

MICHIGAN STATE
UNIVERSITY

Program in Public Health

STUDENT HANDBOOK

Summer and Fall 2011

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**College of Human Medicine
Michigan State University
East Lansing, Michigan, USA**
www.publichealth.msu.edu

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.

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Program in Public Health

The MSU Program in Public Health (PPH) was established in 2008 as a program providing opportunities for coursework, research and outreach for those interested in the field of public health. The College of Human Medicine is the administrative body offering graduate study in public health. However, multiple units including the Colleges of Nursing, Osteopathic Medicine, Social Sciences, International Studies and Programs and The Graduate School actively support the PPH.

Overview of Graduate Program

Public health professions are experiencing renewed focus and professional demands in the wake of national and international health challenges including emerging infections, terrorist activities, environmental contaminations and societal costs associated with uncontrolled chronic conditions. Public health has been described as a “complex network of organizations that coordinates efforts to protect, promote, and improve the health of the population as a whole.” Public health is a discipline that is distinct from clinical medicine. Both specialties focus attention on health status yet the target of attention and the means by which health status is addressed can vary. Preventive medicine, health education, control of communicable diseases, application of sanitary measures and environmental monitoring are but a few of the fields that contribute to public health.

Public Health	Medicine
Primary focus on population	Primary focus on individual
Public service ethic, as an extension of concerns for the individual	Personal service ethic, in the context of social responsibilities
Emphasis on disease prevention and health promotion for the whole community	Emphasis on disease diagnosis, treatment, and care for the individual patient
Public health paradigm employs a spectrum of interventions aimed at the environment, human behavior and lifestyle, and medical care	Medical paradigm places predominant emphasis on medical care
Variable certification of specialists beyond professional public health degree	Uniform system for certifying specialists beyond professional medical degree
Lines of specialization organized, for example by: <ul style="list-style-type: none"> • <i>analytical method (epidemiology, toxicology)</i> • <i>setting and population (occupational health, international health)</i> • <i>substantive health problem (environmental health, nutrition)</i> 	Lines of specialization organized, for example, by: <ul style="list-style-type: none"> • <i>organ system (cardiology, neurology)</i> • <i>patient group (obstetrics, pediatrics)</i> • <i>etiology and pathophysiology (infectious disease, oncology)</i> • <i>technical skill (radiology, surgery)</i>
Biological sciences central, stimulated by major threats to the health of populations; research moves between laboratory and field	Biological sciences central, stimulated by needs of patients; research moves between laboratory and bedside
Numerical sciences an essential feature of analysis and training	Numerical sciences increasing in prominence, though still a relatively minor part of training
Social sciences an integral part of public health education	Social sciences tend to be an elective part of medical education
<i>Harvard School of Public Health (2006)</i>	

Many disciplines contribute to the public health workforce such as nursing, nutrition, oral health, health education, social work, epidemiology, laboratory sciences and environmental health. Completion of a graduate degree in public health prepares individuals for opportunities in a variety of organizations. Many individuals work in government positions while others pursue careers with non-profit organizations.

The PPH offers three educational options for students:

- Graduate degree program leading to MPH (42 credits total)
- Graduate Certificate in Public Health (18 credits total)
- Non-transcriptable Certificate in Public Health (18 credits total)

Goals have been established for the PPH in three key areas: education, service and research.

- Educational Preparation
 - 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 Preparation
 - Provide students leadership and service skills to enhance population health at local, state, national, or international levels.
- Research Preparation
 - Provide students skills to identify evidence-based health research findings and translate them into public health policy and practice.

Program Components

The program of each MPH graduate degree student shall consist of a minimum of 42 semester credits of course work beyond the bachelor's degree. The graduate degree is only available through a non-thesis/Capstone (Plan B) option.

Degree Requirements

Master of Public Health (MPH) Degree

The MPH engages students in course work and practical training to obtain the knowledge, skills and abilities 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 disciplines contributing to public health include biostatistics, epidemiology, health policy and management, social and behavioral sciences, and environmental health sciences. To obtain the MPH degree, the student must complete a minimum of 42 semester hours of course work, practicum, and Capstone. *The core courses may be taken in any order. However, we strongly recommend students enroll in HM 801 as one of the first courses.*

The requirements for the MPH degree are as follows:

