

**Michigan State University  
Division of Public Health**

**Master of Public Health  
Student  
Handbook**

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College of Human Medicine  
Michigan State University  
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**MICHIGAN STATE**  
**UNIVERSITY**

College of Human Medicine  
Division of Public Health

*This handbook is intended to be used in conjunction with the official sources of information on graduate study published by Michigan State University's Graduate School and is, therefore, not a comprehensive document.*

## Table of Contents

Welcome to Michigan State University .....	4
Program Overview.....	4
MPH Foundational Knowledge and Competencies.....	5
Degree Requirements .....	7
Master of Public Health (MPH) Degree.....	7
The Practicum Experience (HM 891 and HM 892).....	8
The Capstone Paper (HM 893).....	8
Program of Study .....	8
Sample Student Curriculum Calendar .....	9
Checklist for Completion of Degree .....	10
Master of Public Health Graduate Course Descriptions .....	10
D2L Learning Management System .....	10
Master of Public Health Student Community .....	10
Dual Graduate Enrollment.....	11
Dual Undergraduate/Graduate Enrollment .....	11
Master of Public Health Advisors.....	12
Master of Public Health and Michigan State University Policies.....	12
MSU's Centrally Supported E-mail System.....	12
Statement on Disability.....	12
Required Title IX Education .....	13
Change of Enrollment/Registration.....	13
Master of Public Health Technical Requirements .....	14
Master of Public Health Online Etiquette and Communication Expectations .....	15
State Authorization Compliance .....	16
Academic Honesty and Integrity .....	17
Plagiarism.....	17
Integrity of Scholarship and Grades/Academic Misconduct.....	18
Turnitin .....	18
Professionalism Standards .....	18
Student Responsibility Agreement.....	19
Academic Performance .....	19
Grading .....	20
Deferred Grades.....	20
Incomplete Grades .....	20
Correction of Grades .....	20
Dismissal.....	21
Grievances .....	21
Transfer Credits.....	22
Non-Master of Public Health Elective Credits .....	23
Time Limit.....	23
Attendance .....	23
Withdrawal from the University .....	24
Readmission.....	24
Exit Surveys .....	25
Additional Resources .....	25
Spartan Life: Student Handbook and Resource Guide .....	25
Distance Learning Services .....	25
General MSU IT Services .....	26
MSU Libraries.....	26
The Writing Center .....	26
Learning Resources Center (LRC) .....	27

Resource Center for Persons with Disabilities (RCPD).....27  
Graduate and Professional Degree Career Services .....27  
Counseling Services.....28  
Office of Financial Aid.....28  
Public Health Resources .....28

# Welcome to Michigan State University

Michigan State University (MSU) was founded in 1855 as the nation's pioneer land-grant institution and was the first institution of higher learning in the U.S. to teach scientific agriculture. As of 2016, MSU is the educational home to over 200 undergraduate, graduate, and professional programs of study and approximately 50,000 students.

The College of Human Medicine (CHM) was founded in 1964. With 4,800 graduates, CHM alumni now practice in nearly every county in Michigan, in nearly every state in the nation, and in several foreign countries. Its mission states that CHM "...is committed to education exemplary physicians and scholars, discovering and disseminating new knowledge, and providing service at home and abroad. We enhance our communities by providing outstanding primary and specialty care, promoting the dignity and inclusion of all people, and responding to the needs of the medically underserved." As stated by the College of Human Medicine,

"Michigan State University College of Human Medicine is committed to educating exemplary physicians and scholars, discovering and disseminating new knowledge, and providing service at home and abroad. We enhance our communities by providing outstanding primary and specialty care, promoting the dignity and inclusion of all people, and responding to the needs of the medically underserved.

Three pillar communities provide the college's foundation for research and clinical services. Grand Rapids, the college's headquarters, is home to centers for excellence in women's health research and Parkinson's disease research. Lansing is the central location for clinical services through the university's health team and Flint offers programs and research in public health."

## Program Overview

The Master of Public Health program, offered through the Division of Public Health within the College of Human Medicine at Michigan State University, was established in 2008. The MPH is a 42-credit, entirely online, cost-effective degree designed to create a workforce ready to meet today's challenges in public health. New professionals find their MPH invaluable to starting their career while current professionals augment their experience with an in-depth public health education. Learning is enhanced by instruction from a diverse faculty and student base, offering global perspectives.

The MPH degree engages the student in coursework and practical training to obtain the knowledge and skills necessary to successfully perform as a public health professional. Public health focuses on the health status of communities and populations and emphasizes disease prevention and health promotion over treatment. Three major functions of public health include assessment, policy development, and assurance. Core knowledge areas contributing to public health include biostatistics, epidemiology, health policy and management, social and behavioral sciences, and environmental health sciences.

The Division of Public Health offers two educational options for students:

- Graduate degree program leading to a Master of Public Health (MPH) (42 credits total)
- Core Disciplines of Public Health Graduate Certificate (18 credits total)

## Master of Public Health Mission, Vision and Goals

### Mission

The faculty, students, organizational, and community partners associated with the Master of Public Health work toward improving the public's health through multidisciplinary education, providing research opportunities and service activities to help prevent and control disease and illness. The Master of Public Health at Michigan State University operates via traditional and alternative delivery methods in partnership with the public health community.

### Vision

To create a global online learning experience that engages students in the coursework and practical training necessary to obtain the knowledge, skills, and abilities required to successfully perform as a public health professional in the United States and internationally. This experience will result in public health professionals who possess the ability to effectively assess and apply this knowledge.

### Goals

**Educational:** Provide students with knowledge about the field of public health as well as the skills necessary to become effective public health professionals.

**Service and Outreach:** Provide students with leadership and service skills to enhance population health at local, state, national, or international levels.

**Research:** Provide students skills to identify evidence-based health research findings and translate them into public health policy and practice.

The Council on Education for Public Health (CEPH) is an independent agency recognized by the U.S. Department of Education to accredit schools of public health and public health programs outside schools of public health. The MPH program is currently preparing to submit its initial application for CEPH accreditation. Currently, the Master of Public Health program is included in the College of Human Medicine's accreditation review with the Liaison Committee on Medical Education (LCME).

## MPH Foundational Knowledge and Competencies

The foundational public health knowledge and the MPH Foundational Competencies have been defined by the Council on Education for Public Health in an effort to standardize the foundational skills and competencies expected from public health professionals. MPH graduates can expect to be proficient in the knowledge described below.

