually every academic discipline. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of a diverse campus community of students, faculty, and staff; to continuous improvement of its programs and services; and to building a strong, welcoming campus community for all.

## IU Richard M. Fairbanks School of Public Health

Welcome! Please visit the IU Richard M. Fairbanks School of Public Health's [website](#) for additional information. Additionally, you are now a part of the IU Online community! Please visit the [IU Online website](#) for additional resources.

### Vision, Mission, 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 remains as important as ever today, public health is dynamic and must respond in innovative ways to emerging challenges to world health.

#### ***Our Vision:***

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

#### ***Our Mission:***

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

#### ***Core Values:***

The FSPH 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.

## Curriculum

The Master of Science (MS) in Product Stewardship is an entirely distance-based, and interactive, 30 credit program which includes public health fundamentals (PH), environmental health science fundamentals (EHS), and specialized product stewardship (PS) coursework. All courses are required and a minimum GPA of 3.0 is mandatory to remain in good academic standing and graduate. Although classes are recorded, regular attendance of all Web-based classes is expected. Classes typically meet weeknights from 6:00 pm to 8:40 pm.

Students are allowed to enroll in the MS on a full-time or part-time basis and must complete the degree within five years. Students who do not complete their graduate degree within this timeframe must reapply to the program.

## Required Courses

### **MS Product Stewardship Core Courses (15 Credit Hours)**

|      |  |           |
|------|--|-----------|
| A680 | Fundamentals of Product Stewardship        | 3 Credits |
| A678 | Product Improvement & Sustainability       | 3 Credits |
| A677 | Product Hazard, Exposure & Risk Assessment | 3 Credits |
| A675 | Regulatory Affairs for Product Stewardship | 3 Credits |
| A676 | Product Stewardship Strategy & Management  | 3 Credits |

### **Public Health Courses (6 Credit Hours)**

|      |                               |           |
|------|-------------------------------|-----------|
| P510 | Introduction to Public Health | 3 Credits |
| Open | Public Health Elective        | 3 Credits |

### **Environmental Health Science Courses (9 Credit Hours)**

|      |  |           |
|------|--|-----------|
| A661 | Fundamentals of Toxicology                   | 3 Credits |
| A662 | Human Health Risk Assessment                 | 3 Credits |
| A623 | Management & Leadership in Health Protection | 3 Credits |

## Sample Plans of Study

**Table 1. A suggested study plan for Part-Time\* MS in Product Stewardship Students**

| Course #                            | Course Name                                  | Credit Hours | Format                | Type of Credit      |
|-------------------------------------|--|--------------|-----------------------|---------------------|
| <b>Fall of 1st Year</b>             |  |              |                       |                     |
| A661                                | Fundamentals of Toxicology                   | 3            | Web-based             | EHS                 |
| A680                                | Fundamentals of Product Stewardship          | 3            | Web-based             | Product Stewardship |
| <b>Spring of 1st Year</b>           |  |              |                       |                     |
| A662                                | Human Health Risk Assessment                 | 3            | Web-based or In-Class | EHS                 |
| A623                                | Management & Leadership in Health Protection | 3            | Web-based or In-Class | EHS                 |
| <b>Summer of 1st Year</b>           |  |              |                       |                     |
|                                     |  |              |                       |                     |
| <b>Fall of 2nd Year</b>             |  |              |                       |                     |
| P510                                | Fundamentals of Public Health                | 3            | Web-based or In-Class | Public Health       |
| A677                                | Product Hazard, Exposure & Risk Assessment   | 3            | Web-based only        | Product Stewardship |
| <b>Spring of 2nd Year</b>           |  |              |                       |                     |
| A678                                | Product Improvement & Sustainability         | 3            | Web-based only        | Product Stewardship |
| A675                                | Regulatory Affairs for Product Stewardship   | 3            | Web-based only        | Product Stewardship |
| <b>Summer of 2nd Year</b>           |  |              |                       |                     |
|                                     |  |              |                       |                     |
| <b>Fall of 3rd Year</b>             |  |              |                       |                     |
| Open                                | Elective                                     | 3            | Web-based or In-Class | Public Health       |
| A676                                | Product Stewardship Strategy & Management    | 3            | Web-based only        | Product Stewardship |
| <b>Total Number of Credit Hours</b> |  | <b>30</b>    |                       |                     |

\*Graduate students must be enrolled in 4 credit hrs per term to be eligible to apply for federal student loans.

