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

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

**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.

**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 RMFSPH 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.
Academic Integrity and Avoidance of Plagiarism:

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

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

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

Step 2: The student will be invited to meet with the instructor to discuss the situation in person as soon as possible. A third party from the Fairbanks School of Public Health will be in attendance at this meeting. The student will have an opportunity to share his/her comments and respond to the allegation. If the instructor concludes that the student did commit an act of misconduct, the instructor will complete the Academic Misconduct Reporting Form, with signatures, and submit it to the student, the Department Chair and the Associate Dean for Education and Training.

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

Academic Probation:

In order to be in good academic standing, the MPH Program requires students to maintain a minimum 3.0 cumulative GPA. Students will be placed on academic probation if their semester and/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, their academic standing will be assessed by the MPH Academic Progress Review Committee, and a decision will be made as to whether or not they may continue in the program.
Application for Graduation:

Students are required to notify the FSPH 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 graduation application deadlines via email in advance of the various deadlines.

Change of Address:

It is important to keep your address up-to-date with the school and the university. This will ensure the prompt delivery of school-related information. Please note that official university mail for students on the IUPUI campus is sent to the student’s current address. To update your 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 Shawne Mathis smmathis@iu.edu to request course authorization for final project, independent readings, and elective courses and Sarah Johnson shm@indiana.edu to request authorization for internship.

Course Revalidation Policy:

Normally, MPH courses may not be counted toward the MPH degree requirements if the credit earned was completed more than five years prior to the awarding of the MPH degree. The faculty advisor may, however, recommend that course work taken beyond this time frame be revalidated if it can be demonstrated that the student’s knowledge contained in the course(s) remains current. Currency of knowledge may be demonstrated by passing a more advanced MPH course in the same subject area, completing an MPH internship or final project in which the student demonstrates substantial knowledge of the content of the course, serving as a teaching assistant in a comparable or more advanced course, or publishing scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course.

Each course under consideration for revalidation should be justified separately.

Course Transfer:

In some cases, a student may be eligible to transfer course work/credit hours earned at another accredited academic institution into the MPH Program. Students may transfer no more than 9 credit hours of coursework, if a grade of “B” or better was awarded, into the MPH Program. Students transferring from a CEPH accredited program or school may transfer up to 15 credit hours of coursework if a grade of “B” or better was awarded.

Students should submit a Request for Course Transfer form http://www.pbhealth.iupui.edu/index.php/current-students/forms/ 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. When the decision regarding transfer of credit has been made, the student will be notified in writing. 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 MPH course as demonstrated by a comparison of the syllabi and other materials from the two courses, and other materials as needed.
• The course objectives must be similar to the objectives covered in the MPH course, as demonstrated by the syllabus.

Exit Interview:

All MPH graduates are required to complete an Exit Interview at the time of their graduation from the program. The Office of Student Services will provide instructions regarding completion of the exit interview.

Leave of Absence Policy:

MPH Leave of Absence Notification
The purpose of a leave of absence notification is to certify that the student has left the university for a period of time due to their inability to perform the essential functions associated with their appointment as a student within their graduate program. To request a leave of absence, students must submit a Leave of Absence Request Form http://www.pbhealth.iupui.edu/index.php/current-students/forms/ to the Office of Student Services. A leave of absence request must be presented in writing, either in hard copy or by e-mail. Written support from the student’s faculty advisor confirming the need for a leave of absence must be documented in the student’s file.

Generally, a leave of absence will not be granted to a student who has completed less than 7 credit hours or who is not in good academic standing. A non-medical leave of absence will not be granted if the request is submitted within two weeks of the 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.

MPH Return from Leave of Absence Notification
The purpose of the return from leave of absence notification is to certify that the student, previously granted leave of absence, is fit to return to the university and perform the essential functions of student’s position in their graduate program. Students must submit a Return from Leave of Absence form http://www.pbhealth.iupui.edu/index.php/current-students/forms/ to the Office of Student Services. A return from leave of absence request must be presented in writing, either in hard copy or by e-mail. Written support from the student’s faculty advisor confirming students’ ability to return to program must be documented in the student’s file.