The MPH Foundational Knowledge is comprised of the following domains and learning objectives:

- Profession & Science of Public Health
  - Explain public health history, philosophy, and values
  - Identify the core functions of public health and the 10 Essential Services
  - Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
  - List major causes and trends of morbidity and mortality in the U.S. or other communities relevant to the school or program
  - Discuss the science of primary, secondary, and tertiary prevention in population health, including health promotion, screening, etc.
  - Explain the critical importance of evidence in advancing public health knowledge

- Factors Related to Human Health
  - Explain effects of environmental factors on a population's health
  - Explain biological and genetic factors that affect a population's health
  - Explain behavioral and psychological factors that affect a population's health
  - Explain the social, political, and economic determinants of health and how they contribute to population health and health inequities
  - Explain how globalization affects global burdens of disease
  - Explain an ecological perspective on the connections among human health, animal health, and ecosystem health (e.g., One Health)

MPH Foundational Competencies are comprised of the following domains and learning objectives:

- Evidence-based Approaches to Public Health
  - Apply epidemiological methods to the breadth of settings and situations in public health practice
  - Select quantitative and qualitative data collection methods appropriate for a given public health context
  - Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
  - Interpret results of data analysis for public health research, policy, or practice
- Public Health & Health Care Systems
  - Compare the organization, structure and function of healthcare, public health, and regulatory systems across national and international settings
  - Discuss the means by which structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels
- Planning & Management to Promote Health
  - Assess population needs, assets, and capacities that affect communities' health
  - Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
  - Design a population-based policy, program, project, or intervention
  - Explain basic principles and tools of budget and resource management
  - Select methods to evaluate public health programs
- Policy in Public Health
  - Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
  - Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
  - Advocate for political, social, or economic policies and programs that will improve health in diverse populations
  - Evaluate policies for their impact on public health and health equity
- Leadership
  - Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration, and guiding decision making
  - Apply negotiation and mediation skills to address organizational or community challenges
- Communication
  - Select communication strategies for different audiences and sectors
  - Communicate audience-appropriate public health content, both in writing and through oral presentation

- Describe the importance of cultural competence in communicating public health content
- Interprofessional Practice
  - Perform effectively on interprofessional teams
- Systems Thinking
  - Apply systems-thinking tools to a public health issue

## Degree Requirements

To obtain the MPH degree, the student must complete a minimum of forty-two credit hours of coursework including a Culminating Experience consisting of the Practicum and Capstone Paper. The Culminating Experience replaces a thesis and serves as the final evaluation of a student's learning. The MPH Foundational Competencies are demonstrated during the Practicum experience and the synthesis of the competencies are evaluated in the Capstone Paper.

### Master of Public Health (MPH) Degree

Completion of the MPH degree program consists of the following:

1. Eighteen credits of required core courses **with a minimum final grade of 3.0 in each:**

HM 801 Introduction to Public Health	3 credits
HM 802 Biostatistics for Public Health	3 credits
HM 803 Epidemiology for Public Health	3 credits
HM 804 Public Health Policy and Administration	3 credits
HM 805 Social and Behavioral Aspects of Public Health	3 credits
HM 806 Environmental Factors of Health	3 credits
  
2. Eighteen credits of elective coursework **with a minimum GPA of 3.0 in each:**  
 Potential elective courses are identified as those that prepare each student to be successful in the area in which they plan to practice. A student must submit an Elective Request Form to their MPH advisor prior to enrolling in any non-Master of Public Health elective course. There is no guarantee that any courses taken outside of the Master of Public Health curriculum will be approved for credit toward an MPH. The student is responsible for obtaining permission from the MPH program before enrolling in non-Master of Public Health electives.
  
3. Six credits of Culminating Experience coursework **with a minimum final grade of 3.0 in each:**

HM 891 Introduction to Public Health Practicum	1 credit
HM 892 Public Health Practicum	3 credits
<i>A minimum of three credits is required. If a student enrolls in more than three credits, the remaining credits cannot be used toward elective credit requirements.</i>	
HM 893 Public Health Capstone	2 credits
  
4. Maintain a minimum cumulative grade point average of 3.0 in MPH coursework.

### *The Practicum Experience (HM 891 and HM 892)*

Throughout the MPH program, a student is required to demonstrate attainment of the MPH Foundational Competencies - the Practicum experience provides an opportunity to do so through applied practice. The Practicum experience consists of two courses: HM 891 Introduction to the Public Health Practicum and HM 892 Public Health Practicum. HM 891 is a one-credit, self-directed course in which the student identifies a practicum site and develops a Practicum Experience proposal with the support and approval of their site mentor and course instructor. HM 892 is a minimum three-credit course during which, a student completes the goals, objectives, and deliverables developed and approved of during HM 891. It requires a commitment of 240 hours with a minimum 120 hours of face-to-face time.

Appropriate practicum sites include but are not limited to governmental, non-governmental, non-profit, industrial and for-profit settings, or appropriate university-affiliated settings. Activities associated with the practicum experience should be mutually beneficial to both the site and the student. A student's previous/usual professional activities do not suffice to fulfill the Practicum requirement. If the Practicum experience is completed at a student's current place of employment, the project must not be a part of their normal job responsibilities.

Concurrent enrollment in HM 891 and HM 892 is allowed; however, the student must allow sufficient time (at least two weeks) between completion of HM 891 and the beginning of HM 892 as detailed in the *Culminating Experience Handbook*. Enrollment in HM 892 requires a passing grade of at least 3.0 in each of the six core courses. A student may take the Practicum in a single semester by registering for a minimum of three credits with HM 892 or, depending upon the nature of the Practicum, the student may complete it over multiple semesters with approval from their advisor. In the latter case, the student will register for one to three credits each semester, provided the student takes a minimum of three Practicum credits in total. The student may not use Practicum credits that exceed the three-credit minimum to satisfy the elective course credit requirement for the MPH.

### *The Capstone Paper (HM 893)*

The Master of Public Health Capstone Paper is the final requirement for completion of the MPH degree. The Capstone Paper must demonstrate a synthesis of the MPH Foundational Competencies and provide evidence of the student's ability to integrate the knowledge acquired during their course of study into a high-quality, culminating written product that aligns with the student's educational and professional objectives. The Capstone Paper may not be undertaken with any of the core courses or electives considered pertinent to the completion of the Capstone Paper. Evaluation of the Capstone Paper is done by two MPH faculty members. If one or more grade point discrepancy exists between the two evaluations, a third evaluator is sought.

For further information on HM 893: The Capstone Paper, please reference the *Master of Public Health Culminating Experience Handbook*.

### *Program of Study*

Each student is required to complete a Program of Study outlining the schedule of potential coursework to be taken. Program of Study forms must be submitted to the student's MPH advisor and must obtain advisor approval. Changes to the Program of Study are submitted to the MPH advisor as necessary for approval.



### Sample Student Curriculum Calendar

The below sample curriculum calendar is an example of how a traditional MPH student may plan to enroll in courses throughout their time with the MPH program. However, each student is required to work with their advisor using the Program of Study form to design a curriculum plan to best suit their needs while meeting the requirements of the program.

Semester	Course(s)	Credits
<b>Core Courses</b>		
1	HM 801 Introduction to Public Health	3
1	HM 802 Biostatistics for Public Health	3
1	HM 804 Public Health Policy and Administration	3
2	HM 803 Epidemiology for Public Health	3
2	HM 805 Social and Behavioral Aspects of Public Health	3
2	HM 806 Environmental Factors of Health	3
<b>Core Courses Sub-total:</b>		<b>18</b>
<b>Electives</b>		
3	Electives (3 @ 3 credits)	9
4	Electives (3 @ 3 credits)	9
<b>Elective Courses Sub-total:</b>		<b>18</b>
<b>Culminating Experience</b>		
4	HM 891 Introduction to Public Health Practicum	1
5	HM 892 Public Health Practicum	3
5	HM 893 Public Health Capstone	2
<b>Culminating Experience Sub-total:</b>		<b>6</b>
		<b>Total Credits: 42</b>

### Graduate Certificate

The Core Disciplines of Public Health graduate certificate is administered by the College of Human Medicine and is available as an elective certificate to students who are enrolled in a master or doctoral degree programs at Michigan State University. A student earning their MPH degree is not eligible to enroll in this certificate.