\*Graduate students who enroll in less than 4 credit hrs are not eligible to apply for federal student loans that term.

**Table 2. A suggested study plan for Full Time\* MSPS Students: Fast Track**

| Course #                            | Course Name                                  | Credit Hours | Format    | Type of Credit      |
|-------------------------------------|--|--------------|-----------|---------------------|
| <b>Fall of 1st Year</b>             |  |              |           |                     |
| A661                                | Fundamentals of Toxicology                   | 3            | Web-based | EHS                 |
| A680                                | Fundamentals of Product Stewardship          | 3            | Web-based | Product Stewardship |
| Open                                | Elective                                     | 3            |           |                     |
| A677                                | Product Hazard, Exposure & Risk Assessment   | 3            | Web-based | Product Stewardship |
| <b>Spring of 1st Year</b>           |  |              |           |                     |
| A662                                | Human Health Risk Assessment                 | 3            | Web-based | EHS                 |
| A623                                | Management & Leadership in Health Protection | 3            | Web-based | EHS                 |
| A678                                | Product Improvement & Sustainability         | 3            | Web-based | Product Stewardship |
| A675                                | Regulatory Affairs for Product Stewardship   | 3            | Web-based | Product Stewardship |
| <b>Summer of 1st Year</b>           |  |              |           |                     |
|                                     |  |              |           |                     |
| <b>Fall of 2nd Year</b>             |  |              |           |                     |
| A670                                | Product Stewardship Strategy & Management    | 3            | Web-based | Product Stewardship |
| P510                                | Introduction to Public Health                | 3            | Web-based | Public Health       |
|                                     | *Will need an additional 2 credit hours here |              |           |                     |
| <b>Total Number of Credit Hours</b> |  | <b>30</b>    |           |                     |

\*Must have 8 credit hours per semester for full-time status

**Table 3. A suggested study plan for Full Time\* MSPS Students**

| Course #                            | Course Name                                  | Credit Hours | Format    | Type of Credit      |
|-------------------------------------|--|--------------|-----------|---------------------|
| <b>Fall of 1st Year</b>             |  |              |           |                     |
| A680                                | Fundamentals of Product Stewardship          | 3            | Web-based | Product Stewardship |
| A677                                | Product Hazard, Exposure & Risk Assessment   | 3            | Web-based | Product Stewardship |
| A661                                | Fundamentals of Toxicology                   | 3            | Web-based | EHS                 |
| <b>Spring of 1st Year</b>           |  |              |           |                     |
| A662                                | Human Health Risk Assessment                 | 3            | Web-based | EHS                 |
| A675                                | Regulatory Affairs for Product Stewardship   | 3            | Web-based | Product Stewardship |
| A678                                | Product Improvement & Sustainability         | 3            | Web-based | Product Stewardship |
| <b>Summer of 1st Year</b>           |  |              |           |                     |
|                                     |  |              |           |                     |
| <b>Fall of 2nd Year</b>             |  |              |           |                     |
| P510                                | Introduction to Public Health                | 3            | Web-based | Public Health       |
| A676                                | Product Stewardship Strategy & Management    | 3            | Web-based | Product Stewardship |
|                                     | *Will need an additional 2 credit hours here |              |           |                     |
| <b>Spring of 2nd Year</b>           |  |              |           |                     |
| A623                                | Management & Leadership in Health Protection | 3            | Web-based | EHS                 |
| Open                                | Elective                                     | 3            |           |                     |
|                                     | *Will need an additional 2 credit hours here |              |           |                     |
| <b>Summer of 2nd Year</b>           |  |              |           |                     |
|                                     | -----  |              |           |                     |
| <b>Total Number of Credit Hours</b> |  | <b>30</b>    |           |                     |

\*Must have 8 credit hours per semester for full-time status

## Distance-Based Learning & Canvas

The MS in Product Stewardship courses will primarily use a web-based (distance learning) format for delivery. Students log on to a web-meeting platform called Zoom. Each student must have an audio and video connection so that the student can see and hear the instructor and other students and utilize screen sharing.

