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UNDERGRADUATE EDUCATION AT IUPUI AND THE FAIRBANKS SCHOOL OF PUBLIC HEALTH
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BSHSM COMPETENCIES
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ACKNOWLEDGEMENT OF UNDERSTANDING OF THE STUDENT POLICY ON PROFESSIONAL CONDUCT
WELCOME!

Dear Students,

On behalf of the faculty and staff of the Fairbanks School of Public Health, it is my pleasure to welcome you to a new semester at IUPUI. Obtaining an undergraduate degree from IUPUI will provide the solid foundation necessary to develop solutions to the complex challenges of today and confront the emerging environmental health, community health, and healthcare management issues of tomorrow. You are entering your studies at an opportune time, due to the demand for professionals who can address complex issues in public health and healthcare management.

Well-qualified environmental health professionals are needed to respond to natural and manmade disasters, provide safe and healthy conditions in the workplace and community environments, and ensure that the quality of our land, air and water supports and sustains us. Community health specialists are needed to support the multitude of public health programs in our state. The outlook for your future is excellent! Well-qualified health services management professionals are needed to support the organizations that provide healthcare services, promote healthy behaviors, and develop strategies to make healthcare accessible and affordable.

Your decision to pursue an undergraduate education at IUPUI requires dedication. We take seriously our responsibility to help you reach your goals. Our goal is to challenge you to reach your academic potential and prepare you to enter the workforce with confidence, knowing you have the knowledge, skills and abilities needed to flourish in an increasingly competitive work environment. We also hope that you will continue your academic journey by pursuing a graduate program in public health or health administration. Our faculty and staff are available to help you take full advantage of the many opportunities available to you, and we look forward to working with you during the coming years.

Sincerely,

Carole Kacius, PhD
Associate Dean for Education and Training
Dear Students,

Congratulations on your decision to pursue an undergraduate education in the Fairbanks School of Public Health! We understand the importance of this decision to your future, and the investment of time, energy, and money it takes to attend college. We hope to challenge you intellectually, provide opportunities to get involved and develop leadership skills, and at the end of your academic journey with us, empower you to make a difference in your communities, the nation, and the world.

Our commitment to providing you with an excellent education is manifested in the care and dedication of our staff. Our faculty work hard to provide rigorous and stimulating classes. We have an academic advisor who is committed to helping you design each semester’s course of study to ensure that your time and resources are used efficiently. We will inform you about opportunities to participate in internships, research, and other opportunities to learn and grow. This undergraduate handbook will provide you with information on our policies and procedures.

We look forward to working with you so be sure to stay in touch with us...we are here to assist you and to facilitate your progress. The rest is up to you—study hard, manage your time wisely, and enjoy this opportunity to develop the knowledge and skills you’ll need to have a productive and meaningful role in our collective future!

Best wishes for a rewarding academic journey in the School of Public Health!

Katrina Conrad, MPH
Associate Director of Undergraduate Education and Recruitment
VISION, MISSION, VALUES

Please view the School’s vision, mission and values statement on the School of Public Health website http://pbhealth.iupui.edu/.

UNDERGRADUATE ADVISING

Students in the School of Public Health receive advising support from an academic advisor, who can assist with routine questions about scheduling and related topics. Mrs. Leah Jansen, Student Services Coordinator, is the undergraduate academic advisor. She can be reached at 278-0753 or lwissel@iupui.edu

CAMPUS AND SCHOOL RESOURCES

ACADEMIC CALENDARS

The Office of the Registrar maintains all academic calendars. The fall 2015 academic calendar can be accessed here. To view the long term academic campus calendar, click here.

ADAPTIVE EDUCATIONAL SERVICES

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

BOOKSTORE

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

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

Ordering Textbooks Online: To order your textbooks online, visit the IUPUI Jag Bookstore website and create a student account. You can search for your books using the customized textbook listing, add them to your cart, pay for your books, and have them shipped to your home.

CAMPUS MAP

Click here for an interactive IUPUI campus map.

SCHOOL OF PUBLIC HEALTH COMPUTER LABS

The School of Public Health has created a multipurpose student work area in room EF 220. This area houses many resources that are available for FSPH student use only.