- | | |
|--|---------|
| 1. Complete all of the following courses (18 credits): | Credits |
| HM 801 Introduction to Public Health | 3 |
| HM 802 Biostatistics for Public Health | 3 |
| HM 803 Epidemiology for Public Health | 3 |
| HM 804 Public Health Administration | 3 |
| HM 805 Social and Behavioral Aspects of Public Health | 3 |
| HM 806 Environmental Factors of Health | 3 |
2. Complete 18 credits of elective course work. Potential elective courses are identified as those that will prepare each student to be successful in the area in which they plan to practice. Students should submit an elective course request form to their advisor prior to enrolling in any non PPH elective course. No guarantee that any other courses will be accepted for credit towards the degree is made if the student fails to obtain permission from their academic advisor before enrolling in non PPH electives.
3. Practicum Experience – all of the following courses (**totaling 6 credits**)
- | | |
|--|-------------|
| HM 891 Introduction to Public Health Practicum | 1 credit |
| HM 892 Public Health Practicum
(variable credit 1-3, a minimum of 3 credits required) | 1-3 credits |
| HM 893 Public Health Capstone | 2 credits |

The Capstone paper must provide evidence of the student's ability to synthesize and integrate knowledge acquired during the entire degree program and the practicum experience. The student's academic advisor and one faculty member affiliated with the program shall conduct the evaluation on this major paper. If more than one grade discrepancy exists between the two evaluations, a third evaluator will be sought.

Practicum Experience

HM 892, Public Health Practicum is a minimum 3-credit experience which represents an opportunity for students to fully appreciate and integrate material learned in the classroom in a real world setting, and to gain applied experience in the field of public health. Enrollment in HM 892 requires completion of the 6 core courses. The Public Health Practicum is a variable credit course (1-3) and requires a 120-hour face-to-face commitment with a total of 240-hours spent on the Practicum. Students may take the Practicum in a single semester by registering for a minimum of 3 credits of HM 892, or, depending upon the nature of the Practicum experience, students may complete the Practicum over one or more semesters. In the latter case, students will register for between 1 and 3 credits each semester, provided the student takes a minimum of three Practicum credits in total.

Students are required to provide evidence of personal health insurance coverage for the duration of the Practicum. Student health insurance may be obtained from the university through human resources at <http://www.hr.msu.edu/benefits/studenthealth/index.htm>.

Evaluation of the practicum will consist of regular student self-assessments and assessments conducted by the mentor against the core competencies identified by the Council on Linkages Between Academia and Public Health Practice and the specific project goals and objectives with deliverables stated in advance and mutually agreed upon for the experience.

Capstone Paper

The practicum may serve as the basis for the Capstone paper. This final major paper shall provide evidence of the student's ability to synthesize and integrate knowledge acquired during the entire degree program and the applied experience. Alternatively, the Capstone may be prepared as a research paper on a topic of public health significance that the student would like to explore in depth. If the practicum is the source experience, the student's academic advisor and practicum mentor shall conduct the evaluation on this major paper. If a research paper is completed, the student's academic advisor and another program faculty member will evaluate the paper. If more than one grade discrepancy exists between the two evaluations, a third evaluator will be sought.

Sample Student Calendar

Year	Schedule	Course(s)	Credits
Required (Core Classes)			
Year 1	Fall	HM 801 Introduction to Public Health	3
Year 1	Fall	HM 802 Biostatistics for Public Health	3
Year 1	Fall	HM 803 Epidemiology for Public Health	3
Year 1	Spring	HM 804 Public Health Administration	3
Year 1	Spring	HM 805 Social and Behavioral Aspects of Public Health	3
Year 1	Spring	HM 806 Environmental Factors of Health	3
			Core Class Sub-total: 18
Electives			
Year 2	Fall	Electives	9
Year 2	Spring	Electives	9
			Elective Sub-total: 18
Practicum			
	TBD	HM 891 Introduction to Public Health Practicum	1
	TBD	HM 892 Public Health Practicum	3
			Practicum Sub-total: 4
Capstone Paper			
	TBD	HM 893 Public Health Capstone	2
			Capstone Sub-total: 2
			Total Credits 42

Graduate Certificate in Public Health

The Graduate Certificate in Public Health is designed to provide students with an overview of the core disciplines as a basis for understanding the breadth and scope of the public health field. Public health differs from clinical medicine in its focus on populations and emphasis on health promotion and disease prevention. Public health activities such as health education, control of communicable diseases, application of sanitary measures and environmental monitoring contribute to the health status of communities.

Core public health disciplines include biostatistics, epidemiology, health policy and management, social and behavioral sciences, and environmental health sciences. The Graduate Certificate in Public Health is administered by the College of Human Medicine and is available as an elective to students who are enrolled in master or doctoral degree programs at Michigan State University. Students in the MPH degree are not eligible to enroll in this certificate. Students who are interested

in the certificate must contact the PPH. With the approval of the department or school and college that administers the student's primary degree program, courses that are used to satisfy the requirements for the certificate may also be used to satisfy the requirements for the master's or doctoral degree. The student's program of study must be approved by the student's academic adviser for the certificate.