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 Students Rights, Responsibilities and Conduct (http://studentcode.iu.edu/) is intended to identify basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student
Campus and School Resources

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. The AES office is located in Taylor Hall, UC 100. For more information, call 274-3241 or visit website at http://aes.iupui.edu/.

Bookstore:

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

Barnes and Noble IUPUI Bookstore
IUPUI Campus Center, 1st floor
420 University Blvd.
317-278-2665

- Ordering Textbooks Online: To order your textbooks online, visit the Barnes & Noble at IUPUI Bookstore website www.iupui.bncollege.edu. 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.
- Find Textbooks
  http://iupui.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=36052
- Textbook Rentals
  http://iupui.bncollege.com/webapp/wcs/stores/servlet/BNCBRepairView?catalogId=10001&langId=-1&storeId=36052
- Sell Textbooks Back
  http://iupui.bncollege.com/webapp/wcs/stores/servlet/BNCBSellBackTextbookView?catalogId=10001&langId=-1&storeId=36052
- Digital Content
  http://iupui.bncollege.com/webapp/wcs/stores/servlet/BNCB_DigitalBooks?catalogId=10001&langId=-1&storeId=36052

- Campus Center Bookstore School Hours

  Monday - Thursday 8:00 AM–8:00 PM
  Friday - 8:00 AM–7:00PM
  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 visit the Office of the Bursar website at http://www.bursar.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 this website.

Refund Periods – Regular Semester

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Time Period</th>
</tr>
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<tbody>
<tr>
<td>100%</td>
<td>during 1st week of classes</td>
</tr>
<tr>
<td>75%</td>
<td>during 2nd week of classes</td>
</tr>
<tr>
<td>50%</td>
<td>during 3rd week of classes</td>
</tr>
<tr>
<td>25%</td>
<td>during 4th week of classes</td>
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<tr>
<td>0%</td>
<td>during 5th – 8th week of classes</td>
</tr>
<tr>
<td>0%</td>
<td>during 9th – 12th week of classes</td>
</tr>
<tr>
<td>0%</td>
<td>during 13th – end of semester</td>
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</table>

Drop/Add-Schedule Adjustment Periods

<table>
<thead>
<tr>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course deleted from record.</td>
</tr>
<tr>
<td>Withdrawal with a “W”, no signatures required.</td>
</tr>
<tr>
<td>Withdrawal with a “W”, advisor signature required.</td>
</tr>
<tr>
<td>Withdrawal with a “W”, advisor signature required.</td>
</tr>
<tr>
<td>Withdrawal with a “W”, advisor signature required.</td>
</tr>
<tr>
<td>Withdrawal with a “W” or “F”, professor and advisor signature required.</td>
</tr>
<tr>
<td>Withdrawal with a “W” or “F”, professor, advisor and Dean signatures are required.</td>
</tr>
</tbody>
</table>

Campus Computer Labs:

Printing at IUPUI is easy! You can release your print jobs with a simple swipe of your Jagtag. Below is general information about printing on campus. For more information about printing at IUPUI, visit the http://jagtag.iupui.edu/Students.asp?content=Printing-on-Campus.

Use your print allocation in these locations:

• Informatics & Communications Technology Complex (ICTC) 131 (24 hour computer lab)
• University Library (UL)
• Business/SPEA (BS) 3000
• Campus Center (CE) (Theatre level and 2nd 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. You'll need to make sure you have money in your regular Jagtag Account to pay for and release your print jobs. Visit Deposit Options at https://jagtag.iupui.edu/Students.asp?content=Deposit-Options to make a deposit.
**Fairbanks School of Public Health Computer Lab:**

The Fairbanks School of Public Health has created a multipurpose work area for student use. This area houses many computer resources, including a Windows computer lab with printing capabilities. Computer lab hours vary by semester. A current lab schedule will be posted in the lab.

**Campus Map:**

IUPUI’s official interactive online campus map [http://map.iu.edu/iupui/](http://map.iu.edu/iupui/).