• Windows computer lab with printing capabilities. Computer lab hours vary by semester and are posted.
CAMPUS COMPUTER LABS:

- Campus Center: CE009B
- Cavanaugh Hall: CA299, CA399, CA499
- Business/SPEA Building: BS3000 & BS3005
- Herron/Eskenazi Hall: HR185
- Engineering/Technology Building: ET002, ET004, ET019, ET199, ET299, ET399
- Informatics and Technology Building: IT131, IT131B, IT131C, IT131D, IT131G
- Taylor Hall: UC101
- School of Nursing Building: NU342
- School of Science Building: SL 070A
- University Library third and fourth floors

Undergraduates receive 650 pages of black and white prints per semester. If you exceed the 650 page print-quota, the charge for your print jobs will automatically be deducted from your Jagtag account. For more information about lab availability, view the UITS Lab Information website. For more information about printing, visit the Printing at IUPUI website.

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 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 receive e-mail and read these messages in a timely fashion.

Official university e-mail accounts are available for all students once they have been admitted to the University. Official university communications will be sent to students' official university e-mail addresses. 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 OnCourse or Canvas. The same user ID and password are used for OnCourse and Canvas as the university e-mail system (see more information below).

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

HELP DESK INFORMATION

If you are having problems with the Account Management Service or need assistance, please contact your campus support center or help desk at: 317-274-4357 (274-HELP). Phone support is available 24 hours a day, seven days a week. You can also e-mail the Help Desk at ithelp@iu.edu.
FINANCIAL AID

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

The Office of Student Financial Aid Services is located in the IUPUI 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 here, for more information and resources.

IU WARE

IUware is a software distribution service for Indiana University students, faculty, and staff. IUware offers a wide variety of software packages at no charge, including site-licensed products from Adobe, Microsoft, Symantec, Thomson Reuters, and others. Software packages include programs for reading email and web browsing, as well as antivirus and office applications. The University pays for the relevant licenses through agreements with vendors, allowing students, faculty, and staff to use the programs available through IUware free of charge. The IUware server is regularly updated, and so patches and upgrades for IU-supported software are consistently available.

LIBRARIES

University Library Reference and Service Desk: 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: 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: 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: 274-4028
Monday-Friday 8:00 am - 10:00 pm
Saturday 9:00 am - 5:00 pm
Sunday 1:00 pm - 9:00 pm

ONCOURSE

OnCourse is a Web-based teaching and learning environment. OnCourse provides course descriptions, course syllabi, information about the instructors, and many other resources. You can find OnCourse using the One.IU portal.

CANVAS

Indiana University has selected Canvas as its next learning management system. To learn more, visit Canvas. Canvas is available for teaching IU courses beginning in 2014. During the transition from Oncourse to Canvas, all courses will appear automatically in both systems. Oncourse will continue to be available for teaching through 2016.
**ONE.IU**

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

**PARKING AND TRANSPORTATION**

Parking passes are available on-line at IUPUI Parking Services. Students may purchase parking permits in person at the Parking Services office on Vermont Street, 1004 W. Vermont Street, Indianapolis, IN 46202. Parking Services hours: M-F: 8:00a.m. - 5:00 p.m. Questions can be directed to 274-4232. **Permits are no longer available through the registration process.**

**PUBLIC SAFETY ESCORT**

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

**REGISTRATION**

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

**Office of the Registrar**

IUPUI Campus Center Suite 250  
420 University Boulevard  
Indianapolis, IN 46202-5144  
Telephone: (317) 274-1501

Hours of Operation  
Monday – Thursday: 8:00 am – 6:00pm  
Friday: 9:00 am – 5:00pm  
Saturday: 9:00am – 12:00pm

Web address: http://registrar.iupui.edu  
E-mail: iupuireg@iupui.edu

**STUDENT HEALTH SERVICES**

A student's health plays an important role in success in the academic environment. Our campus offers many resources and opportunities for students to find assistance with health concerns. All IUPUI students may receive care through IUPUI Student Health on a fee for service basis. All x-rays or referrals will be the responsibility of the student.