The requirements for the graduate certificate in public health are as follows:

1. Complete all of the following courses (18 credits):	Credits
HM 801 Introduction to Public Health	3
HM 802 Biostatistics for Public Health	3
HM 803 Epidemiology for Public Health	3
HM 804 Public Health Administration	3
HM 805 Social and Behavioral Aspects of Public Health	3
HM 806 Environmental Factors of Health	3

Non-transcriptable Certificate in Public Health

The Certificate in Public Health is designed for individuals who are not interested in pursuing a graduate degree but are interested in an overview of the core disciplines for personal or professional reasons. The certificate provides a basis for understanding the breadth and scope of the public health field. Public health differs from clinical medicine in its focus on populations and emphasis on health promotion and disease prevention. Public health activities such as health education, communicable disease control, application of sanitary measures and environmental monitoring contribute to the health status of communities. Individuals may enroll in the certificate option through MSU Lifelong Learning. Up to 9 credits may be transferred to the degree program in the event an individual is later interested in enrolling in the graduate degree program. Students interested in transferring to the full graduate program must follow the full application process required of all MPH degree seeking students. Furthermore, no guarantees exist that students would be admitted to the full degree program.

The requirements for the Non-Transcriptable certificate in public health are as follows:

1. Complete all of the following courses (18 credits):	Credits
HM 801 Introduction to Public Health	3
HM 802 Biostatistics for Public Health	3
HM 803 Epidemiology for Public Health	3
HM 804 Public Health Administration	3
HM 805 Social and Behavioral Aspects of Public Health	3
HM 806 Environmental Factors of Health	3

Admission Requirements

Admission to the MPH degree program is a multi-step process. Due to the distance learning methods used for the required coursework, students must have access to specific technology. Also, a practical experience will be required and some limitations regarding available geographic regions exist. Applicants may be required to participate in an interview process.

A) Application for the MPH degree program requires the following items:

- Bachelor's degree from an accredited college or university

- Graduate Record Examination (GRE) General Test* <http://www.ets.org/gre> or waiver. A waiver may be requested by writing directly to the Program Director.
- MSU Graduate School Application for Graduate Study <http://www.msu.edu/user/gradschl/apply.htm>
- PPH Supplemental Information Form
- Three letters of recommendation <http://www.msu.edu/user/gradschl/prospect/gradapprec.pdf>
- Personal essay describing interest/experience in public health discipline and career goals
- Resume and/or c.v.
- English Proficiency Exam (TOEFL, MELAB, MSUFLT, or IELTS) for international students
- Official copies of transcripts from all post-secondary institutions attended

International Students must also submit

- English Proficiency Exam (TOEFL, MELAB, MSUFLT, or IELTS)
- Proof of Financial Status for international students

*Medical College Admissions Test (MCAT) may substitute for GRE

<http://www.aamc.org/students/mcat/>

B) Application for the Graduate Certificate option requires the following items:

- Evidence of good academic standing from their primary unit
- Copy of graduate school application
- Letter of recommendation from their advisor
- Personal essay describing interest/experience in public health discipline and career goals
- Resume and/or c.v.
- PPH Supplemental Information Form

C) The non-transcriptable certificate option through Lifelong Learning requires the following:

- Copy of MSU Lifelong Learning Application sent to PPH <http://www.reg.msu.edu/ROInfo/EnrReg/LifelongEducation.asp>
- personal essay describing interest/experience in public health discipline and career goals
- Resume and/or c.v.
- PPH Supplemental Information Form

Academic Advisors

All students will be assigned an academic advisor upon admission to the program. Guidelines for graduate student mentoring available from the Graduate School will be used as the resource to describe what students may expect (available at: <http://grad.msu.edu/all/ris04relations.pdf>).

Additionally, professional mentoring will be provided from adjunct faculty working in public health during the practicum experience. Students are encouraged to maintain regular communication with their Academic Advisor over the duration of studies. Academic advisors are available to assist students with:

- Deciding courses and development of programs of study
- Selection of second degree, additional majors, cognates and specializations
- Review of degree requirements
- Planning annual enrollment
- Information on dropping and adding courses, and withdrawal from university
- Referral to other university resources

- Discussions of possible internship and overseas study experiences

Students are responsible for knowing and fulfilling all university, college and major requirements. Use the PPH Graduate Study Handbook in conjunction with the University's publications of *Academic Programs* <http://www.reg.msu.edu/UCC/AcademicPrograms.asp> and *Description of Courses* <http://www.reg.msu.edu/Courses/Search.asp>.

You may schedule an appointment with your academic advisor. If for some reason you are not able to keep an appointment made with your academic advisor, please be considerate and cancel your scheduled appointment as early as possible so another student may sign up for the appointment time.