**Canvas:**

Indiana University has selected Canvas as its next learning management system. To learn more, visit Canvas website at [https://canvas.iu.edu/lms-prd/app](https://canvas.iu.edu/lms-prd/app).

**Counseling and Psychological Services (CAPS):**

Counseling and Psychological Services (CAPS) [http://studentaffairs.iupui.edu/health-wellness/counseling-psychohay/index.shtml](http://studentaffairs.iupui.edu/health-wellness/counseling-psychohay/index.shtml) 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 6 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.

**E-mail:**

E-mail 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 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. For IUPUI, this is the @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. The same user ID and password are used for Canvas as the university e-mail system.

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](https://itaccounts.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 [http://www.iupui.edu/~finaid/](http://www.iupui.edu/~finaid/) 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 8:30am-5:00pm, Monday to Friday. Students can also email the office [http://www.iupui.edu/~finaid/office/contact.html](http://www.iupui.edu/~finaid/office/contact.html), for more information and resources.

Help Desk Information:

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

IU Ware:

IU Ware [http://iuware.iu.edu/Windows](http://iuware.iu.edu/Windows) 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 - Gateway to the World’s Knowledge

No matter what kind of degree you are seeking at IUPUI, you’ll have access to a library that offers exactly what you need, when you need it. [http://www.iupui.edu/academics/libraries.html](http://www.iupui.edu/academics/libraries.html)

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

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 am - Midnight</td>
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<tr>
<td>Friday</td>
<td>7:30 am - 9:00 pm</td>
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<tr>
<td>Saturday</td>
<td>8:00 am - 6:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>10:00 am – Midnight</td>
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*Ruth Lilly Medical Library: 274-7182*

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<th>Days</th>
<th>Hours</th>
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<tr>
<td>Monday-Friday</td>
<td>7:00 am - 9:00 pm</td>
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<tr>
<td>Saturday</td>
<td>8:30 am - 9:00 pm</td>
</tr>
<tr>
<td>Sunday</td>
<td>12:00 pm - 9:00 pm</td>
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*Dental School Library: 274-7204*

<table>
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<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 am - 10:00 pm</td>
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<tr>
<td>Friday</td>
<td>7:30 am - 5:00 pm</td>
</tr>
<tr>
<td>Saturday</td>
<td>9:00 am - 4:30 pm</td>
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One.IU:

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

**Online Learning:**

Students who have never registered for an online course before may have the impression that online courses are less intensive and easier than face-to-face courses, *but this is not the case*. 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.

**Parking and Transportation:**

Parking passes are available on-line at Parking and Transportation Services [http://www.parking.iupui.edu/](http://www.parking.iupui.edu/). 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: 8:00a.m. - 5:00 p.m. Questions can be directed to 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.

**Registrar’s Office at IUPUI**

*Academic Calendars:* The Office of the Registrar maintains all academic calendars. The fall 2016 academic calendar and long term academic campus calendars can be accessed at [http://registrar.iupui.edu/enrollment/4168/cal4168.html](http://registrar.iupui.edu/enrollment/4168/cal4168.html).

*Course Withdrawals:* 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 a regular 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 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.

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. Poor performance in a course is not grounds for seeking a grade change after the completion of a course.

Students may use either eDrop or the paper format of these options to adjust their schedules. Instructions for eDrop are available at [http://registrar.iupui.edu/eDoc](http://registrar.iupui.edu/eDoc). Students should contact Mrs. Shawne Mathis snmathis@iu.edu or 317-278-0337 for assistance with dropping or adding a course.

**Deferred Grade:** A grade of deferred (R) 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 “R” grade will appear only for Internships and Final Concentration Projects. This grade will remain on the transcript until the work is completed and the advisor has assigned a grade.

**Drop / Add Schedule Adjustments:** Any fall or spring semester 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). The eDrop and eAdd start the second week of class and end the 8th week of class during fall and spring semesters.

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.
Grading Systems and Standards: The FSPH has adopted the grading system and grade point values of Indiana University. Faculty have the discretion to issue “+” or “-” grades and can adjust the grading scale.