The Core Disciplines of Public Health graduate certificate require a minimum GPA of 3.0 in each required course. A student is not allowed to substitute the courses required for the graduate certificate with any other courses. If a graduate certificate student fails a course, they may re-take it. If the student fails the course a second time, the student must obtain approval from the Master of Public Health program in order to enroll in a third and final time. No student is allowed to re-take a course more than two times.

A student completing a graduate certificate must submit override requests for courses to the Master of Public Health program office for enrollment processing; a graduate certificate student cannot enroll in courses on their own. Submit override requests by visiting <http://mph.chm.msu.edu/students/request-for-override>. Override requests must include a student's full name, APID, the course and section number for which they are requesting the override, and a note that they are pursuing a graduate certificate.

**Please note:** a student completing a graduate certificate is not eligible for financial aid.

## Checklist for Completion of Degree

There are a number of things a student should consider when preparing to graduate.

- The student must check with their advisor to confirm all requirements have been met and that all necessary forms have been signed and forwarded to the appropriate offices. This should be done early in the semester prior to their expected graduation.
- A student applies to graduate during the first week of the semester in which they intend to graduate (this may be done online at <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>). For example, if the intention is to graduate at the end of the spring semester, the student should apply to graduate during the **first week** of the spring semester.
  - Conferral of a graduate certificate requires a separate application. The application can be found at the bottom of the page using the link above.
- For more information on graduation and commencement:
  - Visit the Graduate School on the second floor of Chittenden Hall or visit <http://grad.msu.edu/graduation/>.
  - Visit <http://commencement.msu.edu/>.

## Master of Public Health Graduate Course Descriptions

The courses for the Master of Public Health are categorized as core, elective, and Culminating Experience. All courses are offered online only. A student can access course descriptions by visiting <https://reg.msu.edu/Courses/search.aspx>.

## **D2L Learning Management System**

The Master of Public Health program at MSU provides all online coursework through the D2L Learning Management System and its product line, Brightspace. A student can access D2L by visiting <https://d2l.msu.edu> and logging in with their MSU NetID and password.

D2L provides a free training course, *Students – Getting Started with D2L*, which contains video tutorials covering the most commonly used aspects. A student can register for this training by logging in to D2L and clicking on the “Self-Registration” tab in the navigation bar at the top of the page.

A student may access video tutorials on YouTube by visiting, [https://www.youtube.com/watch?v=weDIXdbjX\\_4&list=PLxHabmZzFY6mtggGZAitZ61kmpS-pMIaM](https://www.youtube.com/watch?v=weDIXdbjX_4&list=PLxHabmZzFY6mtggGZAitZ61kmpS-pMIaM).

## **Master of Public Health Student Community**

The Master of Public Health program provides students with access to the *Master of Public Health Student Community* in D2L throughout their time with the program. Students have access to resources, MPH program and university policies, job opportunities, Division of Public Health events, and more. Content in the *MPH Student Community* is updated regularly and student are encouraged to check back often.

## Dual Graduate Enrollment

To be considered a dual enrollment applicant, the applicant must be currently enrolled in a second MSU graduate or professional degree program. An applicant who has not yet been accepted to another MSU graduate or professional degree program is not considered a dual enrollment applicant and must submit all the requirements for a standard MPH application.

A dually enrolled student is strongly encouraged to make an appointment with their advisor from each degree program to create a program of study that best serves both programs.

A dually enrolled student is given the opportunity to share up to nine credits between two graduate or professional degree programs. The student is responsible for informing their advisor from each degree program which nine credits they are requesting to be shared. The student must complete a Dual Enrollment Shared Credit Agreement with their MPH advisor for approval and processing.

A dual degree student is charged tuition rates according to their primary degree program each semester. A primary major code change may be requested when a student has completed the requirements for one program and is proceeding to begin requirements for their second program. This request must be submitted to the Master of Public Health program office through the student's MPH advisor.

An MPH student's status may change to that of a dually enrolled student after admission to another MSU graduate or professional degree program. It is the responsibility of the MPH student to notify the Master of Public Health program office *and* their MPH advisor regarding acceptance into a second graduate program. The current student status and completed curriculum will be reviewed so a decision regarding how to proceed can be made. If a student's MPH status changes to the status of a dually enrolled student, a proper curriculum plan will be developed for both degree programs at that time.

Students within the Master of Public Health program commonly share credits with the following degrees:

- Doctor of Osteopathy
- Doctor of Medicine
- Doctor of Veterinary Medicine
- Master of Social Work
- Master of Science in Food Safety

## Dual Undergraduate/Graduate Enrollment

Undergraduate dual enrollment provides an opportunity for an academically talented MSU undergraduate student to enroll in graduate courses and complete coursework towards a graduate degree while completing the last two years of their bachelor's degree program.

For further information, please visit

<https://reg.msu.edu/AcademicPrograms/Print.aspx?Section=328>.

## Master of Public Health Advisors

Each student is assigned an advisor upon admission to the program. The student is expected to maintain regular communication with their advisor over the duration of their studies. Advisors are available to assist a student with:

- Identifying courses of interest and development of their program of study
- Selecting a second degree, additional majors, or certificates
- Reviewing degree requirements
- Planning enrollment
- Information on dropping courses, adding courses, and withdrawal from the University
- Referral to other University resources
- Discussions of possible Practicum and study abroad experiences

Each student is responsible for knowing and fulfilling all university, college, and major requirements. Each student is expected to use the *Master of Public Health Student Handbook* in conjunction with the university's publications of *Academic Programs Catalog* <http://www.reg.msu.edu/UCC/AcademicPrograms.asp> and *Course Descriptions* <http://www.reg.msu.edu/Courses/Search.asp>.

The student is encouraged to schedule appointments with their advisor throughout their time with the MPH program. Advisors are available for appointments via the Genbook scheduling system. If for some reason a student is not able to keep an appointment, the advisor must be contacted to cancel the appointment as early as possible so another student may sign up for the appointment time.

Genbook: [www.msupublichealth.genbook.com](http://www.msupublichealth.genbook.com)

## Master of Public Health and Michigan State University Policies

A student who is uncertain about policies or procedures regarding course requirements or course selection should contact their instructor. A student who is uncertain about policies or procedures regarding MPH program requirements or any other MPH program issues should contact their advisor.

### MSU's Centrally Supported E-mail System

Each student is required to activate their MSU e-mail upon final admission to the university. This is the only e-mail address the MPH program and the university will use for sending official communications to students. For more information, read the "Student E-mail Communications Notice" at <https://tech.msu.edu/about/guidelines-policies/student-email-communications/>. To get started, go to [www.mail.msu.edu](http://www.mail.msu.edu).