Graduate Course Descriptions

The courses for the public health program may be categorized as core, elective, practicum and Capstone. All core courses are offered on-line. Students wishing to register for any course that has not been pre-approved as an elective *must* obtain permission from the program office prior to enrollment. If permission is not obtained, no guarantee is made that the credits will be accepted towards the degree. Elective courses may change each semester based on availability.

HM 801 – Introduction to Public Health: (3 credits) Philosophy and concepts of discipline of public health. History and development of the profession. Ethical, legal and political considerations. Provide first introduction to core public health areas.

HM 802 - Biostatistics for Public Health: (3 credits) Data management, analysis and presentation of public health data. Techniques and methods for calculating population-based statistics. Instruction using Epi-Info software package.

HM 803 - Epidemiology and Public Health - (3 credits) Distributions and determinants of disease in population. Epidemiologic research, quantitative methods, study designs pros/cons.

HM 804 - Public Health Administration - (3 credits) Planning, organization, administration, management, evaluation and policy analysis of public health. Legal and ethical considerations of public health.

HM 805 - Social and Behavioral Aspects of Public Health - (3 credits) Concepts and methods of social and behavioral sciences applied to public health problems and issues.

HM 806 - Environmental Factors of Health - (3 credits) Biological, physical and chemical factors that affect health of populations. Regulatory approaches to environmental hazards. Potential impact of environmental agents on health and preventive management approaches.

HM 891 – Introduction to Public Health Practicum - (1 credit) Preparatory work for practicum placement. Special projects arranged by an individual student and faculty member in areas supporting practicum placement.

HM 892 - Public Health Practicum - (1-3 credits) Professional, unpaid internship for students majoring in Public Health graduate program.

HM 893 – Public Health Capstone – (1-2 credits) Final comprehensive paper for students majoring in Public Health graduate program.

Public Health Competencies

Success in public health is measured by competencies. The Council on Linkages Between Academia and Public Health Practice developed the Core Competencies for Public Health Professionals to help strengthen public health workforce development. The competencies reflect the skills deemed desirable for the delivery of the Essential Public Health services. More information on competencies is available at <http://www.phf.org/competencies.htm>

The competencies are divided into the following **eight domains**:

- Analytic/Assessment Skills
- Policy Development/Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Basic Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

Public Health Resources

The following resources are provided for your information. We encourage students and those affiliated with public health to consider membership in their state-affiliated public health association and the American Public Health Association.

Organizations/Agencies

- American Public Health Association www.apha.org
- Michigan Public Health Association www.mipha.org
- National Association of County and City Health Officials <http://www.naccho.org/>
- Centers for Disease Control and Prevention <http://www.cdc.gov/>
- Michigan Department of Community Health <http://www.michigan.gov/mdch>
- World Health Organization <http://www.who.int/en/>

Reports/Summaries

- Healthy people 2010 <http://www.healthypeople.gov/>
- World Health Report <http://www.who.int/whr/en/>
- Historical Public Health Reports (reprint sponsored by the Delta Omega Society) <http://www.deltaomega.org/classics.cfm>

Checklist for Completion of Degree

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

- Apply to graduate the first week of semester in which you intend to graduate (this may be done online at <http://www.reg.msu.edu/StuForms/GradApp/GradApp.asp>). If you intend to graduate in the summer semester, please apply to graduate during the first week of Spring semester.
- Check with program office to make sure all requirements have been met, and that all necessary forms have been signed and forwarded to the appropriate offices. Please do this early in the semester.

- Visit the Graduate School at 118 Linton Hall or go to www.grad.msu.edu/graduation.htm for information about graduation, commencement, etc.

College Policies

Academic Honesty and Integrity

Academic dishonesty at Michigan State University is defined by the 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.
- Faking data or results.

In addition, falsification of admission and academic records and violations of professional standards constitute academic misconduct.

Academic Performance

The following represent the minimum academic standards to maintain enrollment in the program.

- Masters students must maintain a 3.0 cumulative GPA throughout the program of study.
- A grade of 3.0 is required in each core course and is necessary to continue enrollment.
- The accumulation of grades below 3.0 (including N grades in the P-N grading system) in greater than or equal to six graduate credits removes the student from candidacy for the degree regardless of overall GPA.

A student who fails to meet the minimum standards may be required to withdraw from the program at the end of the semester. In the event that a student disagrees with the grade received in a course, he/she should discuss their concerns with the instructor. If this discussion is not resolved to the student's satisfaction, he/she may elect to pursue the process described in the Grievance section of this handbook. Students may request to review their academic folder in the office during regular business hours. An appointment should be made with the academic advisor to arrange for this.

