About the MPH and GCPH Student Handbook

The School of Public Health (SPH) faculty is committed to providing a supportive academic environment that promotes the growth and progress of students engaged in graduate studies. This handbook contains information that will be helpful to a student while enrolled in Master of Public Health (MPH) graduate degree program or the Graduate Certificate in Public Health program (GCPH) at Georgia State University (GSU).

The MPH and GCPH Student Handbook provides the most recent SPH policies and procedures; thus, this handbook supersedes any publication regarding policies and procedures related to graduate degrees in public health. It covers topics such as degree and program requirements, registration procedures, standards of academic performance and conduct, grievance procedures, guidelines for submitting theses and capstones, and graduate school and university policies and regulations. The MPH and GCPH Student Handbook is the authoritative document of the SPH academic and conduct policies, and updated versions of the MPH and GCPH Student Handbook will be available on the website and in the Office of Academic Assistance and Career Services (OAA). The handbook is revised each summer, with the new edition published in August each year, before the start of the fall semester.

Georgia State University Graduate Catalog

In addition to the graduate student policies contained in this handbook, students, faculty and administrators are subject to applicable university-wide policies. This handbook does not replace published university requirements and should be used in conjunction with the GSU Graduate Catalog: http://enrollment.gsu.edu/catalogs/ to answer policy and procedural questions regarding your program of study. The faculty and administration encourages you to review the Georgia State University Graduate Catalog for the year in which you were admitted.

_The School of Public Health reserves the right to change information contained within this handbook without prior notice._

_Georgia State University, a unit of the University System of Georgia, is an equal opportunity institution and is an equal opportunity/affirmative action employer._
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School of Public Health Quick Facts

Mission
The mission of the School is to provide the high quality and relevant teaching, research, and service needed to evolve public health practice in a changing world. By investigating the contemporary problems that challenge diverse urban communities, the SPH is preparing the next generation of public health professionals to make a difference through leadership, scholarship and practice in Georgia communities and around the globe.

Established at Georgia State University 2002 *(initially as a certificate program)*

Founding Dean  Michael P. Eriksen, Sc.D.

First MPH Students Admitted Fall 2004

First Ph.D. Students Admitted Fall 2011

J.D.-MPH Dual Degree Launched Fall 2013

First B.S. in PH Students Admitted Fall 2016

Ph.D. Community Psychology-MPH Dual Degree Launched Fall 2017

Accreditation  The SPH is accredited by the Council on Education for Public Health (CEPH)

Affiliation  Association of Schools & Programs in Public Health (ASPPH)

Degrees & Programs
- Doctor of Philosophy in Public Health with four concentration options Environmental Health, Epidemiology, Health Promotion and Behavior, and Health Services and Policy Research
- Doctor of Public Health (DrPH)
- Master of Public Health with five concentration options in Biostatistics, Environmental Health, Epidemiology, Health Management and Policy and Health Promotion and Behavior
- MPH-JD Dual Degree with the GSU College of Law
- MPH-PhD Dual Degree with Community Psychology
- Graduate Certificate in Public Health
- Bachelor of Science in Public Health

MPH Students Enrolled as of Fall 2017 Over 250 MPH Graduate Students

Total Fulbright Students as of Fall 2017 70

U.S. Minorities Close to 68%

Students born outside of the U.S. Close to 11%

Faculty 52 Core Faculty Members

Student-Faculty Ratio 12 to 1 as of AY 2017-2018

Alumni Over 700 graduates as of Spring 2018
### Administration & Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<td>Daniel Whitaker, Ph.D.</td>
<td>Associate Dean for Research &amp; Faculty Affairs</td>
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<td>Frederic (Fred) Grant, Ph.D., MPH</td>
<td>Assistant Dean for Finance &amp; Administration</td>
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<td>Gerardo Chowell-Puente, Ph.D.</td>
<td>Chair, Department of Population Health Sciences</td>
</tr>
<tr>
<td>Shannon Self-Brown, Ph.D.</td>
<td>Chair, Department of Health Policy &amp; Behavioral Sciences</td>
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<tr>
<td>Kim Ramsey-White, Ph.D.</td>
<td>Director, B.S. Program</td>
</tr>
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### Office of Academic Assistance & Career Services

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<tr>
<td>Esther Singh</td>
<td>Administrative Assistant</td>
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Academic Departments and Faculty

The graduate programs in the School of Public Health (SPH) are comprised of two academic departments. Each department is headed by a Department Chair and includes academic concentrations. The departments are supported administratively by the Associate Dean for Academic Affairs and the Program Directors. Academic Departments provide academic mentoring, course offerings, and research opportunities for students in SPH.