Zoom tech support is found here: <https://support.zoom.us/hc/en-us>.

ITS support for Zoom and the Knowledge Base are found here: <https://kb.iu.edu/d/bfqu>.

Indiana University has selected Canvas as its learning management system. Through Canvas, students link into their courses at the meeting time of their class, view recorded videos of their courses, and find course grades, syllabi, files, etc. To learn more, visit the Canvas website at <http://go.iu.edu/21I1>.

Before the first class each term, Canvas will be updated by the instructors with a link so that each student can connect to the session. Students should go to the following link before the first class: <http://go.iu.edu/1AJ1>. The sections on “Testing in advance of your event” and “Attending your event” will help the student prepare to connect with their class and troubleshoot any issues.

Students who have never registered for a distance-based course before may have the impression that distance-based courses are less intensive and easier than face-to-face courses, but this is not the case. Our courses require active student involvement, assignments to be completed within a specific timeframe, etc., and should be expected to be just as challenging as face-to-face courses.

## Competencies

### *Program Competencies or Learning Outcomes:*

The MS in Product Stewardship degree program reflects IUPUI’s Principles of Graduate and Professional Learning. Students will master the knowledge and skills set forth in the Product Stewardship Program Competencies; be able to communicate effectively with peers, stakeholders, and the public; think creatively and critically to improve practice in the field of product stewardship; and behave in an ethical manner both professionally and personally. The specific competencies for the MS in Product Stewardship are as follows:

1. Describe the core functions, values and principles of environmental and occupationalpublic health.
2. Identify and characterize product hazards, exposures, and risk through inherent product characteristics, uses, and misuses of products.
3. Select and apply appropriate frameworks to analyze product risks to humans andthe environment throughout product supply chains and product lifecycles.
4. Identify and evaluate current and emerging societal issues, regulatory requirements, and voluntary frameworks that may affect products throughout their lifecycle.
5. Assess and apply best practices to improve product sustainability and competitive advantage while minimizing business risk through management and productdevelopment.
6. Identify and recommend strategies to improve the capabilities of product stewardship organizations within the larger business construct.

## Campus and School Policies

Students in the MS Product Stewardship 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."<sup>1</sup>

It is the student's responsibility to have full awareness and understanding of the citation procedures used in their classes. Ignorance or carelessness regarding citation procedures does not excuse plagiarism. Penalties are severe, especially in our graduate programs.

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 as soon as possible. A third party from the Fairbanks School of Public Health will attend 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 misconduct, the instructor will complete the Academic Misconduct Reporting Form, with signatures, and submit it to the student, and the Department Chair.

**Step 3:** The outcome of the meeting will be documented in writing within five business days with copies sent to the student, and Department Chair. Acts of misconduct that warrant a recommendation for suspension or dismissal from the school will go before the MS Product Stewardship 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 to the Department Chair following the procedures and time period outlined in the IUPUI Code of Student Rights, Responsibilities and Conduct.

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<sup>1</sup> <http://studentcode.iu.edu/>

# Campus and Department Policies

## Academic Probation

In order to be in good academic standing, the MS Product Stewardship Program requires students to maintain a minimum 3.0 cumulative GPA. Students will be placed on academic probation if their semester or 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. If students are unable to bring their GPA up to 3.0, the Academic Progress Review Committee will assess their academic standing, 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 Student Services of their pending graduation by completing the Application for Graduation Form found on the Fairbanks School of Public Health website. The Office of Student Services will notify students of application deadlines in advance via email.

## Change of Address

It is important for students to keep their addresses up-to-date with the school and the university. This will ensure the prompt delivery of school-related information. Please note that some official university mail for students on the IUPUI campus is sent to the student's current address. To update an address, please complete a change-of-address using One.IU: <https://one.iu.edu/> and notify the FSPH Office of Student Services.

## Course Authorization

Please contact Student Services to request course authorization for independent readings courses.

## Course Transfer

### *Product Stewardship Graduate Certificate Program:*

If the student previously took the Product Stewardship Graduate Certificate Program courses for credit as an IU student through the university, the credits will transfer to the MS degree within two years of completing the Graduate Certificate if a grade of "B" or better was earned in the course. If the student took the courses as non-university credit, the courses cannot apply to the MS degree.