**STUDENT INSURANCE PLANS**

The IU student health insurance plan is administered by Aetna Student Health. Information regarding rates, benefits, and provisions can be obtained by e-mailing studenhc@iu.edu or calling IU Student Insurance Coordinators at 812-856-4650.

**STUDENT ID CARDS**

The IUPUI JagTag is free to all enrolled students at IUPUI. The IUPUI JagTag can be used as campus identification, library card, print release validation card, physical education & 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.
**UNIVERSITY ID NUMBER**

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

**UNIVERSITY WRITING CENTER**

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

**BASIC STUDENT INFORMATION**

**FEES**

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

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

Visit the Bursar’s website for information about refund periods and the drop/add-schedule adjustment periods during the summer sessions or for courses that are not offered in the 16-week regular or 6-week summer session format.

**GRADE POINT AVERAGE CALCULATION**

An easy to use resource for calculating semester and projected GPA’s can be found here.

**IUPUI STUDENT ADVOCATE**

The IUPUI Student Advocate provides objective, impartial and confidential assistance to students, faculty and parents in situations involving students. Anyone who has a student related question, complaint, conflict or general concern may contact the Student Advocate Office as an initial, neutral, and confidential first step toward resolution. The Student Advocate may also be able to assist students who are experiencing financial emergencies by helping them identify potential sources of emergency funding. The Student Advocate can be reached at 278-7594 or via email at stuadvoc@iupui.edu.
REGISTRATION
No advising appointment is needed to register for classes. 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 274-1512 to request “Term Activation” before they can register. Students that have been out of the IU system for two or more consecutive terms must contact the IUPUI Office of Undergraduate Admission for information regarding readmission to IUPUI. Information on Late Registration fees can be accessed at http://registrar.iupui.edu/registration-guide/bursar/late-fees.html

UNDERGRADUATE STUDENT POLICY ON COURSE ENROLLMENT
School of Public Health undergraduate students and undergraduate students enrolling in School of Public Health courses must be officially enrolled in departmental courses. Students who request a late enrollment for a course that is not designated as late enrollment (i.e., internship, courses that start later in the term) will not be granted permission to enroll in the course after the 25% refund period ends.

Approved by the Undergraduate Curriculum Committee
May 30, 2012

SCHEDULE ADJUSTMENTS (DROP/ADD)
eDrop and eAdd starts the second week of class and ends at the end of the 8th week of class.

Any fall or spring semester drop and add requests made after the first week require the approval of the student’s academic advisor. Added courses after the first week also require the instructor’s signature for the course the student wishes to add. Instructor signatures and the signature of the academic advisor are required for withdrawals further into the term (see also Course Withdrawal).

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

STUDENTS CALLED TO ACTIVE DUTY
Any student who is a member of the U.S. armed forces or the Indiana Military Reserves and is called to active duty, specialized training, or as part of disaster relief efforts is encouraged to finish his/her coursework if at all possible. Students who cannot complete their courses have the option of withdrawing from all courses with 100% refund of tuition and fees, if they meet certain requirements. Alternatively, students who are called to active duty may qualify for an incomplete.

The complete campus policy is available at the IUPUI Office of the Registrar at Military Withdrawal.

WAITLISTED CLASSES
When a course reaches its maximum capacity, it is closed to further enrollment. Students who would like to try to enroll in a closed course can place themselves on the course waitlist via One.IU. During the waitlist period, when a student withdraws from the class, students on the waitlist are automatically added to the class in the order they were placed on the waitlist. Be aware that students who have financial aid must register for the number of hours required to receive the aid. Simply getting a place on the waitlist will not fulfill the financial aid requirement for credit hours.
At the end of the waitlist period, instructors may choose to sign students into their class at their discretion, but only if there is space available. The waitlist will no longer automatically add students. **Students are encouraged to attend any class for which they are on the waitlist. This will enable a student to continue in the course if he/she is added, and it eliminates having to catch up on coursework.**

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

**STUDENT RIGHTS AND RESPONSIBILITIES**

**THE IUPUI STUDENT CODE**

The School of Public Health fully supports the student rights and responsibilities as defined in the IUPUI Code of Student Rights, Responsibilities, and Conduct (Student Code). The Student Code spells out expectations for faculty and students, and provides the framework for the judicial process to be followed in instances of alleged misconduct. Students are expected to meet their responsibilities for academic and personal conduct. Failure to meet these responsibilities will subject the student to the School’s judicial process and disciplinary actions.