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<tr>
<th>Grade</th>
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<tr>
<td>A+ or A</td>
<td>4.0</td>
<td>C</td>
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<tr>
<td>A-</td>
<td>3.7</td>
<td>C-</td>
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<tr>
<td>B+</td>
<td>3.3</td>
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<td>C+</td>
<td>2.3</td>
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</tbody>
</table>

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

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

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

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

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

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

Based on these grade point values, MPH students must maintain a minimum cumulative grade average of 3.0 in their coursework each semester to remain in good standing. Courses approved as part of the student’s curriculum requirements are included in the calculation of the MPH Grade Point Average (GPA).

Only courses with a grade of “B” or better will count toward graduation, although ALL grades (except ineligible course work and transfer credit) are used in computing the university GPA.

If a B- or lower is earned in an elective course, the elective course may be repeated or an alternate elective course may be taken in its place until a grade of B or better is earned in the elective course. If a B- or lower is earned in a required course, the course must be repeated until a grade of B or better is earned. All grades (including those from original and repeated courses) are used to calculate the student’s cumulative GPA.
**Grade Point Average Calculation:** An easy to use resource for calculating semester and projected GPA’s can be found at [http://registrar.iupui.edu/gpa-calculate.html](http://registrar.iupui.edu/gpa-calculate.html).

**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 at [http://registrar.indiana.edu/grades/grade-values/grade-of-incomplete.shtml](http://registrar.indiana.edu/grades/grade-values/grade-of-incomplete.shtml) 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 the specified timeframe.

**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.

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

**Registration:** Students register for courses via the Student Center app on One.IU. Visit [http://registrar.iupui.edu/registration-guide/](http://registrar.iupui.edu/registration-guide/) 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 the FSPH Office of Student Services 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 the FSPH Office of Student Services at 317-278-0337. Information on late registration fees can be accessed at [http://registrar.iupui.edu/registration-guide/bursar/late-fees.html](http://registrar.iupui.edu/registration-guide/bursar/late-fees.html).

**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 at the IUPUI Office of the Registrar at Military Withdrawal at
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.

Withdrawal: Where are circumstances when the “W” is an appropriate grade. The “W” indicates that the student has withdrawn from the course after a portion of the semester has lapsed. A grade of “W” is automatically assigned if withdrawal occurs after the first week but before the end of the first eight weeks of a regular-length semester or during the first week of an eight-week session. After that time, it is necessary to petition for a withdrawal. If the petition is granted, the student may withdraw and a “W” will be assigned for the course. The electronic drop/add form is available on One.IU and must be completed and signed by the student, instructor, and the student’s advisor.

During the last three weeks of a fifteen week course or the last two weeks of a six week course, the petition for withdrawal from course work is generally not granted. Such a request would only be granted in extraordinary situations. The Emergency Withdrawal Policy at IUPUI is available at:
http://www.iupui.edu/~fcouncil/committees/academic_affairs/emergency_withdrawal_final.pdf

Student Advocate:

The IUPUI Student Advocate provides objective, impartial and confidential assistance to students, faculty and parents in situations involving students. Anyone who has a student related question, complaint, conflict or general concern may contact the Student Advocate Office as an initial, neutral, and confidential first step toward resolution. The Student Advocate may also be able to assist students who are experiencing financial emergencies by helping them identify potential sources of emergency funding. The Student Advocate can be reached at 317-274-3699 or visit website at http://studentaffairs.iupui.edu/student-rights/student-advocate/contact-us.shtml.

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://studentaffairs.iupui.edu/health-
wellness/student-health/services/index.shtml on a fee for service basis. All x-rays or referrals will be the responsibility of the student.

**Student ID Cards:**

The IUPUI JagTag [http://www.jagtag.iupui.edu/] free to all enrolled students at IUPUI. The IUPUI JagTag can be used as campus identification, library card, print release validation card, physical education and recreation sports card, and Learning Center Cluster information card. The IUPUI JagTag 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://graduate.iupui.edu/support/health-insurance.shtml](http://graduate.iupui.edu/support/health-insurance.shtml).