### *Other Courses:*

In some cases, a student may be eligible to transfer course work/credit hours earned at another accredited academic institution into the MS in Product Stewardship Program. Students may transfer no more than nine credit hours of coursework if a grade of "B" or better was awarded. Transfer requests will only be allowed for students who did not apply the credit toward a former academic degree.

Students should submit a Graduate Transfer of Credit form (see FSPH student portal (<https://fsph.iupui.edu/student-portal/index.html>) to the Office of Student Services and attach a copy of the syllabus for the course 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 in question 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 in question must have been taken within the past three years.
- The topics covered must be similar to the topics covered in the MSPS 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 MSPS course, as demonstrated by the syllabus.

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

## Grading Systems and Standards

The FSPH has adopted the official grading system and grade point values of Indiana University, however some faculty use an alternate 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 the course materials 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)** Acceptable work. Student performance demonstrates sufficient understanding of course materials.

**C+ (2.3)** 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).

Based on these grade point values, students **must maintain a minimum cumulative grade average of 3.0 each semester in all MS in Product Stewardship course work to remain in good standing.** Courses approved as part of the student's MS in Product Stewardship curriculum are included in the calculation of the MS in Product Stewardship Grade Point Average (GPA).

*The following policies apply:*

Courses completed with grades of "B-" or lower will not be counted toward degree requirement. The core curriculum courses with grades at or below "B-" must be repeated and successfully passed with a grade of "B" or better.

### Incomplete Grades Assigned

A grade of incomplete indicates that the work is passing at the end of the semester, but a relatively small part of the required course work has not been completed. An "I" may be assigned only when the candidate's work is of passing quality and upon proof of personal hardship that renders the normal course time requirements unreasonable. In order to give a grade of "I", the faculty member must file an Incomplete Form, which states the reason for the incomplete, the requirements for completion, and the date by which the course is expected to be completed. Incomplete marks not removed after one year of assignment automatically convert to an "F." Candidates for the MS in Product Stewardship cannot be certified for graduation until the record is cleared of all "Incompletes", in all course work, for credit toward the MS in Product Stewardship degree.

The Fairbanks School of Public Health follows campus guidelines, which can be accessed at <http://go.iu.edu/21lt> in granting incompletes.

### Leave of Absence Policy

Generally, a leave of absence will not be granted to a student who has completed less than seven credit hours in good academic standing. A non-medical leave of absence will not be granted if the request is submitted within two weeks of the beginning of final examinations at 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.

To request a leave of absence, students must submit the MS Leave of Absence Request Form (available in the FSPH student portal (<https://fsph.iupui.edu/student-portal/index.html>) to the MS in Product Stewardship Faculty Advisor. Leave of Absence requests must be presented, in writing, either in hard copy or by email within two weeks of student's notification to take leave of absence. Written support from the student's advisor confirming the need for a leave of absence will be emailed to the Graduate Office and a copy must be documented in the student's file.

A student called to active duty may qualify for an incomplete in his or her coursework, provided that all the above criteria have been met. For more information, please see the Office for Veterans and Military Personnel website at <http://go.iu.edu/1AKW>.

## Pass/Fail Option

MS in Product Stewardship students may not elect to take a graded course using the pass/fail option.

## Student Code of Conduct

Every Indiana University student is responsible for reading and understanding this Statement, 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 Student Rights, Responsibilities, and Conduct ( <https://studentaffairs.iupui.edu/student-conduct/index.html> ) is intended to identify basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.

## Campus and School Resources

### FSPH Student Services

The Student Services department for FSPH is located in the School of Health Sciences building at:

1050 Wishard Lane  
6<sup>th</sup> Floor  
Indianapolis, IN 46202  
Email: [fsphinfo@iu.edu](mailto:fsphinfo@iu.edu)

### University Writing Center/Online Writing & Math Support Services

The University Writing Center (<https://liberalarts.iupui.edu/uwc/>) is a service available to all IUPUI students, both graduate and undergraduate. 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 45-minute session online at <http://go.iu.edu/1AKZ>, by stopping by one of their locations, or by calling 317-274-2049. When scheduling online, please note that graduate students must work only with faculty consultants.