### Statement on Disability

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations (e.g. visual or hearing accommodations, extra time on exams, etc.) by persons with disabilities may be made by

contacting the Resource Center for Persons with Disabilities at (517) 884-7273 or on the web at <https://www.rcpd.msu.edu/services/accommodations>. Once a student's eligibility for an accommodation has been determined, they will be issued a verified individual services accommodation ("VISA") form. A student requiring accommodations is required to notify their instructor within the first week of each course. Requests received after this date will be honored whenever possible.

The "Additional Resources" section of this handbook provides information on the MSU Resource Center for Persons with Disabilities (RCPD).

### Required Title IX Education

<http://titleix.msu.edu/learn-more/online-education-programs.html>

All graduate students are required to complete an annual online training program for education on Title IX, which has been customized to address the unique experiences of graduate students. The education program required provides information to help identify sex discrimination and sexual harassment and advises members of the MSU community about their rights and responsibilities under the *Relationship Violence and Sexual Misconduct Policy*. **Students will not be able to access important academic information in the StuInfo system, including grades, until they complete this training.** Please note that graduate students who are also employed as graduate teaching assistants or research assistants are also required to complete an online education program for employees.

At the beginning of each academic year, students will receive an email, sent to their MSU email account, with instructions to complete the training program. The training program is provided by MSU's vendor, *Student Success*. Students will use MSU's secure single sign-on to access the course, but your password and other sensitive information will not be provided to the vendor.

Graduate students who have received a notice to complete the training, but can no longer find the training notice, can access the course by navigating to MSU's *Student Success* site, <https://login.msu.edu/?App=Shibb-OIE-TitleIX-Training>. Please note, individuals who have not received a training notice will not be able to access the course.

For more information, click on the Online Education Programs for Graduate Students section of the Title IX website, <http://titleix.msu.edu/learn-more/online-education-programs.html>.

### Change of Enrollment/Registration

<https://reg.msu.edu/ROInfo/Enrollment.aspx>

Students who wish to drop and add courses after registration may do so through the fifth day of classes. To add courses after the fifth day, students must contact the department offering the course (after the fifth day, students may continue to drop courses through the middle of the semester). After mid-term, students may drop courses only with the permission of the dean of their college. Students are reminded to check the university *Academic Calendar* (<https://reg.msu.edu/ROInfo/Calendar/Academic.aspx>) each semester for important dates regarding dropping and adding courses. Fees charged for late enrollment are also listed on the *Academic Calendar*.

## Master of Public Health Technical Requirements

The Master of Public Health is an online program. The following are the minimal technical requirements for participation in MPH courses:

- Each student must be in compliance with the *MSU Acceptable Use Policy for MSU Information Technology Resources*, <https://itservices.msu.edu/guidelines-policies/aup.html>.
- *MSU Privacy Statement*  
<https://msu.edu/privacy/>  
Each student is responsible for knowing their rights and understanding the university policy.
- Each student must have regular access to a computer which enables them to complete all coursework, general curricular requirements, and receive academic-related e-mails within their designated program. This computer must be equipped with a microphone or headset and have video conferencing capabilities (e.g. Zoom). The student may acquire computer access through the most appropriate option to accommodate their individual circumstances. Each student is responsible for knowing how to operate the computer system they choose and the software packages required.
- An updated version of Adobe Acrobat or Adobe Reader DC is required. Adobe Reader DC is available to download for free at <https://get.adobe.com/reader/>.
- Courses may require software not previously specified by the *MPH Student Handbook*. If a course requires specific software, it is clearly indicated on the course syllabus, the textbook list on the Master of Public Health website, and the textbook information found through Schedule of Courses. Each student is responsible for acquiring the specialized software necessary to complete specific course requirements.
- Each student must have access to a personal computer with at least 128 MB RAM (256 MB preferred). The student must also have access to a 56 kbps modem at minimum (DSL or broadband cable recommended).
- Zoom web conferencing is available to all students for free. Zoom can be downloaded and accessed by visiting <https://msu.zoom.us/>. Advisors and instructors use Zoom web conferencing for advising appointments and course office hours.
- Each student is issued an official MSU e-mail account upon final admission to the university. **All communications with the university and the Master of Public Health program are conducted through this e-mail account. Please review the *MSU Student E-mail Communications Notice*, <https://tech.msu.edu/about/guidelines-policies/student-email-communications/>.**

D2L technical support is available for students 24 hours a day, 7 days a week through the Distance Learning Services Hotline at (517) 432-6200 or (844) 678-6200. Hours for holidays may vary. Examples of issues requiring technical support:

- Browser issues
- Trouble viewing course content
- Issues with submitting assignment to a dropbox
- Problems with quiz timing or quiz attempts

## Master of Public Health Online Etiquette and Communication Expectations

Online etiquette is becoming more important as an increasing number of institutions are offering courses online. The Master of Public Health program expects its students to behave online as they would behave in a face-to-face professional environment. A student should keep in mind the following expectations when communicating online.

- Because our instructors are often working full-time in different public health professions, a student should be aware they may not be able to respond to student e-mails immediately. A student can expect a reasonable response time to be 48-72 hours, however instructors' response times will vary.
- Things like tone of voice, facial expressions, and body language cannot effectively be conveyed through written word. Be sensitive to that fact when communicating with classmates, instructors, and MPH program staff. It is best to be direct. We have a global base of students from many different cultures around the world and it is easy to misinterpret messages. When communicating online, avoid typing in all capital letters as it is often considered shouting.
- A student should think carefully about the things they are typing. Once a statement is submitted to a group discussion or an instructor, it cannot be taken it back. There is a visual record of everything said online. If it is not something that would be said to the person's face, it should not be written at all. Never assume a conversation is private.
- When conversing online, whether through e-mail, on a discussion forum, etc., spelling and grammar count. When conversing with classmates, instructors, or MPH program staff, each student is expected to use complete sentences and punctuate their message appropriately.
- Comments and messages are easier to read when the paragraphs are short and succinct.
- Consider the format being used. If an e-mail is being drafted from a phone, it should follow the same format as e-mailing someone from a computer. If the message can't look professional via phone, then it shouldn't be used.
  - For Example:

Dear Joe Smith,  
It was nice to converse with you today.

Take Care,  
Sally Fairman

- Avoid inappropriate emotional personal exchanges inside the course space. If someone posts a heated message, resist the urge to respond with a personal attack. Course space is not the appropriate place for personal comments; please keep interactions professional. We encourage each student to focus on the topic, not the person with whom they're discussing it.
- When posting opinion, state that it is an opinion. Support opinions with facts. When stating facts, please cite the source.
- Debates regarding course material are appropriate but should be expressed with facts in addition to personal opinion. Please be respectful when disagreeing and avoid "attacking" opposing arguments.
- Please consider basic courtesy when reading and responding to others. Keep an appropriate timeline; please respond to others promptly. If a student disagrees with someone's post or notices a mistake, they are expected to be respectful in their response. In the same respect, they are expected to be considerate when someone respectfully corrects or disagrees with them.