**University ID Number (UID):**

The university does not use social security numbers as a student's primary identification number. While in most cases, students will be able to complete their business with the university through One.IU by use of a user ID and password, there may be occasions when a student ID number may be required. Students may obtain their university ID 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) [http://liberalarts.iupui.edu/uwc/](http://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://uwconline.iupui.edu](http://uwconline.iupui.edu), by stopping by one of our locations or by calling us at 317-274-2049. When scheduling online, please note that graduate students must work only with faculty consultants.

**MPH Student Involvement**

**Delta Omega**

Delta Omega is the honorary society for students in public health. Membership in Delta Omega reflects the dedication of an individual to quality in the field of public health and to protection and advancement of the health of all people. Students must be nominated by the Fairbanks School of Public Health faculty and staff in order to be inducted into Delta Omega.

Each chapter conducts the principal Delta Omega activities. The chapters elect new members
each year from four groups:
1. Students who are candidates for a graduate degree in public health
2. Faculty members at the school of public health
3. Alumni actively engaged in public health work
4. Honorary members possessing exceptional qualifications

Election is made by current Delta Omega faculty and is based on outstanding performance and scholarship in students, teaching and research in faculty members, and community service in alumni.

**Student Life**

The Division of Student Life at IUPUI, as educators and advocates, provides student-centered services, consulting, facilities, learning experiences and programs for students, faculty, staff, alumni and the community.

**Student Representation on School of Public Health Committees**

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

*MPH Graduate Student Council* - This committee represents all students enrolled in the MPH Program. Student leaders are actively involved in new student orientation, student gatherings, and graduation. This committee meets monthly or as needed. The MPH Student Council President serves as student representative to the MPH Program Committee.

*Graduate Student Organization (GSO)* - The Graduate Student Organization is the graduate student government body on the campus of IUPUI. A Fairbanks School of Public Health (FSPH) student represents fellow FSPH students at the IUPUI GSO. The GSO meeting occurs once a month and a representative from the FSPH Student Government is required to attend.

*MPH Community Practice Committee* - This committee includes faculty, practitioners and students. Committee members discuss matters related to the practice component of the curriculum -- the internship and final concentration project. Among the topics are identification of sites and preceptors, definition of student and preceptor expectations, and evaluation of these experiences. Meetings are held four times per year.

*Ad Hoc Committees as needed.*

**MPH Competencies**

**Overarching MPH Program Competencies**

1. Use biostatistical methods to analyze and report public health data.
2. Specify approaches to assess, prevent and control environmental and occupational hazards to human health and safety.
3. Use epidemiologic methods to collect, study, analyze and report the patterns of disease in human populations for diverse audiences.
4. Identify and analyze the components and issues of leadership, including financing and delivery of public health services and systems.
5. Apply policy process, development and analysis methods to address current national, state and local public health issues.
6. Identify social and behavioral science factors, theories and models and develop, implement and evaluate interventions designed to positively affect health behaviors in populations.
7. Collect and disseminate public health data through the use of technology and media.
9. Exhibit high standards of personal and organizational integrity, compassion, honesty and respect for all people.
10. Use systems methods to analyze the effects of political, social and economic influences on public health systems at the individual, community, state, national and international levels.
11. Demonstrate the impact of diversity and culture on public health across discipline areas.
12. Demonstrate an understanding of the basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of public health data.

**Biostatistics Concentration Competencies**

1. Describe basic concepts of probability, random variation and commonly used statistical probability distributions.
2. Apply descriptive techniques commonly used to summarize public health data.
3. Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.
4. Interpret results of statistical analyses found in public health studies.
5. Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.

**Environmental Health Science Concentration Competencies**

1. Describe federal and state regulatory programs, guidelines and authorities that control environmental health issues.
2. Specify current environmental risk assessment methods.
3. Specify approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety.
4. Explain the general mechanisms of toxicology and eliciting a toxic response to various environmental exposures.
5. Discuss various risk management and risk communication approaches in relation to issues of environmental justice and equity.