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### Department of Health Policy & Behavioral Sciences

Dr. Shannon Self-Brown, Chair

### Health Management & Policy

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About the School of Public Health

Mission

The mission of the School is to provide the high quality and relevant teaching, research, and service needed to evolve public health practice in a changing world. By investigating the contemporary problems that challenge diverse urban communities, the SPH is preparing the next generation of public health professionals to make a difference through leadership, scholarship and practice in Georgia communities and around the globe.

Vision

The vision of the SPH is to be a leading public health research institution dedicated to understanding and solving contemporary health problem, serving as the destination of choice for students seeking an affordable and meaningful public health education.

Values

Values include: Integrity, accountability and transparency in our operations, scholarship and inquiry, respect for all aspects of diversity, health as a human right, prioritizing health in all policy decisions, sustainable healthy environments, and student success.

Evolution of the School and Accreditation

During the 2002-2003 academic year, the then Institute of Public Health began offering the Graduate Certificate in Public Health to provide an introduction to public health concepts, methods and theory. In January 2004, the Board of Regents of the University System of Georgia approved the Master of Public Health (MPH) degree program, and the first MPH class enrolled in Fall 2004. In June 2007, the MPH program received five-year accreditation from the Council on Education for Public Health (CEPH). The School launched its Doctor of Philosophy in Public Health degree program in 2011 and enrolled its first cohort of Ph.D. students in Fall 2011. The School launched its Bachelor of Science in Public Health degree program in 2016 and enrolled its first undergraduate students in Fall 2016.

The then Institute of Public Health was reaccredited as a public health program (MPH) in 2012 for a seven-year term, through 2019. In June 2013, the Institute of Public Health was accepted as an applicant for school accreditation by CEPH and was renamed the School of Public Health in that same month. The School began the rigorous process to transition from its Master of Public Health (MPH) program-level only accreditation to its new full school-level accreditation in 2013. In June 2016, The CEPH Board of Councilors accredited the School of Public Health at Georgia State University. The school received a ‘met’ finding, the highest possible, on all criteria evaluated and the school’s initial school-level accreditation is for a five-year term, extending through July 1, 2021. This recent CEPH Council decision is the culmination of that three-year process that involved the efforts of faculty, staff, students, alumni, and community partners.

With a focus on instruction, scholarship and research in urban health and health disparities, the
school’s mission is strengthened by the objective of the University System of Georgia, through its Strategic Plan for Public Health Education, Research and Service, “to ensure that the System becomes one of the national leaders in public health education, research and service.”

Goals

The School of Public Health is guided by the following goals:

- **Research**: Advance public health sciences and our understanding of the causes and prevention of disease.
- **Education**: Prepare students to use multi-disciplinary skills to address contemporary public health problems.
- **Service**: Promote service activities and initiatives by implementing community-based projects, educating professional and lay audiences, and collaborating with the public health workforce to advance health promotion and disease prevention.

Objectives

**Research**
1. Exceed $20 million annually in sponsor-funded research.
2. Establish a new Center to promote interdisciplinary research and training around non-communicable diseases (NCD) and other contemporary global health problems.
3. Receive University-wide recognition for our ability to contribute to excellence in interdisciplinary research methodologies.
4. All junior tenure track faculty to obtain sponsored funding within their first three academic years of service—lead the University in career development awards.
5. Double the number of our peer-reviewed publications.