The full text of student rights and responsibilities contained in the Student Code can be found [here](#). 

**ACADEMIC MISCONDUCT**

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

Plagiarism is the most common academic misconduct violation, and some students, who have been disciplined for plagiarism, have said they were not aware that they had plagiarized their work. This has occurred in both individual work and work completed as part of a group project or paper. Students who work in group projects should know that they are equally responsible for ensuring that their project/paper does not contain plagiarized material. Each student is responsible for ensuring literature reviews prepared by the group are properly referenced and are not plagiarized. Students should also know that taking credit for work they did not do as part of a group project is representing someone else’s work as their own. Be aware that ‘not knowing’ does not excuse academic misconduct – every student is responsible for knowing the rules.

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

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

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

The IUPUI Code of Student Rights, Responsibilities, and Conduct defines four areas of academic misconduct: cheating, fabrication, plagiarism, and interference. The prohibited activities and actions include the following:

1) **Cheating** - Cheating is defined to be an attempt to use or provide unauthorized assistance, materials, information, or study aids in any form and in any academic exercise or environment. A student must not

   - use external assistance on an in-class or take-home exam, unless specifically authorized by the instructor. This prohibition includes, but is not limited to, the use of tutors, books, notes, calculators, computers, and wireless communication devices.
   - use another person to take an exam or quiz for himself/herself
   - use another person to conduct research or to prepare work, without advance authorization from the instructor who has assigned the work. This prohibition includes using materials prepared by a commercial term paper company, files of papers prepared by someone else, and documents found on the Internet. A student must not collaborate with other persons on a particular project and submit a copy of a written report that is represented explicitly or implicitly as the student’s individual work.
   - use any unauthorized assistance in a laboratory, at a computer terminal, or on fieldwork
   - steal exams or other course materials, including but not limited to, physical copies and photographic or electronic images
   - submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor or program to whom the work is being submitted
   - alter a grade or score in any way, nor alter answers on a returned exam or assignment for credit

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

3) **Plagiarism** - Plagiarism is defined as presenting someone else’s work, including the work of other students, as one’s own. A student must not adopt or reproduce ideas, opinions, theories, formulas, graphics, pictures, or statements of another person without acknowledgment. Acknowledgement must be given for

   - quoting directly another person’s actual words, whether oral or written;
   - using another person’s ideas, opinions, or theories;
   - paraphrasing another person’s words, ideas, opinions, or theories, whether oral or written;
   - borrowing facts, statistics, or illustrative material; or
   - assembling or collecting materials by others in the form of projects or collections

4) **Interference** - A student must not

   - steal, change, destroy, or impede another student’s work; or
   - give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of any student’s academic performance

5) **Violation of Course Rules** - A student must not violate the course rules established by a department or contained in a course syllabus or in other course-related information, including verbal instructions provided to the student.
6) Facilitating Academic Dishonesty - A student must not intentionally or knowingly help or attempt to help another student to commit an act of academic misconduct nor allow another student to use his or her work or resources to commit an act of misconduct.

SCHOOL OF PUBLIC HEALTH POLICY ON ACADEMIC MISCONDUCT

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

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

Student's Responsibilities

1. It is the students' responsibility to have full awareness and understanding of the citation procedures used in the classes which they take.
2. All students in the School of Public Health are expected to understand the significance of proper scholarly use of others' work and plagiarism.
3. Ignorance or carelessness regarding citation procedures does not excuse plagiarism.

Penalties

1. A student who is found to have committed academic misconduct (such as plagiarism) will be penalized. School guidelines will be followed.
2. The student's instructor will judge such work "unacceptable."
3. The normal penalties for academic misconduct are:
   a. zero points or an “F” grade for the assignment in which the infraction occurs
   b. grade reduction for the course in which the infraction occurs
4. In cases of particularly flagrant violations of academic misconduct, the instructor may suggest suspension or dismissal from the student's academic program. Such suggestions are sent in writing to the Associate Dean for Education, who will take the issue to the Academic Progress Review Committee for review. The recommendation of the Academic Progress Review Committee will be forwarded to the Department Chair. Any recommendation for suspension or dismissal will be forwarded in writing from the Department Chair to the Dean.
5. If a student is disciplined for more than one instance of academic misconduct, the Academic Progress Review Committee will implement harsh penalties, including consideration for dismissal from their academic program. Written notification of the dismissal will come from the Dean.