- A student is expected to sign at least their first name to any message they post or e-mail so others know who has submitted the message. No anonymous postings will be accepted.
- Communication among classmates and instructors should be collaborative, not competitive.
- Keep in mind, active learning involves participation. A student gets more positive results from interacting with classmates and participating above and beyond the minimum course requirements. A student does not retain information as effectively by watching other's participation.
- Frequent self-assessment and reflection throughout learning are very important. Growth comes from thinking through topics and ideas from different perspectives and learning from others.
- Consider the length of a message before submitting it. Do not use long paragraphs; if there is quite a bit of information; break up the paragraph so the information is easier to read. Along those lines, do not send out multiple one or two line responses one right after another as this can disrupt the flow of conversation for others.
- Any issues or concerns regarding discussion forums should be taken up with the instructor of the course.
- Use caution and common sense before sharing personal information over the internet. It is best to contact an instructor via e-mail or phone when discussing personal information.
- Commercial advertisements are not to be posted in any course space or communications.

Portions of the above recommendations were taken from the following websites.

- <https://kb.wisc.edu/page.php?id=50548>
- <http://www.ietf.org/rfc/rfc1855.txt>
- [http://www.ic.sunysb.edu/Class/che326ff/discussion\\_board/etiquette.pdf](http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf)
- <http://www.albion.com/netiquette/corerules.html>

### State Authorization Compliance

<https://esp.msu.edu/stateauth.asp>

Michigan State University is obligated to comply with existing state laws regarding distance education (programs/departments offering courses delivered exclusively online). State laws regarding distance education vary state-by-state, and even program-by-program within a state. The Master of Public Health offered through the College of Human Medicine's Division of Public Health at Michigan State University requires a practicum experience that constitutes a physical presence in some states, therefore restricting enrollment in our program to residents of those states. Michigan State University is not authorized to offer distance education to residents of Canada.

**A student of MSU's MPH program may not relocate to a restricted state during their pursuit of the MPH. If relocation to a restricted state is inevitable, the student may be required to withdraw from the MPH program while residing in that state. A student who is moving to a restricted state must contact their advisor to discuss potential options.**

Please visit, <https://esp.msu.edu/StateSummary.pdf>, for an up-to-date list of approved and restricted states. For further questions, a student should contact the Master of Public Health academic office or their advisor.



### Academic Honesty and Integrity

<https://ombud.msu.edu/academic-integrity/>

Academic dishonesty at Michigan State University is defined by the *General Student Regulations* (<http://splife.studentlife.msu.edu/regulations/general-student-regulations>) as conduct that violates the fundamental principles of truth, honesty, and integrity. The following conduct is specifically cited:

- Supplying or using work or answers that are not one's own.
- Providing or accepting assistance with completing assignments or examinations.
- Interfering through any means with another's academic work.
- Fabricating information or citations.
- Facilitating acts of academic dishonesty by others.

Lectures and examinations remain the property of the College of Human Medicine and must not be copied from the internet for distribution to anyone who is not registered for the course. Online discussions and exercises are confidential and should not be discussed with others who are not enrolled in the course.

### Plagiarism

<https://ombud.msu.edu/academic-integrity/plagiarism-policy.html>

Plagiarism is defined as taking credit for someone else's work or ideas. It is considered plagiarism if a student submits a piece of work (e.g., an essay, research paper, assignment, laboratory report) which, in part or in whole, is not entirely the student's own work without fully and accurately attributing those same portions to their correct source. This includes information taken from the internet.

Each student is required to complete all five levels of the *How to Recognize Plagiarism* free tutorial through Indiana University. Each student is required to take the certification tests and submit their certificate of completion to their instructor. The student will be provided further instruction on completion of the tutorial by their instructor.

All assignments are to be done on the student's own, without the assistance of additional materials (i.e., internet, texts, articles, other people, etc.) unless students are instructed to do otherwise. This includes weekly assignments and exams. Unless authorized by the instructor, a student is expected to do their own original work on each assignment in each course. **A student who recycles his or her coursework from one course to another (even if it is a repeated course) may face an allegation of academic dishonesty.**

An instructor who believes a student has committed an act of plagiarism should take appropriate action, which includes the issuing of a "penalty grade" for academic dishonesty. Article 8 of the *Graduate Students Rights and Responsibilities* (GSRR) document at Michigan State University defines a penalty grade as, "a grade assigned to a student by a faculty member based on a charge of academic misconduct". A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course. If a penalty grade is given by an instructor, the instructor is required to file an Academic Dishonesty Report (ADR) with the Graduate School and can request that additional sanctions be imposed on the student.

## Integrity of Scholarship and Grades/Academic Misconduct

<http://splife.studentlife.msu.edu/regulations/selected/integrity-of-scholarship-and-grades>

Academic misconduct is defined by the university as, “academic dishonesty, violations of professional standards, and falsification of academic or admission records”.

A student may receive a penalty grade or may be dismissed from the Master of Public Health program for the following reasons: theft or misuse of university property; intellectual dishonesty or academic misconduct; failing to meet MPH program academic, professional, or behavioral standards; or violation of law and/or university rules and regulations. A student has the right to a hearing if they believe their removal from the program somehow included an alleged violation of their rights.

If a student has committed an act of academic misconduct in a course, the instructor can file an Academic Dishonesty Report (ADR) with the Graduate School. Depending upon the severity, the instructor can request through the ADR that additional sanctions be imposed on the student. When a student receives their first ADR, the Graduate School requires the student to complete an educational program on academic integrity and academic misconduct. If there are multiple ADR's filed against the student, additional sanctions are imposed on the student by the Graduate School or the College of Human Medicine Academic Hearing Board.

## Turnitin

Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, instructors use a tool called Turnitin to compare a student's work with multiple sources. The tool compares each student's work with an extensive database of prior publications and papers providing links to possible matches and a 'similarity score'. The tool does not determine whether plagiarism has occurred. Instead, with the help of the tool, the instructor makes a complete assessment and judges the originality of the student's work. Submissions to any course may be checked using this tool.

## Professionalism Standards

Competence in knowledge and skills, responsibility for consequences of actions, professional communication, confidentiality, and withholding personal judgments are all examples of the principles of professionalism expected by the Master of Public Health program. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal, and behavioral expectations. Among the characteristics included are the knowledge, competence, demeanor, attitude, appearance, mannerism, integrity, and morals displayed by the student to faculty, peers, and colleagues in other professions.

Each student is expected to conduct themselves in a professional manner and to exhibit both the principles and characteristics of a professional student at all times. While a student has an obligation to assist their fellow students in meeting the common goals of their education, the student has an equal obligation to maintain the highest standards of personal integrity.

The permanence and written nature of online postings may cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, postings on D2L and on

social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and will be treated as if made in a public forum.

Each MPH student must meet certain professional standards and take on professional responsibilities such as behaving in a responsible and professional manner, demonstrating respect for others (peers, faculty, staff, patients, etc.), competence, compassion, personal and professional honesty, social responsibility, confidentiality, teamwork, timeliness, meeting deadlines, and communicating in a professional manner.