**Education**
1. Attract and retain a diverse student body, staff, and faculty.
2. Successfully graduate 70% of our bachelor’s students within six years, 80% of our MPH students within four years, and 60% of our doctoral students within seven years.
3. Double the number of our online and hybrid course offerings.
4. Increase external support for graduate students by emphasizing training grants, student fellowships and graduate student support through our faculty’s grant-seeking activities.
5. Develop and offer a professional doctoral program (DrPH) and targeted executive education offerings for public health workers hoping to increase their knowledge and skills.

**Service**
1. Promote and expand the involvement of faculty and staff in university, community-based and professional education projects so that service activities will be greater than 3 times the number of faculty.
2. Better recognize those who contribute to public health practice and education communities through service.
3. Offer at least 2 continuing education activities for the workforce each year, aligned with needs identified in our communities’ workforce.
Research

The SPH is a multi-disciplinary, degree granting and research-based school drawing upon the faculty of all GSU colleges. The mission of the School is to provide the high quality and relevant teaching, research, and service needed to evolve public health practice in a changing world. By investigating the contemporary problems that challenge diverse urban communities, the SPH is preparing the next generation of public health professionals to make a difference through leadership, scholarship and practice in Georgia communities and around the globe. The SPH achieves this mission by applying existing scholarship within GSU to priority public health problems, particularly those that are aimed at reducing health disparities in urban settings. Training and research programs focus on both building the science base that underlies public health practice, as well as applying effective interventions that have been demonstrated to improve the public health. Academic and training efforts emphasize the basic prevention sciences (e.g., emerging infectious diseases, immunology, virology, bioinformatics, genomics, and geographic sciences), as well as applied public health efforts (e.g., chronic disease prevention, health promotion, behavior change, program evaluation, health policy, public health ethics and law, health communications, community-based participatory research, and global health).

Centers & Research Initiatives

- Community Research Center (CRC)
- Partnership for Urban Health Research (PUHR)
- Mark Chaffin Center for Healthy Development (CHD)
  - Center for Leadership in Disability (CLD)
    - Georgia LEND Program (LEND)
  - National SafeCare® Training & Research Center (NSTRC)
  - Prevent Child Abuse Georgia (PCA-GA)
Georgia State Campus Directory

School of Public Health, Office of Academic Assistance and Career Services
Urban Life Bldg. | Suite 300 | P: (404) 413-1452 | F: (404) 413-2343 | publichealthadvising@gsu.edu

Auxiliary and Support Services: 200 Student Center West, (404) 413-9500
Campus Bookstore: 3rd floor, Student Center West, (404) 413-9700
Disability Services, Office of: Student Center East, Suite 230, (404) 413-1560
Financial Aid (The Enrollment Services Center): 227/228 Sparks Hall, (404) 413-2600
Graduation Office: 75 Piedmont Ave., Suite 1190, (404) 413-2248
Housing Office: 75 Piedmont Avenue, Suite 110, (404) 413-1800
Human Resources: One Park Place, Suite 344, (404) 413-3270
Immunization Office & Health Clinic: 141 Piedmont Ave, Suite D, (404) 413-1930
International Student and Scholar Services: 252 Sparks Hall, (404) 413-2070
Parking & MARTA Information, Auxiliary Services: 200 Student Center West, (404) 413-9500
Recreational Services: Student Recreation Center, Suite 200 or 101 Piedmont Avenue, SE (404) 413-1750
Registrar’s Office: 227/228 Sparks Hall or 292 Kell Hall, (404) 413-2600, onestopshop@gsu.edu
Residency Auditor, Office of the Registrar: 227 Sparks Hall, admissions@gsu.edu
Student Accounts: 227/228 Sparks Hall, (404) 413-2600
Student Organizations, Office of the Dean of Students: 300 Student Center East, (404) 413-1515
Ticket Office: 125 Decatur St., Suite 106, (866)-GA-State or (404) 413-4020, tickets@gsu.edu
University Career Services: Student Center West, Room 270, (404) 413-1820
Veterans Office/The Military Outreach, Office of the Registrar: 234 Sparks Hall, (404) 413-2331, vetstudentservices@gsu.edu
Welcome Center, 100 Auburn Avenue, NE, 1st Floor, (404) 413-2063

Campus Map: http://map.gsu.edu/
Official University Business Hours: Monday-Friday, 8:30 AM – 5:15 PM
Degree Requirements

Master of Public Health (MPH) Degree Requirements: 42 credit hours
The MPH program requires a minimum of 42 credit hours of study at the master’s level beyond the bachelor’s degree. All MPH students must also select a public health concentration.