Actions

1. The instructor will report the infraction in writing (Academic Misconduct Reporting Form) to the student, to the Associate Dean for Education and Training, and to the head of the student’s department/school if the student is not enrolled in an academic program in the School of Public Health. A copy will be retained in the student’s academic file in the School of Public Health.

Appeals Process: Academic Misconduct

When a student wishes to appeal a decision made by the School of Public Health faculty, administrators, or staff regarding academic misconduct, requirements, or policies, the student should first attempt to resolve the issue by discussing his or her concerns with the members of the School involved in the dispute. If the matter is not resolved to the student’s satisfaction by contacting the person(s) involved, a student may appeal or dispute the action taken through the appeals process outlined below.

1. A written request for a meeting before an Appeals Committee must be submitted to the Associate Dean for Education by the student, within 5 business days after receiving a copy of the Academic Misconduct Reporting Form from the faculty member.
2. The Associate Dean of Education and Training will appoint a faculty member to chair and convene an Appeals
Committee. Procedures for convening and holding the Appeals Committee meeting will follow the process for academic misconduct as stated in the *Code of Student Rights, Responsibilities, and Conduct*.

3. This Appeals Committee is the final decision-making body for academic misconduct appeals within the School of Public Health unless a documentable procedural error occurred during the appeals process, in which case a final appeal may be made following the procedures outlined in the *Code of Student Rights, Responsibilities, and Conduct*. If it is determined by the Appeals Committee that academic misconduct did not occur, documentation of the accusation and disciplinary action taken by the instructor will be expunged from the student’s file by the Associate Dean for Education.

This appeals process does not apply when a student wants to appeal a letter grade based on quality of work. The final decision regarding course grades rests with the course instructor. This appeals process can only be used for grade appeals if there is a procedural or policy issue involved.

**CIVILITY AND DISORDERLY CONDUCT**

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

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

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

**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. Grade replacement can be used to raise poor grades, no matter what the cause.

Students may use either eDrop or the paper format of these options to adjust their schedules. Instructions for eDrop are available here. Students should contact Mrs. Leah Jansen for assistance with dropping or adding a course.

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.

INCOMPLETES
A grade of incomplete (I) indicates that a ‘substantial portion’ of the work in a course has been satisfactorily completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. Students should contact their instructor to determine if they are eligible for the incomplete. Poor performance is not grounds for an incomplete. The School of Public Health follows campus guidelines, which can be accessed here in granting incompletes.

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

GRADE APPEALS (GRADE CHANGE REQUESTS)
Under certain circumstances, students can seek grade changes for a course that has been completed if the student believes that a grade has been calculated or assigned incorrectly. The reasons for seeking a grade change are:

- a grade discrepancy that arises because of computational errors,
- a grade discrepancy that arises because of errors in recording grades,
- a grade dispute that arises because of grading a paper or assignment in a manner that is inconsistent with grades assigned to other students,
- a grade dispute that arises because the grading criteria were not followed
- or other improper conditions.

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

Occasionally a student may seek a withdrawal after a course has been completed. Changing a grade after the grade is issued is rarely granted and only in extraordinary circumstances that prevented the student from officially withdrawing or would have imposed an unreasonable hardship on the student. A request to change from a letter grade to a withdrawal is never granted in the following situations:

- the student earned a failing or poor grade,
- the student forgot to attend class,
- the student forgot to withdraw,
- the student did not know about the need to withdraw.

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

GRADE REPLACEMENT
Effective Fall 1996, IUPUI implemented a policy that allows approved undergraduate students seeking their first degree to repeat a maximum of 5 courses or 15 credit hours. If a student chooses to repeat a course and achieves the same or higher grade, both attempts will appear on their transcripts. On the transcript, the original grade will be replaced by an X, and only the second grade will be counted in the cumulative GPA. Students may “replace” the same course twice. After the course is repeated, students need to complete a Grade Replacement Form. This form can be obtained from and submitted to the School of Public Health Student Services Office. This form will be forwarded to the Registrar’s office to update the transcript. This policy is specific to IUPUI and the School of Public Health and may not apply in another program or campus.