The IU Office of Online Education has collaborated with the Math and Writing Center at IU East to provide students who are enrolled in *online* degrees with academic support. You can log on for support at this website: <https://iue.upswing.io/>

### Adaptive Education Services (AES)

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 317-274-3241 or visit their website at <https://diversity.iupui.edu/offices/aes/index.html>

## **Bookstore**

After registration, visit the bookstore website to view a complete textbook listing. Books are typically listed two weeks prior to the beginning of the semester. Students may purchase their textbooks at the Barnes and Noble Bookstore on campus or through various websites.

### Barnes and Noble IUPUI Bookstore

IUPUI Campus Center, 1<sup>st</sup> floor  
420 University Blvd.  
317-278-2665

- Ordering Textbooks Online: To order textbooks online, visit the Barnes & Noble at IUPUI Bookstore website ( <https://iupui.bncollege.com/shop/iupui/home> ). A student can search for books using the customized textbook listing, add them to the cart, pay for the books, and have them shipped to the student's home.
  - [Find Textbooks](#)
  - [Textbook Rentals](#)
  - [Sell Textbooks Back](#)
  - [Digital content](#)
- Campus Center Bookstore School Hours
  - Monday – Thursday 8:00 AM-8:00 PM
  - Friday – 8:00 AM-7:00 PM
  - Saturday – 8:00 AM-5:00 PM
  - Sunday – 12:00 PM-5:00 PM
- Campus Center Bookstore Summer Hours
  - Monday – Friday 8:00 AM-6:00 PM
  - Saturday – 8:00 AM-5:00 PM
  - Sunday – Closed

## Bursar Office

For all fee and fee payment information, please go to the Office of the Bursar at (<https://www.pay.iupui.edu/>). Information regarding such topics as refunds, billing due dates, how to pay bill, pay options, master fee rate listings, tuition/fee estimation and other services software can be found on their website.

| Refund Periods – Regular Semester                            | Drop/Add – Schedule Adjustment Periods  |
|--|---|
| 100% during 1 <sup>st</sup> week of classes                  | Course deleted from record  |
| 75% during 2 <sup>nd</sup> week of classes                   | Withdrawal with a “W”, no signatures required.                                      |
| 50% during 3 <sup>rd</sup> week of classes                   | Withdrawal with a “W”, advisor signature required.                                  |
| 25% during 4 <sup>th</sup> week of classes                   | Withdrawal with a “W”, advisor signature required.                                  |
| 0% during 5 <sup>th</sup> – 8 <sup>th</sup> week of classes  | Withdrawal with a “W”, advisor signature required.                                  |
| 0% during 9 <sup>th</sup> – 12 <sup>th</sup> week of classes | Withdrawal with a “W” or “F”, professor and advisor signature required.             |
| 0% during 13 <sup>th</sup> – end of semester                 | Withdrawal with a “W” or “F”, professor, advisor, and Dean signatures are required. |

## Campus Computer Labs

A student can release print jobs on the IUPUI campus with a simple swipe of their CrimsonCard. Below is general information about printing on campus. For more information about printing at IUPUI, visit [Printing on Campus](#).

*Print allocations are available at these locations:*

- Informatics and Communications Technology complex (ICTC) 131 (24 hour computer lab)
- University Library (UL)
- Business/SPEA (BS) 3000
- Campus Center (CE) (Theater Level and 2<sup>nd</sup> floor near the elevators)
- Education/Social Work (ES) Consortium (Rooms 2116, 2117, 2119, 2121, and 2124)
- Engineering/Science & Technology (SL)
- Science Building (LD)
- Eskenazi Hall (HR)
- Nursing School (NU)

IUPUI has a pay-for-print policy for graduate students. A student will need to make sure they have money in their CrimsonCard Account to pay for and release print jobs.

## Campus Map

IUPUI's official interactive online campus map <http://map.iupui.edu/>.

## Counseling and Psychological Services (CAPS)

Counseling and Psychological Services ([CAPS](#)) provides direct professional psychological services including crisis response, counseling, assessment, and referral that are accessible to, and provide for, the general well-being of all IUPUI students. Each student is eligible for six free individual counseling sessions while at IUPUI, after a small assessment fee is paid; there is no charge for group counseling sessions once the assessment fee is paid.

## Email

Email is considered an 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 receive email and read these messages in a timely fashion.