**Epidemiology Concentration Competencies**

1. Understand and apply descriptive epidemiology to assess health status and the burden of disease in populations.
2. Understand, apply, and interpret epidemiologic research methods and findings to the practice of public health.
3. Demonstrate the ability to identify and use existing sources of epidemiologic data at the local,
state, national, and international level.

4. Understand the key components of public health surveillance and public health screening programs.
5. Develop written and oral presentations based on epidemiologic analyses for both public health professionals and lay audiences.
6. Demonstrate a basic level of epidemiologic data management and analysis using software such as SAS.

Health Policy and Management Concentration Competencies

1. Discuss the policy process for improving the health status of populations.
2. Apply principles of strategic planning and organizational development to public health agencies.
3. Demonstrate communication and leadership skills required for building community and organizational capacity.
4. Apply the principles of budgeting, management and performance evaluation in organizational and community initiatives.

Social and Behavioral Sciences Concentration Competencies

1. In collaboration with others, prioritize individual, organizational, community, and societal concerns and resources for public health programs, policies and interventions.
2. Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.
3. Apply evidence-based approaches in the development, implementation, and evaluation of social and behavioral science interventions in diverse populations.
4. Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
5. Identify the causes and conditions linked to social and behavioral factors that affect health of individuals and populations.
6. Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.

MPH Curriculum and Plan of Study

Curriculum

Students may complete their MPH degree on a part-time or full-time basis. Plans of study can be viewed on the school website: [http://www.pbhealth.iupui.edu/index.php/prospective-students/master/mph/curriculum/](http://www.pbhealth.iupui.edu/index.php/prospective-students/master/mph/curriculum/). Students may choose from one of the following concentrations:

- Biostatistics
- Environmental Health Science
- Epidemiology

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Students may choose to complete a dual concentration (two concentrations). Pursuing the dual concentration option will increase the number of total credit hours required for graduation.

Students in the Epidemiology Concentration of the MPH Degree must receive their faculty advisor’s signature if they want to enroll in more than 9 credits per semester.

**Joint Degrees and Coordinated Curricula**

The following joint degree programs and coordinated curricular options have been designed for individuals who are interested in obtaining their MPH degree in coordination with another professional degree on the IUPUI campus. Specific plans of study are located on the FSPH website. The student must apply and be admitted to both programs in order to take advantage of these options.

DDS/MPH  
JD/MPH  
MA in Philosophy (Bioethics)/MPH  
MD/MPH  
MHA/MPH  
MSW/MPH

**MPH Plan of Study**

*MPH* - The MPH Program is 45 credits in length and can be completed on a full-time or part-time basis. Full-time and part-time plans of study are located on the FSPH website. The curriculum includes a set of required “core” courses plus courses in the chosen concentration or major. All concentrations include required and elective courses, an internship and a culminating project.

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


*Graduate Certificate in Public Health* - The Graduate Certificate in Public Health is a fifteen (15) credit hour program that can be completed in one year.

The following courses are required to complete the graduate certificate:

- S500  Social and Behavioral Sciences in Public Health
- H501  U.S. Health Care Systems and Health Policy
- E517  Fundamentals of Epidemiology
- A519  Environmental Science in Public Health
- B551  Biostatistics for Public Health I or B561 Introduction to Biostatistics I
Upon successful completion of the Graduate Certificate in Public Health, students will be permitted to transfer the 15 required credit hours from the Graduate Certificate Program into the MPH Program, if a grade of “B” or better is earned and if the transfer occurs within two years of completion of the certificate. Information regarding the FSPH Graduate Certificate in Public Health can be found on the FSPH website. [http://pbhealth.iupui.edu/index.php/prospective-students/graduate-certificate/graduate-certificate-in-public-health/](http://pbhealth.iupui.edu/index.php/prospective-students/graduate-certificate/graduate-certificate-in-public-health/)

**MPH Course Authorization:** MPH students need authorization to register for the following courses:

- **Internship**
  
  - PBHL A602 Internship in Environmental Health Science
  - PBHL A602 Internship in Biostatistics
  - PBHL E602 Internship in Epidemiology
  - PBHL H602 Internship in Health Policy and Management
  - PBHL S602 Internship in Social and Behavioral Health Science