### Student Responsibility Agreement

Each student is required to sign and submit a Student Responsibility Agreement to the *Master of Public Health Student Community* in D2L. The Student Responsibility Agreement is an acknowledgement by the student of the requirements, opportunities, and support offered by the MPH program and also the student's responsibilities while they are part of the MPH program. The Student Responsibility Agreement is located in the *Master of Public Health New Student Orientation* within the *Master of Public Health Student Community* in D2L.

### Academic Performance

The following represent the minimum academic standards to maintain enrollment in the Master of Public Health program.

- A minimum grade of 3.0 is required in all courses required for the MPH degree or for a graduate certificate.
- Each student must maintain a minimum 3.0 cumulative GPA throughout their MPH coursework.
  - If a student's cumulative GPA drops below a 3.0, they will receive a notification via e-mail from the Graduate School encouraging them to meet with their MPH advisor. If their cumulative GPA drops below a 3.0 for a second semester, the student will be unable to obtain financial aid.
    - A student whose cumulative GPA has dropped below a 3.0 for the second semester in a row, and is ineligible for financial aid, may submit an Student Academic Progress (SAP) appeal request to the Office of Financial Aid, <https://www.finaid.msu.edu/sap.asp>. A Master of Public Health student may only request one SAP appeal throughout their MPH coursework. A second SAP appeal may be considered in exceptional circumstances.

A student who fails a course has the opportunity to re-take the course one time to obtain a passing grade. If the student does not pass the course after the second attempt, the student must request approval from their advisor to enroll in the course a third time. If the student fails the course a third time, they will be dismissed from the Master of Public Health program. If the student earns a passing grade after re-enrolling in a course, the passing grade replaces the failing grade when the student's cumulative GPA is calculated, although the failed course and grade still appear on the student's transcript.

A student who fails to meet these standards will be placed on academic probation with the possibility of dismissal from the MPH program.

## Grading

Final grades are determined based on the student's mastery of the course materials and demonstration of the required skills. Each of these components contributes to the final grade which is determined by professional standards at the graduate level. The final grade is issued in accordance with the following grade scale:

- 4.0 - Well above expectation
- 3.5 - At expectation (average for graduate students)
- 3.0 - Below expectation (and passing)
- 2.5 - 0.0 Failing

In the event a student disagrees with the grade received in a course, discussion of their concerns must occur with the instructor prior to any further action. If the issue is not resolved to the student's satisfaction, they may elect to pursue the process described in the "Grievance" section of this handbook. A student may request to review their academic folder during regular business hours. An appointment must be made by calling the MPH program office to arrange for this.

## Deferred Grades

<https://www.msu.edu/unit/ombud/grade-codes.html>

Deferred grades (DF) are issued only to a student who is doing satisfactory work but cannot complete requirements because of reason(s) acceptable to the instructor. The required work must be completed and a grade reported within six months with the option of a single six-month extension. If the required work is not completed within the time limit, the DF becomes a U (Unfinished) and is changed to DF/U under the numerical and Pass-No Grade (P-N) grading systems, and to DF/NC under the Credit-No Credit (CR-NC) system.

## Incomplete Grades

<https://www.msu.edu/unit/ombud/grade-codes.html>

Incomplete grades (I) are issued only to a student who meets all of the following criteria: (1) has completed 12 weeks of the semester but, because of a compelling reason cannot complete the semester and/or take the final exam; (2) be passing the course; and (3) in the instructor's opinion be able to complete the course without repeating the course. If a catastrophic event or serious illness prevents a student from meeting the instructor's deadline for removing an incomplete, the student can request an extension of the incomplete from the instructor. This request will require documentation. A student who fails to meet their deadline and neglects to contact their instructor automatically receives a failing grade in the course.

## Correction of Grades

A student's grade may be changed only if the first grade is in error. The time limit for the correction of grades is thirty days after the start of a new semester. The Office of the Registrar reserves the right to audit student records and to correct them as necessary.

## Dismissal

Students can be dismissed from the Masters in Public Health program when they fail to maintain the academic, professional, or behavioral standards of the program and the university. A student who has been dismissed from the MPH program cannot re-apply to the program at any point in the future or take life-long learning credits in the program's courses but is free to apply to other graduate or professional degree programs within the university.

### Appeal of Dismissal

A student who has been dismissed from the MPH program may pursue an appeal. An appeal may be based on the evidence of the case or perceived violations of due process. An appeal consists of a Master of Public Health Appeal form and, if necessary, any documentation supporting the appeal (e.g., medical documentation). Appeals are submitted to the director of the Master of Public Health program. Upon review of the appeal, further documentation may be required before a final determination is made. Submissions of appeals must be made by the middle of the semester (\*see academic calendar) following the dismissal.

### Grievance

If the student feels there was a violation of due process or good faith assessment of their performance, they may file a grievance in accordance with the grievance section of this handbook.

At any point during the dismissal or appeal process, a student is permitted to reach out to the College of Human Medicine student resolution advocate or the university ombudsperson for guidance. The student is encouraged to review the *Graduate Student Rights and Responsibilities* document (<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>) to familiarize themselves with their rights as a graduate student.

CHM Student Resolution Advocate: <http://studentombudsperson.chm.msu.edu/>  
MSU Ombudsperson: <https://ombud.msu.edu/>

### Grievances

<https://ombud.msu.edu/Complaint%20and%20Grievance%20Systems.html>  
<http://studentombudsperson.chm.msu.edu/>  
<http://studentresolutionadvocate.chm.msu.edu/>

When a conflict arises between a student and an instructor, the student must first attempt to resolve the problem with the instructor. If the student remains dissatisfied with the results of this discussion, the student must consult with the MPH director who will advise the student with respect to potential courses of action. This may include filing a request for an academic grievance hearing. If still aggrieved, the student should reach out to the College of Human Medicine student resolution advocate.

The College of Human Medicine student resolution advocate provides to CHM students and to faculty who are experiencing distress related to their experience with CHM students, a confidential, professional encounter that promotes fairness, ensures respect for all individuals, facilitates communication, and assists students and their faculty in reaching understandable resolutions.

Students and faculty may initiate confidential contact with the student resolution advocate using the Professional Concerns and Mistreatment Report (PCMR) or the Concern/Comment/Question form to make a detailed report or to submit a question, comment, or concern. All communications about experiences with CHM are welcome. No identifiable information is generated by the form and no response can be sent back to the sender unless that information is included on the form by the sender. The forms are reviewed by the CHM student resolution advocate only.

The student may consult with the university ombudsperson at any point during an issue when a confidential conversation or source of information may be needed but it is recommended that all resources within the MPH program, Division of Public Health, and College of Human Medicine have been exhausted before approaching the ombudsperson. The university ombudsperson is an official, chosen from among senior faculty, to whom a student at any level may appeal for assistance in resolving complaints involving academic or non-academic matters.. Contact at: 354 Farm Lane, North Kedzie Hall, Room 129, (517) 353-8830, [ombud@msu.edu](mailto:ombud@msu.edu).