Students may also be removed from candidacy for the degree for the following: theft or misuse of University property, intellectual dishonesty, or violation of law and/or University rules and regulations. Students have a right to a hearing if they believe their being removed from the program somehow included an alleged violation of their rights.

Professionalism

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 in the Program in Public Health. 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.

Students are expected to conduct themselves in a professional manner and to exhibit both the principles and characteristics of a professional student at all times. While students have

an obligation to assist their fellow students in meeting the common goals of their education, students have 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, the postings on Angel 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.

As a Program in Public Health student, you 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.

Deferred Grades

Deferred grades are issued only to graduate students who are 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 will become U-Unfinished and will be 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.

Grievances

A student who is uncertain about policies or procedures regarding course requirements, course selection, program requirements, or any other program issues should contact his or her advisor or instructor. If a satisfactory solution is not reached, the student should discuss the matter with the Program Director, who will advise the student with respect to the potential courses of action, including filing a request for an academic grievance hearing.

When a conflict arises between a student and an instructor, the student should first attempt to resolve the problem with the instructor. If the student remains dissatisfied with the results of this discussion, the student should consult with the head of the unit (department, school or college) offering the course. If still aggrieved, 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 will be 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 grades in a course for academic dishonesty. The academic disciplinary hearing would go before an appropriate college hearing board selected by The Dean of the Graduate School.

The student may consult with the University Ombudsman at any stage of the dispute, the earlier the better. The University Ombudsman is an official, chosen from among senior faculty, to whom students at all levels may appeal for assistance in resolving complaints involving academic or non-academic matters. The Ombudsman has broad powers of investigation, including direct and ready access to University officers, faculty and official records. Operating in a confidential, independent and neutral manner, the Ombudsman assesses the validity of each complaint, advises on possible remedies, and, where indicated, actively assists students in resolving their disputes. The

Ombudsman also assists students in requesting formal academic grievance hearings in situations where students remain dissatisfied with suggested resolutions. Contact at: N129 Kedzie Hall, 353-8830, www.msu.edu/unit/ombud , ombud@msu.edu .

The Graduate School also sponsors a Conflict Resolution Program that involves faculty and graduate students. The program uses a variety of learning strategies to improve student-faculty interactions, student retention, quality of graduate education and conflict resolution strategies. As described, program goals are 1) to introduce interest-based negotiation strategies to faculty and graduate students for use in setting expectations and resolving conflicts, 2) to raise awareness of issues of potential conflict, particularly in doctoral education, 3) to improve graduate handbooks (where explicit expectations are codified), and 4) to improve retention. More information is available from the Graduate School website at: <http://grad.msu.edu/conflictresolution/> .

The official and most complete source of information on academic matters is the program's *Student Handbook* and the university's *Academic Programs* book. Consult them for academic policies, regulations, requirements, and procedures. Web site: www.reg.msu.edu and click on Academic Programs. Additional resources for students include *Spartan Life: Student Handbook and Resource Guide*, available at <http://www.vps.msu.edu/SpLife/>.

Two MSU documents outline the general procedures for conducting a hearing affecting graduate students:

- The [Academic Freedom Report](#) (AFR)
- The [Graduate Rights and Responsibilities](#) document (GSRR)

Integrity and Safety in Research and Creative Activities

(An excerpt from the Guidelines for Integrity in Research and Creative Activities)

The conduct of research and creative activities by faculty, staff, and students is central to the mission of Michigan State University and is an institutional priority. Faculty, staff, and students work in a rich and competitive environment for the common purpose of learning, creating new knowledge, and disseminating information and ideas for the benefit of their peers and the general public. The stature and reputation of MSU as a research university are based on the commitment of its faculty, staff, and students to excellence in scholarly and creative activities and to the highest standards of professional integrity. As a partner in scholarly endeavors, MSU is committed to creating an environment that promotes ethical conduct and integrity in research and creative activities.

Innovative ideas and advances in research and creative activities have the potential to generate professional and public recognition and, in some instances, commercial interest, and financial gain. In rare cases, such benefits may become motivating factors to violate professional ethics. Pressures to publish, to obtain research grants, or to complete academic requirements may also lead to an erosion of professional integrity.

Breaches in professional ethics range from questionable research practices to misconduct. The primary responsibility for adhering to professional standards lies with the individual scholar. It is, however, also the responsibility of advisors and of the disciplinary community at large. Passive acceptance of improper practices lowers inhibitions to violate professional ethics.

Integrity in research and creative activities is based not only on sound disciplinary practice but also on a commitment to basic personal values such as fairness, equity, honesty, and respect. These guidelines are intended to promote high professional standards by everyone- faculty, staff, and students alike.