GOOD ACADEMIC STANDING, PROBATION, AND DISMISSAL
Students at risk of dismissal for lack of academic progress are monitored through the academic good standing and probation policies by the School of Public Health. The Office of Financial Aid also monitors students for academic progress, and students who demonstrate a pattern of not making adequate progress risk losing their financial aid. Although the School of Public Health does not consider issues of financial aid in making decisions about dismissal, it does assist the Office of Financial Aid by certifying that students are making academic progress when students appeal a decision of academic probation made by the Office of Financial Aid. The good standing and academic probation requirements for undergraduate students are as follows:

GOOD ACADEMIC STANDING
Students who were admitted to the School of Public Health starting in spring 2011 and beyond are in good academic standing when their semester and cumulative GPA’s are a 2.5 or higher. Students must be in good academic standing to graduate.

PROBATION
A student will be placed on academic probation if his/her cumulative or semester GPA falls below 2.5.

If a student is not making satisfactory progress toward a degree at the conclusion of the probation semester, the student may be dismissed from the School.

CRITICAL PROBATION
Under special circumstances, School of Public Health students may be placed on critical probation. If the student
is given the opportunity to enroll under critical probation, the School of Public Health will establish strict conditions that must be met before that student will be allowed to register for future classes.

Students who fail to return to good standing at the conclusion of critical probation may be dismissed from the Fairbanks School of Public Health.

**DISMISSAL**
If, in the opinion of the Academic Progress Review Committee, a student is not making satisfactory progress toward degree completion, he/she may be dismissed. Dismissed students will have their upcoming semester courses cancelled.

**READMISSION**
Dismissed students must petition the Associate Dean for Education and Training for readmission. Dismissed students whose petitions are denied will not be allowed to register.

**UNDERGRADUATE EDUCATION AT IUPUI AND THE FAIRBANKS SCHOOL OF PUBLIC HEALTH**

**UNDERGRADUATE PROGRAM MISSION, VALUES AND STUDENT LEARNING OUTCOMES**

**MISSION AND VALUES**
Our mission is to prepare individuals for public health and health management services careers in government, industry, and the nonprofit and voluntary sector. By developing the knowledge, skills, and attitudes needed for principled management of public health and health management issues, we provide the foundation for our students to practice life-long learning and to become the future leaders in our local, state, regional, national, and global communities. Our degree programs also prepare students for graduate studies.

In our programs, we value
- Rigorous Academics
- Engaged Teaching and Learning
- Professionalism
- Leadership

**BSHSM Competencies**
A student who is awarded the Bachelor of Science in Health Services Management should be able to anticipate, recognize, evaluate, and solve problems in health services organizations using knowledge, tools, and skills appropriate to entry- and mid-level health services management positions. At the completion of the degree program, a student should demonstrate the following learning outcomes:

1. Communicate effectively with diverse stakeholders, including public health and health care professionals, individually and in group settings using verbal, written, and electronic modes of communication.
2. Use statistical and other quantitative analysis tools and techniques to understand issues and problems in health care organizations and systems.
3. Use basic financial tools, principles and practices to review and analyze financial performance of organizations and implement controls as required.
5. Use marketing concepts and skills to analyze markets, develop marketing plans, and measure the impact of marketing activities to raise awareness and increase growth of the organization’s market share.
6. Participate in developing and implementing plans and policies to improve the delivery of health services.
7. Work individually and within a team-setting by applying organizational knowledge and leadership skills.
8. Recognize and demonstrate sensitivity to diverse points of view.
9. Seek principled solutions to health services delivery issues.

BSPH Competencies
The Fairbanks School of Public Health offers two majors for the Bachelor of Science in Public Health degree. Presented below are overarching competencies for both the BSPH in Environmental Health and the BSPH in Community Health. Additionally, each major has additional competencies that are also shared below.