- Public Health Foundational/Core Courses: 16 credit hours
- Concentration Courses: 21 credit hours
- Public Health Practicum: 2 credit hours (includes 240 field hours at an approved practicum site)
- Thesis or Capstone Project: 3 credit hours

Master of Public Health Curriculum

Courses Required by All MPH Students

MPH Foundational/Core Course Requirements - 16 credit hours
Each core course must be successfully completed after two (2) attempts.

- PH 7010 Foundations of Public Health (3) MPH students who have completed a CEPH-accredited bachelor’s degree may replace this PH 7010 Foundations of Public Health course with three (3) credit hours of concentration-approved elective course(s) from their chosen concentration.
- PH 7011 Epidemiology for Public Health (3) (required for Environmental Health, Health Management and Policy, and Health Promotion and Behavior concentrations)
  Or
  PH 7711 Epidemiologic Methods I (required for Epidemiology and Biostatistics concentrations).
  Note: Students changing their concentration from Epidemiology or Biostatistics to Environmental Health, Health Management and Policy, or Health Promotion and Behavior will be able to substitute PH 7011 if already completed.
- PH 7017 Fundamentals of Biostatistics I (4)
- PH 7140 Health Promotion Planning, Administration, and Evaluation (3)
- PH 7160 Fundamentals of Health Systems, Leadership, and Policy (3)

MPH Required Applied Practice and Integrative Learning Experience Courses - 5 credit hours

- PH 7960 Public Health Practicum (2)
- PH 7990 Public Health Thesis or PH 7991 Public Health Capstone (3)

MPH Concentration (Required and Elective) Courses – 21 credit hours

- Students must select one (1) of the following five (5) concentrations:
  - Biostatistics
  - Environmental Health
  - Epidemiology
  - Health Management and Policy
  - Health Promotion and Behavior

Total MPH Requirements – 42 credit hours
MPH Foundational Public Health Knowledge

**Foundational (Core) Competencies for all MPH Graduates**

All graduates of the Georgia State University School of Public Health Master of Public Health program should demonstrate achievement of the following learning objectives listed below, or higher-level versions of the same objectives:

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

**Factors Related to Human Health**
7. Explain effects of environmental factors on a population’s health
8. Explain biological and genetic factors that affect a population’s health
9. Explain behavioral and psychological factors that affect a population’s health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (eg, One Health)

As required by CEPH criterion D1 the SPH OAA validates MPH students’ foundational public health knowledge through appropriate methods, which may include the following:
- The school verifies students’ previous completion of a CEPH-accredited degree (bachelor’s, master’s or doctoral degree), or
- The school includes the learning objectives listed above, or higher-level versions of the same objectives, in PH 7010 Foundations of Public Health course, required of all MPH students who have previously completed a verifiable CEPH-accredited degree (bachelor’s, master’s or doctoral degree).
MPH Foundational (Core) Competencies

Foundational (Core) Competencies for all MPH Graduates

All graduates of the Georgia State University School of Public Health Master of Public Health program should demonstrate competence in the following foundational public health areas:

Evidence-based Approaches to Public Health
MPH 1. Apply epidemiological methods to the breadth of settings and situations in public health practice
MPH 2. Select quantitative and qualitative data collection methods appropriate for a given public health context
MPH 3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
MPH 4. Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems
MPH 5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
MPH 6. 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
MPH 7. Assess population needs, assets and capacities that affect communities’ health
MPH 8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
MPH 9. Design a population-based policy, program, project or intervention
MPH 10. Explain basic principles and tools of budget and resource management
MPH 11. Select methods to evaluate public health programs