Integrity in research and creative activities embodies a range of practices that includes:

- Honesty in proposing, performing, and reporting research
- Recognition of prior work
- Confidentiality in peer review
- Disclosure of potential conflicts of interest
- Compliance with institutional and sponsor requirements
- Protection of human subjects and humane care of animals in the conduct of research
- Collegiality in scholarly interactions and sharing of resources
- Adherence to fair and open relationships between senior scholars and their coworkers

Please see <http://www.msu.edu/user/gradschl/integrity.html> for more information.

Integrity of Scholarship and Grades

The statement of university policy addresses principles and procedures to be used in instances of academic dishonesty, violations of professional standards, and falsification of academic or admission records can be found at <https://www.msu.edu/unit/ombud/RegsOrdsPolicies.html>

Responsible Conduct of Research and Scholarship

The College of Human Medicine supports responsible conduct of research for all students in the college who perform research. Education and training will be provided to assist students.

Time Limit

Students must complete the Masters degree within five years. The semester in which the first class that can be applied to the degree is taken is considered the student's first semester in the program.

Transfer Credits

As many as nine semester credits of graduate course work (excluding research and thesis credits) may be transferred into the master's program from other accredited institutions with master's programs. Please see the graduate advisor for procedures.

University Committee on Research Involving Human Subjects (UCRIHS)

The University Committee on Research Involving Human Subjects (UCRIHS) is an Institutional Review Board (IRB). Federal and University regulations require that all research projects involving human subjects be reviewed and approved by an IRB **before initiation**. All projects must receive UCRIHS approval, even those that do not have direct contact with human subjects (such as secondary data sources). Under the regulations, research is defined as a formal investigation designed to develop or contribute to generalizable knowledge. A human subject of research is an individual (1) from whom an investigator obtains data or (2) about whom the researcher obtains confidential information.

Faculty and students must submit the proper forms when the research they will undertake will include actively gathering the data from human subjects as described above, and/or use of either current or established data of human subjects gathered at a previous time. Before a graduate student begins any research project, the student should consult with his or her faculty advisor or chair of the guidance committee. For more information about the review process, contact the UCRIHS office at 517-355-2180, ucrihs@msu.edu, or go to 202 Olds Hall. You may also find information at <http://www.humanresearch.msu.edu/>

Withdrawal from the University

A student may voluntarily withdraw from the University prior to the end of the twelfth week of a semester or the fifth week of each of two regular summer sessions. Voluntary withdrawal after these dates is not permitted. If you are contemplating withdrawal from the University, contact your Assistant/Associate Dean. Please check the university's academic calendar at www.reg.msu.edu for specific dates.

Exit Surveys

A short online survey will be given to all students who have 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 all respondents will be kept confidential and only aggregate information will be made available to faculty and administrators. The students will receive an e-mail message from the dean of the graduate school with a link to the survey. However, students do 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 at <http://grad.msu.edu/etd/>

Campus Resources

Spartan Life: Student Handbook and Resource Guide 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. The handbook is available at: <http://www.vps.msu.edu/SpLife/>

Academic Computing and Network Services (Computing and Technology Assistance)

ATS Help 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 help.msu.edu

A **24-hour Distance Learning Service** provides support for ANGEL course management system (angel.msu.edu) 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) 355-2345 or (800) 500- 1554 or visit lib.msu.edu/outreach

Computer Laboratories are located throughout campus giving students access to the Internet, popular software, and printing services. Anyone with an MSU NetID can use these computers. To locate a computer lab on campus, visit computerlabs.msu.edu or call (517) 432-6200. Most public computer labs are wheelchair accessible. For detailed information regarding accommodations for persons with disabilities, contact the Resource Center for Persons with Disabilities at (517) 353-9642.

Computer Repair provides repair service on PC and Mac hardware and software, and upgrade and installation service for desktop and laptop computers. Walk-in service is provided in 505 Computer Center. For additional information call (517) 353-5266 or visit computerrepair.msu.edu

The Libraries, Computing and Technology Training Program (LCTTP) offers non-credit courses and workshops that cover a wide range of topics on computing for job training,

career development, and/or personal improvement. Class schedules are available on-line at train.msu.edu

MSU's centrally supported e-mail system is mail.msu.edu Students are expected to activate their MSU e-mail as this is the only address the university will use for sending official communications to students. For more information, read the Student E-mail Communications Notice at lct.msu.edu/guidelines-policies/student-email-communications-notice.html To get started, go to mail.msu.edu.

MSU Computer Store in room 110 of the Computer Center offers educationally discounted pricing on computers, software, and peripherals. Find out more at cstore.msu.edu or call (517) 432-0700.