Official university email account are available for all students once they have been admitted to the University. Official university communications will be sent to the students' official university email addresses.

Students are expected to check their email on a frequent and consistent basis in order to keep abreast of university-related communications. In addition to their university email account, students should also check for course-related email within Canvas. The same user ID and password (passphrase) are used for Canvas as the university email system (see more information below).

Students who choose to have their email forwarded to a private (non-IUPUI) email 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 email forwarded to any unofficial email 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 email addresses. Instructions on forwarding email may be found at: [Forward Email Instructions](#).

- **Need Help with Email, Canvas or One.IU Account?**

If a student has problems with the Account management Service or need assistance, please 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. A student can also email the Help Desk at [ithelp@iu.edu](mailto:ithelp@iu.edu).

## Financial Aid Office

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 Services [Financial Aid](#) is located in the IUPUI Campus Center room 250A. Students can contact the office by phone 317-274-4162 or FAX to 317-274-5930. Telephone advising hours run from 8:30 am – 5:00 pm, Monday through Friday. Students can also email the office at [finaid@iupui.edu](mailto:finaid@iupui.edu), for more information and resources see the following:  
<http://go.iu.edu/1ALd>

## IU Ware

IU Ware <http://go.iu.edu/1ALe> 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 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

No matter what degree a student is seeking at IUPUI, they will have access to a library (<http://www.ulib.iupui.edu/>) that offers exactly what they need when they need it.

### **University Library Reference and Service Desk: 317-274-0469**

|                   |                     |
|-------------------|---------------------|
| Monday – Thursday | 7:30 am – Midnight  |
| Friday            | 7:30 am – 9:00 pm   |
| Saturday          | 8:00 am – 6:00 pm   |
| Sunday            | 10:00 am – Midnight |

### Ruth Lilly Medical Library: 317-274-7182

|                 |                    |
|-----------------|--------------------|
| Monday – Friday | 7:00 am – 9:00 pm  |
| Saturday        | 8:30 am – 9:00 pm  |
| Sunday          | 12:00 pm – 9:00 pm |

### Dental School Library: 317-274-7204

|                   |                    |
|-------------------|--------------------|
| Monday – Thursday | 7:30 am – 10:00 pm |
| Friday            | 7:30 am – 5:00 pm  |
| Saturday          | 9:00 am – 4:30 pm  |
| Sunday            | 1:00 pm – 5:00 pm  |

### School of Law Library: 317-274-4028

|                 |                    |
|-----------------|--------------------|
| Monday – Friday | 8:00 am – 10:00 pm |
| Saturday        | 9:00 am – 5:00 pm  |
| Sunday          | 1:00 pm – 9:00 pm  |

## 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, a student may view their current schedule, Bursar and Financial Aid information, and transcripts through the Student Center app on One.IU. A student may also change mailing address information on this system.

## Parking and Transportation

Parking passes are available online at Parking and Transportation Services ([IUPUI Parking](#)). 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: M – F: 8:00 am – 5:00 pm. Questions can be directed to 317-274-4232.

## Public Safety Escort

If the student is on campus alone at night, the IUPUI Safety Escort Service can provide someone to walk or drive him or her to his or her car or another campus destination. Call 317-274-SAFE (7233). This service only operates on University and IU Health-related campus properties.

## Registrar Office

### Academic Calendars

The Office of the Registrar maintains all academic calendars. The academic calendars and long term academic campus calendars can be accessed at <http://go.iu.edu/1ALi>.

### Course Withdrawals and Grade Appeals

It is important for students to withdraw formally from a course in a timely fashion, whenever circumstances prevent students from completing it (or all courses in a given semester). Students who stop attending class without properly withdrawing from the class will receive a grade of F. Note that withdrawals starting in Week 13 of a regular session or Week 5 of a summer session are rarely granted. Poor performance in a course is not grounds for a late withdrawal. 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.

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

- A timely withdrawal is one that occurs during the Office of the Registrar's official withdrawal periods. These withdrawals must occur before Week 13 of class during fall or spring term or before Week 5 of a summer session.
- A late withdrawal is one that occurs after the official withdrawal periods – that is, requests to withdraw from the 13<sup>th</sup> week through the last day of classes. These withdrawals are not routine and 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. In the event that a request for a late course withdrawal is denied, the student may consider grade replacement to improve a low grade.