Policy in Public Health
MPH 12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
MPH 13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
MPH 14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
MPH 15. Evaluate policies for their impact on public health and health equity

Leadership
MPH 16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
MPH 17. Apply negotiation and mediation skills to address organizational or community challenges

Communication
MPH 18. Select communication strategies for different audiences and sectors
MPH 19. Communicate audience-appropriate public health content, both in writing and through oral presentation
MPH 20. Describe the importance of cultural competence in communicating public health content

**Interprofessional Practice**
MPH 21. Perform effectively on interprofessional teams

**Systems Thinking**
MPH 22. Apply systems thinking tools to a public health issue

These **CEPH-required D2 competencies** are informed by the traditional public health core knowledge areas, (biostatistics, epidemiology, social and behavioral sciences, health services administration, and environmental health sciences), as well as cross-cutting and emerging public health areas.
MPH Concentration Requirements & Concentration Competencies

Students in the Master of Public Health (MPH) program must select one of the five concentrations offered in the MPH program and complete twenty-one (21) hours of required and elective coursework in that concentration. Any requests for course substitutions or other curriculum exceptions must be requested through a petition process handled by the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance & Career Services. Prior to degree completion, students may take additional electives to expand their knowledge base or enhance special skills.

Biostatistics (BSTP) Concentration – 21 credit hours

The MPH Biostatistics (BSTP) program concentration trains students to apply statistical principles and methods to problems in public health, medicine, and biology. The MPH BSTP program includes the development of analytic thinking and skill, with an emphasis on applications of research and evaluation in public health. Coursework in this concentration covers the span of biostatistics knowledge, including study design, data management, data analysis, interpretation, statistical reporting, and use of statistical software. MPH BSTP concentration graduates can look forward to excellent career opportunities in academia, government, nonprofits, non-governmental organizations, or private industry. Applicants to the biostatistics concentration should have strong aptitude for quantitative thinking and interest in biomedical and public health applications.

Required BSTP Concentration Courses (12 credit hours):
- PH 7027 Fundamentals of Biostatistics II (3)
- PH 7525 Statistical Computer (3)
- PH 8820 Generalized Linear Models (3)
- PH 8830 Advanced Statistical Topics (3)

BSTP Concentration Elective Courses (9 hours):
Select at least three (3) pre-approved* courses focusing on advanced statistical techniques and quantitative research methods. Pre-approved BSTP elective courses include:
- PH 8260 Spatial Population Health I (3)
- PH 8721 Epidemiologic Methods II (3)
- PH 8840 Statistical Modeling with Latent Variables I: Structural Equation Modeling (3)
- PH 8850 Statistical Modeling with Latent Variables II: Finite Mixture Modeling (3)
- PH 8885 Fundamentals of Clinical Trials (3)
- PH 8890 Special Topics in Biostatistics (3) (may be repeated)

*The above listed pre-approved BSTP elective courses do not need further approval to satisfy the BSTP elective requirement. However, there are other academic departments at the university that may offer satisfying courses including, but not limited to the following departments: Math/Statistics, Decision Sciences, Marketing, Sociology, Policy Studies, Psychology, and Educational Policy Studies Research. Other courses that may be approved to satisfy this elective requirement generally have course titles including, but not limited to: Structural Equation Modeling, Finite Mixture Modeling, Hierarchical Linear Modeling, Longitudinal Modeling, Survival Analysis, Bayesian Inference, Survey Sampling, Causal Inference, Missing Data, or Nonparametric Statistics. Students should seek written,
pre-approval of any course(s)—beyond the above listed pre-approved BSTP elective courses—to count towards the BSTP elective requirement. Approval must come from both the Department Chair and OAA.