The student may request a formal academic grievance hearing before the appropriate hearing board. The jurisdiction of a hearing for student grievances may vary, depending on the location of the dispute within the university. For example, the hearing board for a grievance against an instructor takes place in the unit in which the grievance originated. The appropriate venue for grievances or complaints in the College of Human Medicine is determined by the dean of the Graduate School.

At times, members of the MSU community may request an academic disciplinary hearing to impose sanctions on a student in addition to, or other than a failing grade in a course for academic dishonesty. The academic disciplinary hearing goes before an appropriate college hearing board selected by the dean of the Graduate School.

The Department of Student Life offers conflict resolution services that provide four services: adjudication, conflict coaching, mediation, and restorative justice. More information is available at <http://studentlife.msu.edu/sccr/conflict-resolution-services>.

The official and most complete source of information on academic matters is the *Master of Public Health's Student Handbook* and the university's *Academic Programs Catalog*. These documents should be consulted for academic policies, regulations, requirements, and procedures. Visit [www.reg.msu.edu](http://www.reg.msu.edu) and click on the *Academic Programs Catalog* link in the "Programs & Policies" tab on the top of the page. Additional resources for students include *Spartan Life: Student Handbook and Resource Guide*, available at <http://splife.studentlife.msu.edu/>.

The following document outlines the general procedures for conducting a hearing affecting graduate students:

- The *Graduate Student Rights and Responsibilities* document (GSRR): <http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>

### Transfer Credits

A student may be eligible to transfer as many as nine credits of graduate course work (excluding research and thesis credits) into the Master of Public Health program from other accredited institutions with graduate programs. These credits cannot be requirements toward a previously conferred degree or certificate and must be graded at a 3.0 or above. The MPH program reviews the request and syllabus and only approves if the course content is sufficiently public health related.

A student interested in transferring credits from another program/department or university to be used toward their MPH degree requirements must first complete the Transfer/Elective Credit Request Form available in the *MPH Student Community*. In addition to this Transfer/Elective Credit Request Form, a syllabus from each class requesting to be transferred must be submitted. A student is notified of the decision and any necessary follow-up by e-mail.

If transfer credits are approved by the Master of Public Health program, the credits may not appear on a student's course record until degree conferral. Transfer credits cannot be more than six years old at the time of conferral of the MPH.

### Non-Master of Public Health Elective Credits

A student may be eligible to take as many as nine elective credits from an MSU program/department outside of the Master of Public Health course offerings. Elective credits taken outside the MPH are held to the same 3.0 grade standard as MPH-offered elective credits. Elective credit requests cannot duplicate content covered in any of the six core courses, however, the requested course may expand on specific content.

Prior to enrollment, a student who is interested in taking an elective course offered outside of the MPH program must submit the Transfer/Elective Credit Request Form for MPH program approval. The form can be found in the *MPH Student Community* in D2L. The MPH program reviews the request and syllabus and only approves if the course content is sufficiently public health related. Any courses taken prior to receiving MPH program approval may not be accepted.

### Time Limit

A student must complete their master's degree or graduate certificate within six calendar years. The semester in which the first class that is to be applied to the degree is taken is considered the student's first semester in the program. The six-year time limit does not pause during non-enrollment. A waiver for this requirement may be considered in extreme circumstances.

### Attendance

A student whose name does not appear on the official class list for a course may not participate in the course. **Any student who fails to participate during the first two weeks of the semester will be dropped from the course.**

A student who misses more than three consecutive weeks of class (i.e. those who do not participate actively in class assignments or activities) and who have not communicated with faculty to be excused from class, will receive a failing grade of 0.0 in the course. If a student is going to be absent from class for one week or more and is unable to complete an assignment on time, the student must inform the instructor *in advance* to be formally excused and still receive credit for the assignment. **A student must provide the instructor with an explanation in writing at least 24 hours before an absence.** E-mails received later than this will not be honored and the student's assignment will not be accepted. If a student has an emergency situation, the instructor must be contacted prior to the assignment due date to make alternative arrangements. Otherwise, the student will receive a 0.0 for the missed assignment(s).

A student who is not enrolled in courses for more than three consecutive semesters is required to complete a readmission application to be considered for re-enrollment.

#### Withdrawal from the University

<https://reg.msu.edu/ROInfo/Notices/Withdrawal.aspx>

A withdrawal from the university occurs when a student drops all of their courses within a semester. A student may drop all of their courses through the middle of the term of instruction using the online enrollment system or in person at the Office of the Registrar in room 150 of the Administration Building. For withdrawals that occur before the middle of the term of instruction, courses in which the student is enrolled will be deleted from the official record.

A student may drop a course or withdraw after the middle of the term of instruction because of events of catastrophic impact such as serious personal illness. If the student is passing the course, or there is no basis for assignment of a grade at the time of the drop, a W grade is assigned. If failing, a 0.0 (or N in a P-N graded course) is assigned. The course remains on the student's academic record.

Please note: withdrawals after the first quarter of the semester may negatively impact a student's ability to receive financial aid. Please contact the Office of Financial Aid (517-353-5940) for more information.

In the event the student would like to withdraw from the Master of Public Health program completely, in addition to contacting the Office of the Registrar, the student is also required to contact the MPH program office to indicate their intent to withdraw. The student's intent must be submitted in writing via e-mail ([mph\\_generalinformation@hc.msu.edu](mailto:mph_generalinformation@hc.msu.edu)) or traditional mail.

#### Readmission

<https://reg.msu.edu/StuForms/Readmission/Readmission.aspx>

A Master of Public Health student who has withdrawn from the program or who has become inactive from more than three consecutive semesters of non-enrollment may apply for readmission to the program. The student is only eligible to apply for readmission if they can successfully complete the program requirements within the six-year time limit (the first semester in which a student enrolled in courses that apply toward their degree is the beginning of their six-year time limit) and is in good academic standing or able to achieve good academic standing within one semester. A student who has been dismissed from the Master of Public Health cannot apply for readmission.

A student wishing to apply for readmission must submit a readmission application with the Office of the Registrar by visiting, <http://www.reg.msu.edu/StuForms/ReAdmission/ReAdmission.asp>, at least one month prior (four months for international students) to the beginning of the semester for which the student plans to begin courses. Applications received less than one month in advance may not be approved in time for the start of the desired semester.

After submitting the application for readmission, the student is required to submit the following items to [mph\\_generalinformation@hc.msu.edu](mailto:mph_generalinformation@hc.msu.edu).

- An updated resume.



- A personal statement describing what circumstances led to the discontinuation of enrollment, why the student wishes to pursue the completion of their MPH, and how they plan to proceed successfully.
- A student must note if they have submitted official transcripts to the Office of Admissions.
- An updated Program of Study form approved by the student's MPH advisor.

All readmission application documents are considered in review of the readmission application, including the student's academic record with the Master of Public Health. Once a decision is made regarding the readmission application, the student is notified via e-mail including any conditions needing to be met to maintain their readmission. If the student does not enroll in courses for the semester for which they were readmitted, they will need to complete the readmission application process again for the next semester.