Campus Driving, Parking and Bicycling

Autos and bicycles used on campus must be registered and parked in accordance with University regulations. Parking on campus during the day is extremely difficult, but after 6:00 p.m., parking permits are not required and parking is more available. During the day, parking is available in a commuter lot which has bus service to campus. You will find vehicle registration, parking and permit information at www.dpps.msu.edu, or you may call 517-355-8440, e-mail parkinfo@dpps.msu.edu, or go to 87 Red Cedar Road.

Career Services and Placement

Career Services and Placement (CSP), located in the Student Services Building, includes the Career Development Center and the Student Employment Office. CSP provides assistance to students and alumni planning careers and seeking jobs in business, industry, government, social services, and education. CSP conducts workshops on campus on topics such as constructing resumes, interviewing, conducting job campaigns and related topics each week throughout the semester for students and alumni. A number of career fairs are sponsored during the year. A Summer Employment Fair is usually held in February. For information on these Career Fairs, check with Career Development Center staff in Room 6, Student Services Building or visit the website at: <http://www.csp.msu.edu/>.

CSP provides walk-in advising for quick questions regarding resumes, job searches or careers at 113 Student Services. Walk-in appointments are limited to 15 minutes and available times may vary from semester to semester. Check for hours posted at 113 Student Services. Regular appointments may be made for more intensive advising on careers and job searches.

Student Employment Office staff help students find part-time and summer jobs on and off campus. All work-study positions are obtained through the Student Employment Office at 110 Student Services. Students must qualify for work-study through the Financial Aid Office before seeking work-study positions.

Registration with Career Development and Placement Service is encouraged for all graduating students. It is particularly important for those seeking employment or planning to continue their education. Students should register for job referrals and on-campus interviewing at the CSP website, www.msu.edu/csp/. Internet access and instructions for accessing the CSP website should be available in any campus computer lab.

Change of Enrollment/Registration

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 Calendar in the Quick Guide to Enrollment and Registration (<http://www.reg.msu.edu/ROInfo/EnrReg/QuickGuide.asp>) each semester for important dates regarding dropping and adding courses. Fees charged for late enrollment and fees refunded for dropping courses are also listed in the Quick Guide to Enrollment and Registration.

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 30 days after the start of a new semester. The Office of the Registrar (<http://www.reg.msu.edu/>) reserves the right to audit student records and to correct them as necessary.

Council of Graduate Students

COGS is the all-University graduate and graduate-professional student governing body. It is composed of one representative and an alternate from each degree granting unit, seven officers, and the graduate student representatives on University committees. COGS' goals are to: promote the academic, economic and social aims for all graduate students; establish effective communication among these students and the academic/administrative units of the University; and create channels of effective communication with other student organizations. Located at 313-316 Student Services, 353-9189, e-mail: cogs@msu.edu. Web site: www.msu.edu/~cogs

Counseling Services

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 at 207 Student Services Building. The respective telephone numbers are 355-8270. Regular office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. <http://www.couns.msu.edu/index.htm>

Distance Learning Services

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 Angel course management system and providing book and article delivery. Visit the website at: <http://www2.lib.msu.edu/about/dls/division-dls.jsp>.

Family Resource Center

The Family Resource Center offers resource and referral services to assist parents with locating quality childcare, as well as emergency backup childcare services to meet the emergency and short-term child care needs of students, faculty, and staff, and an elder care referral service to assist individuals who are managing the care of a dependent elder. Free pre-finals childcare is offered each semester for the children of Michigan State University student parents. A Student Parent Organization (Student Parents on a Mission) offers peer support for students with children (<http://www.msu.edu/user/studentp>). The FRC may be reached at 517-432-3745 ext. 146, and additional information is available at <http://www.frc.msu.edu>.

Financial Aid

Over 65 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 your needs, or assist with budget planning. Talk with a financial aid advisor as soon as possible. Delays may be costly because some programs have application deadlines. Walk-in service is available and no appointment is necessary. Refer to the website at www.finaid.msu.edu

Offices:

252 Student Services
Monday–Friday 9 a.m.–5 p.m.

150 Administration Building
Monday–Friday 8 a.m.–5 p.m.

Telephone:

Voice: 517/353-5940

Fax: 517/432-1155

Mailing Address: 252 Student Services, E. Lansing, MI 48824-1113

Learning Resources Center:

The Learning Resources Center (LRC) 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. Graduate entrance examination preparation classes are offered as well. Tutoring services are available during evening hours. For more information, call 355-2363 or visit www.lrc.msu.edu.