Biostatistics - SPH MPH Concentration Competencies and Course Alignment

Students in the Master of Public Health program with a concentration in Biostatistics will be expected to demonstrate competence in the following areas:

- MPH BSTP 1. Describe basic concepts of probability, random variation and commonly used statistical probability distributions.
- MPH BSTP 2. Apply basic (univariate and bivariate) descriptive and inferential techniques commonly used with public health data.
- MPH BSTP 3. Apply advanced (multivariate) descriptive and inferential techniques used with public health data.
- MPH BSTP 4. Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.
- MPH BSTP 5. Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.
- MPH BSTP 6. Apply basic informatics techniques (storage, access, management, organization, visualization, and evaluation of public health data) in public health research.
- MPH BSTP 7. Describe different public health study designs, measures, and the appropriate statistical analyses for answering particular research questions.
- MPH BSTP 8. Interpret results of statistical analyses found in public health studies.
- MPH BSTP 9. Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.

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Environmental Health (EVHT) Concentration – 21 credit hours

The concentration in Environmental Health (EVHT) will prepare students for research and practice in the field of EVHT, which is the understanding of environmental factors, including biological, physical and chemical factors that affect the health of a community. EVHT focuses on the human health effects of agents encountered in the environment, from the molecular to the ecological level, as well as the effects of natural and human-created environments on health. The concentration will provide students with knowledge in the core EVHT disciplines of exposure assessment, toxicology, risk assessment, air pollution, and water pollution. In addition to these core knowledge areas, additional areas of specialization within EVHT include food safety, occupational health, infectious diseases, environmental epidemiology, and urban health.

Required EVHT Courses (12 credit hours):

- PH 7150 Environmental Health (3)
- PH 7293 Environmental Health Toxicology (3)
- PH 7294 Exposure Assessment (3)
- PH 7345 Introduction to Risk Assessment (3)

EVHT Concentration Elective Courses (9 credit hours):

Select at least 3 courses from the following list of EVHT approved elective courses:

- PH 7025 Health Disparities (3)
- PH 7155 Air Quality and the Environment (3)
- PH 7280 Infectious Disease Epidemiology (3)
- PH 7297 Global Water, Sanitation and Hygiene (3)
- PH 7299 Sampling of the Environment (3)
- PH 7300 Urban Health (3)
- PH 7325 Urban Health Seminar (1)
- PH 7340 Built Environment and Health (3)
- PH 7525 Statistical Computing (3)
- PH 7540 Introduction to Public Health Laboratories (3)
- PH 7600 Global Health (3)
- PH 8350 Biological Basis for Disease (3)
- PH 8880 Public Health Study Abroad (3) (up to 3 credits of PH 8880 may count here)
- GEOS 6532 Introduction to Geographic Information Systems (4)
- GEOS 6538 Urban Health Geographic Information Systems (4)
- GEOS 6644 Environmental Conservation (4)
- GEOS 6784 Climatic Change (3)
- BIOL 6428 Medical Microbiology (4)
- BIOL 6451 Aquatic Pollution and Toxicology (4)
- BIOL 6480 Principles of Toxicology (4)
- BIOL 6484 Laboratory Techniques in Applied and Environmental Microbiology (4)
- NUTR 6170 Food Safety (3)
Students in the Master of Public Health program with a concentration in Environmental Health will be expected to demonstrate competence in the following areas:

- MPH EVHT 1. Demonstrate knowledge of the implications of regulations, laws, standards, and various types of policy on activities aimed at protecting environmental health.
- MPH EPID 2. Describe approaches to risk assessment for a wide variety of environmental hazards.
- MPH EPID 3. Describe major environmental and occupational contaminants, including biological, chemical and physical agents, and articulate how exposures to these contaminants interact with the environment to affect human health.
- MPH EPID 4. Apply biological, chemical, physical and public health principles to develop approaches for designing and maintaining health-promoting physical environments, and for assessing, preventing and controlling environmental hazards that pose risks to human health.
- MPH EPID 5. Identify important susceptible human sub-populations with respect to environmental exposures and the sources of variability.

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Epidemiology (EPID) Concentration – 21 credit hours

Epidemiology (EPID) is a scientific discipline commonly defined as the study of the distribution and determinants of disease and injury in human populations. This broad scope includes understanding the distribution, patterns and causes of adverse health outcomes as well as those associated with their control and prevention, and the complex interaction of factors that play a role in these processes. MPH with a concentration in Epidemiology will afford students choice in the in-depth study of substantive issues such as cancer, cardiovascular diseases, STDs and HIV. Students will also have to opportunity to focus on prevention methods. The knowledge and skills obtained in epidemiology will allow MPH EPID graduates to seek employment in areas that: (1) characterize community health status, (2) critically assess determinants of health-related events, (3) formulate strategies to evaluate the impact of health related interventions and (4) foster the application of epidemiologic methods for health promotion and disease prevention activities.