For further information, a student should contact their MPH advisor.

### Exit Surveys

A short online survey is given by the Graduate School to each student who has applied for graduation. The survey asks questions about educational experiences in MSU graduate programs as well as about immediate professional plans. The Graduate School uses data from this survey when reviewing graduate programs and to guide decisions about services and initiatives for graduate students. The identity of each respondent is kept confidential and only aggregate information is made available to faculty and administrators. The student receives an e-mail message from the dean of the Graduate School with a link to the survey. However, the student does not need to wait for that e-mail message to complete the survey after applying for graduation. It takes about 5-10 minutes to complete the online survey. Instructions for completing the survey are available by referencing the third step at <http://grad.msu.edu/etd/>.

Each student also receives an exit survey from the MPH program upon degree conferral inquiring about their experience with the Master of Public Health program. The information collected in the MPH exit survey is used to track alumni statistics and review MPH program components, faculty, and staff.

## **Additional Resources**

*Spartan Life: Student Handbook and Resource Guide*  
<http://splife.studentlife.msu.edu>

This is a helpful resource guide to campus programs and services. It includes rules, regulations, rights, and responsibilities that have been established in the interest of intellectual and personal development while protecting individual freedoms.

*Distance Learning Services*  
<http://www.lib.msu.edu/dls/>

The MSU libraries maintain a unit to support the research and information needs of faculty and students participating in on-line or off-campus courses. Among the services are supporting the D2L

course management system and providing book and article delivery. The Distance Learning Services Helpline is available twenty-four hours a day, seven days a week at (844) 678-6200 or (517) 432-6200.

### General MSU IT Services

#### **MSU IT Service Desk**

Consultants provide computing support by telephone, face-to-face, and e-mail for general computing questions, troubleshooting computer issues, and configuring personal computers to work with the MSU network and mail system. For assistance call (517) 432-6200 or visit [www.help.msu.edu](http://www.help.msu.edu).

#### **24-hour Distance Learning Services**

Provides support for the D2L course management system including start-up, technical and access problems, and feature requests. Help with accessing online resources using the *MSU Proxy Server*, book and article delivery, and help with online courses is also available. Call (517) 432-6200 or (844) 678-6200. Visit <http://help.d2l.msu.edu/> for self-directed help online.

### MSU Libraries

[www.lib.msu.edu](http://www.lib.msu.edu)

The MSU Libraries house a research collection of approximately 4.8 million volumes as well as non-print materials such as maps, sound recordings, and hundreds of electronic databases. The library also provides a wide range of user services including extended hours, assistance in using online resources, planning research, and the Assistive Technology Center. Special areas of interest to new students include the Careers Collection, the Financial Aid Collection, and the CyberCafe, as well as the Film Series, and other free events for students. The Main Library is located on West Circle Drive, across from Beaumont Tower.

The Master of Public Health program utilizes a public health librarian who is available to its students. The MPH program strongly encourages each student to take advantage of the librarian's expertise as he is an excellent resource.

Abe Wheeler, Public Health Librarian  
Phone: 517-884-0893  
Email: [awheeler@msu.edu](mailto:awheeler@msu.edu)  
Skype Abe at [awheeler.msu](http://awheeler.msu)

### The Writing Center

<http://writing.msu.edu>

The Writing Center staff consults with writers at all levels of proficiency and at all stages of the composing process. Call for an appointment at the main location in room 300, Bessey Hall, at (517) 432-3610, or stop by at the Writing Center satellite in the Main Library. A student may set up an online, real-time appointment by visiting <http://msuwriting.mywconline.com>.

Learning Resources Center (LRC)

[www.lrc.msu.edu](http://www.lrc.msu.edu)

The Learning Resources Center is an individualized learning center that offers assistance to MSU students who want to improve their study skills. The LRC's goal is to help students develop the strategies and techniques necessary to become successful students. The LRC delivers services through professional staff offering individualized consultation as well as seminars in reading, study groups in mathematics, and workshops on learning and study skills, note taking, and time management. Tutoring services are available during evening hours. For more information call (517) 355-2363.

Resource Center for Persons with Disabilities (RCPD)

<http://www.rcpd.msu.edu/>

The Resource Center for Persons with Disabilities has staff specialists who respond to students with mobility, visual, and hearing disabilities as well as alternative learner concerns and other handicapped populations, thus enabling their involvement in university activities. The RCPD office is located at 120 Bessey Hall and may be reached at (517) 884-7273. Services available are:

- Volunteer Reading Services
- Oral/Sign Interpreters
- Taped Library
- Transport Service (on-campus transport)
- Optical to Tactile Converter
- Environment Accommodation Info or Assistance
- Talking Computer Terminal
- Assistance in Housing Accommodations
- TV Magnifiers
- Personal Assistant Referral System
- Enlarger/Copier
- Student/Faculty Consultation
- Kurzweil Reading Machine
- Registration Assistance
- Telecommunication Device for the Deaf
- Campus Orientation

Graduate and Professional Degree Career Services

<http://careersuccess.msu.edu/phdcareers>

Located in Chittenden Hall, PhD Career Services works with the Graduate School to provide resources for MSU's PhD **and graduate students**, such as Handshake (<https://careernetwork.msu.edu/services-locations/handshake/>). PhD Career Services aims to support PhD and graduate students with professional development throughout their time at MSU, rather than just at the end.

All MPH students are encouraged to make an appointment with PhD Career Services at the beginning of their program to learn more about the resources available to them early on. Please

visit <http://careersuccess.msu.edu/phdcsadvising> to make an appointment. For general inquiries, contact [hireaphd@msu.edu](mailto:hireaphd@msu.edu).

### Counseling Services

<http://counseling.msu.edu/>

The Counseling Center provides developmental and psychological counseling, including assistance in decision-making on immediate issues and long-range plans. Career, ethnic, self-management, sexual assault and substance abuse counseling are also provided. Special group counseling services are available and will be discussed during the initial meeting with the counselor. A Self-Management Laboratory provides resources for students considering self-directed behavioral changes. The Counseling Center is located in room 207, Student Services Building. The Counseling Center can be reached at (517) 355-8270 or [counseling@cc.msu.edu](mailto:counseling@cc.msu.edu).

### Office of Financial Aid

[www.finaid.msu.edu](http://www.finaid.msu.edu)

Over sixty-five percent of MSU students receive financial aid. Many receive aid from more than one source. The Office of Financial Aid assists students as part of the university's commitment to providing equal opportunity and equal access to all qualified students.

Financial aid advisors are available to answer questions, discuss student needs, or assist with budget planning. If pursuing financial aid, it is recommended that a student contact a financial aid advisor as soon as possible. Delays may be costly because some programs have application deadlines. Walk-in service is available. The Office of Financial Aid is located in the Student Services Building in room 252, and can be reached by phone Monday through Friday, 9a.m.-4:45p.m. at (517) 353-5940.

### Public Health Resources

Each student is encouraged to consider membership in their state-affiliated public health association and the American Public Health Association.

The *Master of Public Health Student Community* within D2L provides more comprehensive information of public health resources.