  All concentrations include required and elective courses, an internship, and either a final concentration project or capstone course. More information about the requirements for the 240-hour internship and the final concentration project / capstone course can be found on the FSPH website. Students are to consult with Sarah Johnson at [shm@indiana.edu](mailto:shm@indiana.edu), as well as their faculty advisor, to prepare for their internship. The **MPH Internship Handbook:** [http://pbhealth.iupui.edu/index.php/current-students/forms/](http://pbhealth.iupui.edu/index.php/current-students/forms/)

- **Capstone / Final Concentration Project**
  
  - PBHL E711 Applied Epidemiology Methods
  - PBHL E712 Applied Epidemiology Methods II
  - PBHL H711 Capstone Experience for Health Policy and Management
  - PBHL S711 Capstone Experience for Social and Behavioral in Public Health
  - PBHL A703 Environmental Health Science Final Concentration Project
  - PBHL B701 Biostatistics Final Concentration Project
  - PBHL E704 Epidemiology Final Concentration Project
  - PBHL H705 Health Policy and Management Final Concentration Project
  - PBHL S702 Social and Behavioral Science Final Concentration Project

  The final concentration project / capstone course can be found on the FSPH website. Students are to consult with their faculty advisor to prepare for their final project / capstone course. The **MPH Final Project Handbook:** [http://pbhealth.iupui.edu/index.php/current-students/forms/](http://pbhealth.iupui.edu/index.php/current-students/forms/).

  
  This course is designed to expose students to published material on a specific topic or technique in the field of Public Health. The material to be studied will be determined primarily by the student under the direction of a faculty member with input from the student’s concentration advisor. The student is expected to work closely with the faculty member to identify the material to study, plan a time frame for completion of the study, and determine the nature of the study product. Generally the product will be a summary and interpretation of the material studied in a literature review format. The student and
faculty member will complete a written agreement form, which can be found on the website. The form outlines the scope of work for the semester. This agreement will also be signed by the student’s faculty advisor.

Students may register for one to four (1-4) hours of academic credit for this course. Students must document at least 45 clock hours of effort for every one-hour of academic credit. The documentation of effort should be submitted along with the final paper. A student may repeat this course once. The *Readings in Public Health Permission Form* is available at: [http://pbhealth.iupui.edu/index.php/current-students/forms/](http://pbhealth.iupui.edu/index.php/current-students/forms/)

- **Continuous Enrollment**
  - PBHL A700 Environmental Health Continuous Enrollment
  - PBHL B700 Biostatistics Continuous Enrollment
  - PBHL E700 Epidemiology Continuous Enrollment
  - PBHL H700 Health Policy and Management Continuous Enrollment
  - PBHL S700 Social and Behavioral Science Continuous Enrollment

Students who have completed all MPH requirements and earned an “R” grade for the Final Concentration Project are required to enroll in one credit hour each semester until the project grade has been assigned. Upon satisfactory progress toward the final project, students will receive a grade of “S” from their faculty advisor. Enrollment in PBHL-700 allows students access to the library, computer labs, IRB, and other campus facilities/services, and allows them to meet with academic advisors. In addition it allows students to retain eligibility for financial aid and loan deferment.

Please contact the MPH Student Services representative to request course authorization.

**MPH Course Descriptions**

MPH course descriptions can be reviewed on the FSPH website [http://pbhealth.iupui.edu/files/4713/6129/0289/GraduateCourseDescription.pdf](http://pbhealth.iupui.edu/files/4713/6129/0289/GraduateCourseDescription.pdf)

**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, 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 include the following:

**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 take more hours than you can comfortably manage and do 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 required to take fewer hours as a condition of being allowed to continue on probation.

**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.

**Make Connections** – There are many ways to stay connected with others in the MPH Program. One way is to attend the MPH Student Government meetings. If you are interested, see one of the MPH Student Government officers. Your participation is welcomed and encouraged!