Required EPID Concentration Courses (9 credit hours):

- PH 8721 Epidemiologic Methods II (3)
- PH 7027 Fundamentals of Biostatistics II (3)
- PH 7525 Statistical Computing (3)

EPID Concentration Elective Courses (12 credit hours):
Select at least 1 course from the following list of approved courses:

- PH 7265 Epidemiology and the Prevention of Violence (3)
- PH 7275 Chronic Disease Epidemiology (3)
- PH 7280 Infectious Disease Epidemiology (3)
- PH 7365 Epidemiology of Adolescent and Young Adult Health Risk Behaviors (3)

Select at least 3 courses from the following list of approved courses:

- PH 7014 Epidemiology of STDs and HIV (3)
- PH 7265 Epidemiology and the Prevention of Violence (3)
- PH 7275 Chronic Disease Epidemiology (3)
- PH 7290 Case Studies in Epidemiology (3)
- PH 7355 Prevention Methods (3)
- PH 7365 Epidemiology of Adolescent and Young Adult Health Risk Behaviors (3)
- PH 8260 Spatial Population Health I (3)
- PH 8261 Spatial Population Health II (3)
- PH 8285 Social Determinants of Public Health (3)
- PH 8790 Special Topics in Epidemiology (3)
- PH 8880 Public Health Study Abroad (3) (up to 3 credits of PH 8880 may count here)
Students in the Master of Public Health program with a concentration in Epidemiology will be expected to demonstrate competence in the following areas:

- MPH EPID 1. Identify and discuss risk factors and their relationship to health outcomes.
- MPH EPID 2. Demonstrate proficiency in advanced epidemiologic methods.
- MPH EPID 3. Assess, synthesize and critically evaluate epidemiologic literature for strengths and weaknesses.
- MPH EPID 4. Identify key sources of data for epidemiologic purposes and their strengths and limitations.
- MPH EPID 5. Demonstrate proficiency in data analysis and appropriate interpretation of results.
- MPH EPID 7. Design and evaluate interventions to reduce prevalence of major public health problems.
- MPH EPID 8. Identify and discuss ethical dilemmas in epidemiologic research.
- MPH EPID 9. Explain policy implications of epidemiologic research findings.

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Health Management and Policy (HMGP) Concentration – 21 credit hours

Health Management and Policy (HMGP) concentration is concerned with the administration and management of public, not-for-profit, and community-based health care organizations, formulating and implementing health care policy, analyzing the distribution of and access to health care services, financing and reimbursement of health care services, and evaluating quality and outcomes of health care services and programs. The Health Management and Policy concentration draws upon a variety of disciplines, including health administration, health policy, public administration, business, public health law, health ethics, and economics.

**Required HMGP Concentration Courses (9 credit hours):**

- PH 7170 Public Health Leadership and Policy (3)
- PH 7330 Health Care Management and Finance (3)
- PH 8250 Health Economics and Policy (3)

**HMGP Concentration Elective Courses (12 credit hours):**

Select at least one (1) course from the following HMGP list A of approved elective courses (3 hours):

- PH 7521 Evaluation Research (3)
- PH 7522 Qualitative Research (3)
- PH 8260 Spatial Population Health I (3)
- PH 8410 Economic Evaluation (3)

Select two courses (2) from the following HMGP list B of approved elective courses (6 hours):

- PH 7640 Comparative Health Systems (3)
- PH 7365 Health Policy and Health Equity (3)
- PH 8261 Spatial Population Health II (3)
- PH 8290 Population Health Informatics (3)
- Any course(s) from the above *HMGP list A of approved elective courses* not used to satisfy HMGP list A requirements (3-6)