Libraries

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. www.lib.msu.edu

Phone numbers: Main Library Information 432-6123
 Circulation Department 355-2333

MSU NetID

MSU students receive centrally funded NetIDs so they can utilize various electronic resources and electronic mail. Students should activate their MSU NetID even if they already have another email account. By setting up the MSU NetID, students can:

- Receive official communications from MSU that are sent to students by email only
- publish a personal webpage
- Access dial-up services
- Access public computer labs
- Access electronic resources on campus

You will need your PID (Personal Identification Number) and your PAN (Personal Access Number) to activate your MSU NetID. Please visit www.netid.msu.edu for more information.

Office for International Students and Scholars (OISS)

The Office for International Students and Scholars (OISS) serves international students and international faculty. OISS is a resource center for information and consultation on matters related

to the international student and faculty/scholars. The staff is prepared to help in any of the various areas of concern, including academic problems, immigration questions, social health, employment or financial matters. The office also organizes seminars and workshops on topics of interest to the broad university community. These have included immigration regulations, cross-cultural communication, pre-departure programs for graduating students and various training programs. They also publish a very informative handbook, *Welcome to Our Community*, to answer questions you may have about living and going to school in our community. A copy of this handbook can be picked up in the OISS. The OISS is located in Room 103 in the International Center and can be contacted by phone at 353-1720, e-mail: oiss@msu.edu.

Office of Cultural and Academic Transitions (OCAT)

OCAT constructs supportive social and educational communities that actively involve students in learning. Specifically, they prompt students' involvement in broad-based University learning experiences (e.g., study-abroad, alternative spring break, internships, etc.), while also connecting them to campus resources, people, and programs that lead to deeper student learning and personal success. In part, the Office accomplishes this mission by building critical alliances and links to academic units. Additionally, OCAT helps students to better understand themselves and others through cultural and social activities. *Student-to-student interaction is the key to benefiting from diversity*, and OCAT strives to bring together individuals as well as groups of students from diverse racial, ethnic, international, and domestic backgrounds for meaningful interactions. Moreover, OCAT supports individual students in their navigation of cross-cultural encounters, and in their own understanding, exploration and development of cultural identity. OCAT employs multiple strategies to accomplish these goals. A few of OCAT's signature programs include the Transition and Cultural Aides, the Maximizing Academic Growth in College program (MAGIC), the Council of Racial Ethnic Students program (CORES), and Internationalizing Student Life (ISL). View the website at <http://www.ocat.msu.edu>.

Olin Health Center

Olin Health Center is an outpatient health care facility providing medical, dental, and health education services to the students of MSU. Services are available year round. Olin Health Center is located on East Circle Drive between Berkey Hall and the Grand River Avenue parking ramp. Telephone: 355- 4510. For current information on hours and services, please visit the Olin website: <http://www.olin.msu.edu>.

Records

Office of the Registrar, 150 Administration Building, keeps your academic records. Telephone 355-3300; fax 353-1935; www.reg.msu.edu.

Resource Center for Persons with Disabilities (RCPD)

The RCPD has staff specialists responding to mobility, visual, hearing, alternative learner concerns, and other handicapper populations, thus enabling their involvement in University activities. The RCPD office is located at 120 Bessey Hall and may be reached at 353-9642 (TTY: 355-1293). <http://www.rcpd.msu.edu>/ 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

Service Learning Center

The Service Learning Center (SLC) provides opportunities for students to integrate academic work with meaningful community service. There are over thirty programs and more than 500 positions available to students. These positions help to meet established community needs in human service agencies, schools, health agencies, and government.

Students interested in gaining career-related experience through volunteering may contact SLC, complete an application, and interview for a position. Records of students' placements are maintained to verify students' experience. Students may request an SLC transcript. For more information, students should pick up a reference handbook available in Room 26, Student Services Building or visit the website at: <http://www.servicelearning.msu.edu/>.

Student Identification Card

Identification cards may be obtained in Room 50 Administration Building and will be issued following the student's initial enrollment. Picture ID is required. Library privileges, access to University buildings, facilities and classrooms, and purchase of tickets and entry into athletic and entertainment events may require the possession and presentation of the ID card upon request.

If you lose your ID card, contact the Registrar's Office immediately at 517-355-3300 and the Main Library at 517-355-2333. You are responsible for all materials checked out of the libraries with your ID card. The cost of replacement of a lost card is \$20, and the exchange of a damaged card is \$10 (no charge for the replacement of an electronically unreadable card that is not visibly damaged).

Questions concerning Michigan State University ID cards should be addressed to the Registrar's Office, 50 Administration Building, MSU, East Lansing, MI 48824; 517-355-3300.

The Writing Center

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 our main location, 300 Bessey Hall (432-3610), or stop by and be seen on a first-come, first-served basis at our writing center satellite in the main library. <http://writing.msu.edu>