1. Describe the core functions, values and principles of public health.
2. Utilize data and apply methods to characterize the public’s health.
3. Identify determinants of health that contribute to health disparities and health equity.
4. Demonstrate skill in effective public health communication.
5. Design solutions to address public health problems.

BSPH Competencies for the Environmental Health Science Major
A student who majors in Environmental Health Science should be able to anticipate, recognize, evaluate, and solve problems in environmental science and health using knowledge, tools, and skills appropriate to entry-level environmental science and health positions. At the completion of the degree program, a student should demonstrate the following learning outcomes:

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

BSPH Competencies for the Community Health Major
The BSPH major in Community Health will prepare students to work in entry-level positions in public health agencies, non-governmental organizations (NGOs), hospitals and health care centers, and other organizations focused on the health and well-being of groups of individuals. It also provides excellent preparation for the Master’s in Public Health Degree Program. Specific learning outcomes (numbered for reference, not to communicate importance) include:

1. Recognize the social determinants of health that impact individuals and communities in the U.S. and globally.
2. Explain the principles of epidemiology, environmental health, health care systems, and health policy and apply them to issues of public health.
3. Describe the role and importance of data in public health.
4. Describe the historical impact of public health nationally and globally.
5. Identify and understand the key public health challenges, current and future, faced by the U.S. and the world.
6. Assess individual and community needs for health and health education.
7. Choose appropriate and quality sources of public health data, and correctly interpret the information.
8. Implement health and health education interventions and programs.
9. Administer health and health education interventions and programs.
10. Communicate the role of fairness and justice in health equity.
11. Communicate effectively orally and in writing with individuals at the community level as well as with diverse health stakeholders, providers, policy makers, etc.
12. Based on evidence and data, advocate for practices, programming, and policies that address health equity issues.
13. Demonstrate networking skills and cultural competency when engaging with colleagues diverse stakeholders.
14. Demonstrate ethical decision making whenever serving in the role of a public health practitioner.

PLANNING FOR SUCCESS

A FINAL WORD . . .

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

Manage Your Time Effectively – Before classes start, assess your outside responsibilities and how much time these require. Work, relationships and family responsibilities, recreation, and commuting all require time that is not available for studying. Take the time to determine how much time you have available for attending class, homework, and studying. We do offer several classes online, but please note that learning online doesn’t work for every student. Students who have never registered for an online course before may have the impression that online courses are less intensive and easier than face-to-face courses, but this is not the case. Many of our online courses require active student involvement, and assignments to be completed within a specific timeframe, etc., and should be expected to be just as challenging as face-to-face courses.

For each hour spent in class (either face-to-face, online, or a mix of both), students should plan to spend 2-3 hours outside of assigned class time on class preparation, but this time can vary from week to week. This time should be used for reading, problem-solving, studying for tests, conducting research and writing papers, and other class related activities. Some students will need more time than the average; others will need less. After completing your time audit, be realistic about how many academic credit hours you can reasonably fit into your schedule. It is better to take fewer hours and do well, rather than taking more hours than you can manage comfortably and doing poorly. This will also reduce your stress level!

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

The IUPUI campus has developed the following guidelines (see Table below) to help students determine the appropriate number of credit hours to take in combination with work obligations. If you have additional outside obligations or have struggled academically, you may need to reduce your course loads further. Your Academic Advisor and Faculty Mentor are available to help you decide what course load is best.
Table 1. IUPUI Guidelines for Balancing Work and Academics

<table>
<thead>
<tr>
<th>Hours Employed Per Week</th>
<th>Semester Load</th>
<th>Summer Load</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-40+</td>
<td>6 credits</td>
<td>3 credits</td>
<td>half-time status</td>
</tr>
<tr>
<td>21-30</td>
<td>9 credits</td>
<td>4-5 credits</td>
<td>three-quarter status</td>
</tr>
<tr>
<td>0-20</td>
<td>12-17 credits</td>
<td>6 credits</td>
<td>full-time status</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approved by the Undergraduate Curriculum Committee

Updated for FSPH 07/2015

May 30, 2012
Acknowledgment of Understanding of the Student Policy on Professional Conduct

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

Signature                               Date
____________________________________  ______________________________

Printed Name
_________________________________

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