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 the student has completed 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. The student should always contact the course instructor as a first step in the grade appeal process. Poor performance in a course is not grounds for seeking a grade change after the completion of a course. If resolution is not reached, the student can appeal to the Associate Dean for Education and Training. The appeal must be made in writing within 90 days of the date when the grade was issued. For this reason, it is good practice to retain all course records for at least 90 days.

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 consistent with grades assigned to other students
- a grade dispute that arises because the grading criteria were not followed

Students who feel there was a miscalculation in a final grade may speak directly with the course instructor to resolve the matter. Unresolved matters may be appealed in writing to the Chair of the department. Unresolved matters at the department level may be appealed in writing to the Associate Dean for Education & Training.

Students may use either eDrop or the paper format of these options to adjust their schedules.

Instructions for eDrop are available at <https://bulletin.iu.edu/iupui/2012-2014/policies/iupui/drop-add.shtml>. Students should contact Shawne Mathis [snmathis@iu.edu](mailto:snmathis@iu.edu) or 317-278-0337 for assistance with dropping or adding a course.

## Emergency Withdrawal Policy at IUPUI

The policy detailing emergency withdrawal procedures at IUPUI is available at <http://go.iu.edu/1ALI>.

## (Drop/Add) Schedule Adjustments

eDrop and eAdd starts the second week of class and ends at the end of the 8<sup>th</sup> week of class. Any fall or spring semester drop and add request 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.

## Grade Point Average Calculation

An easy to use resource for calculating semester and projected GPA's can be found at <http://go.iu.edu/1ALm>.

## 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.

## Registration

Students register for courses via the Student Center app on One.IU. Visit <http://go.iu.edu/1ALn> for the IUPUI Registration Guide.

Students may register by computer 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 the Office of the Registrar at 317-274-1519 or Shawne Mathis, [snmathi@iu.edu](mailto:snmathi@iu.edu), or 317-278-0337 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 Shawne Mathis, [snmathi@iu.edu](mailto:snmathi@iu.edu), or 317-278-0337.

Information on Late Registration fees can be accessed at <http://go.iu.edu/1ALo>.

## 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 a 100% refund of tuition and fees, if they meet certain requirements. Alternatively, student who are called to active duty may qualify for an incomplete.

The complete campus policy is available at the IUPUI Office of the Registrar at Military Withdrawal at <http://go.iu.edu/1ALo>.

## 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 the website at <http://go.iu.edu/1ALp>.

## 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 Student Health at <http://go.iu.edu/1ALq> on a fee for service basis. All x-rays or referrals will be the responsibility of the student.

## Student ID Cards

The IUPUI CrimsonCard (<http://go.iu.edu/1ALr>) is free to all enrolled students at IUPUI. The IUPUI CrimsonCard can be used as a campus identification, library card, print release validation card, physical education and recreation sports card, and Learning Center Cluster information card. The IUPUI CrimsonCard 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.

## Student Insurance Plans

Information on IU Student Health Insurance Plans including rates, benefits, and provisions can be located at <http://go.iu.edu/1ALs>.

## 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 passphrase, 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.

## Student Involvement

### Student Life

The Division of Student Affairs, <http://go.iu.edu/1Alt>, as educator and advocates, provides student-centered services, consulting, facilities, learning experiences and programs for students, faculty, staff, alumni and the community.

### Student Representation on Committees

#### MPH Graduate Student Government

The Master of Public Health Student Government (MPHSG) is the official graduate school government, which provides students a voice in matters pertaining to the affairs of the University and Fairbanks School of Public Health. The goals of this body are to:

1. improve the quality of graduate student life,
2. to contribute more effectively to campus life in general,
3. to encourage the highest quality of graduate instruction,
4. to provide a means for graduate students to become involved in determining future University and Fairbanks School of Public Health directions and planning,
5. and to otherwise enhance graduate student involvement on the University campus and the community.

As an official academic plan under the Public Health academic program, MS in Product Stewardship students are encouraged to participate in the MPH Graduate Student Government. For more information, please visit:

- [https://twitter.com/MPHstgov\\_IUPUI](https://twitter.com/MPHstgov_IUPUI)
- <https://www.facebook.com/groups/280992003600/>