Select one course (1) from the following HMGP list C of approved elective courses (3 hours):

- PH 7025 Health Disparities (3)
- PH 7300 Urban Health (3)
- PH 7325 Urban Health Seminar (3)
- PH 7340 Built Environment and Health (3)
- PH 7525 Statistical Computing (3)
- PH 7535 Dissemination and Implementation Science (3)
- PH 7555 Disability and Public Health (3)
- PH 7565 Disability Policy (3)
- PH 7570 Childhood Obesity Prevention (3)
- PH 7600 Global Health (3)
- PH 8880 Public Health Study Abroad (3) (up to 3 credits of PH 8880 may count here)
- Any course from the above HMGP list A or HMGP list B of approved elective courses not used to satisfy HMGP list A or HMGP list B requirements (3)
Health Management and Policy - SPH MPH Concentration Competencies and Course Alignment

Students in the Master of Public Health program with a concentration in Health Management and Policy will be expected to demonstrate competence in the following areas:

- MPH HMGP 1. Demonstrate application of economic principles to analyze public health issues.
- MPH HMGP 2. Understand the market structure and the underlying sources of market power in the context of interlocking market segments in the health care system.
- MPH HMGP 3. Apply the principles of program and financial management across the health care and public health systems.
- MPH HMGP 4. Use strategic and business planning principles to develop and align the mission, vision, goals, and objectives for operating a public health or health care organization, and assure that plans align with evidenced-based approaches to improve population health.
- MPH HMGP 5. Explain key elements of human resource management in the public health and health care contexts.
- MPH HMGP 6. Describe public health and health care financing in the U.S., including revenue sources and reimbursement methods, historical origins and current policy, and their impact on health service delivery and population health.
- MPH HMGP 7. Describe and demonstrate the attributes of effective leadership and the skills of effective leadership including decision making, vision setting, team building, conflict management, and strategic collaboration.
- MPH HMGP 8. Evaluate the challenges and opportunities for health policy leadership to improve population health and advance health equity.
- MPH HMGP 9. Utilize commonly used frameworks and theories of policymaking to develop policy proposals that address public health challenges, health equity, and improve population health.
- MPH HMGP 10. Apply strategies for analyzing, evaluating, and advocating for public health and health care policies and programs.

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Health Promotion and Behavior (HPMB) Concentration – 21 credit hours

The concentration in Health Promotion and Behavior (HPMB) will provide MPH students with the skills, knowledge, and experiences to promote health and prevent diseases within populations and communities. This concentration will also provide students with a strong foundation for developing expertise in health promotion by specifically emphasizing public health, ecological, and behavioral contexts throughout the curriculum. Courses are designed to integrate theory, practice, and research.

**Required HPMB Courses (12 credit hours)**

- PH 7022 Health Behavior Theory for Public Health (3)
- PH 7410 Intervention Development for Public Health (3)
- PH 7521 Evaluation Research (3)
- PH 7535 Dissemination and Implementation Science (3)

**HPMB Concentration Elective Courses (9 credit hours)**

Select at least 3 courses from the following list of elective courses:

- PH 7014 Epidemiology of STDS and HIV (3)
- PH 7020 Principles of Tobacco Control (3)
- PH 7025 Health Disparities (3)
- PH 7027 Fundamentals of Biostatistics II (3)
- PH 7170 Public Health Policy (3)
- PH 7265 Epidemiology and the Prevention of Violence (3)
- PH 7275 Chronic Disease Epidemiology (3)
- PH 7300 Urban Health (3)
- PH 7340 Built Environment and Health (3)
- PH 7365 Epidemiology of Adolescent and Young Adult Health Risk Behaviors (3)
- PH 7522 Qualitative Research (3)
- PH 7525 Statistical Computing (3)
- PH 7555 Disabilities & Public Health (3)
- PH 7565 Disability Policy (3)
- PH 7570 Childhood Obesity Prevention (3)
- PH 7600 Global Health (3)
- PH 8260 Spatial Population Health I (3)
- PH 8261 Spatial Population Health II (3)
- PH 8275 Health Literacy (3)
- PH 8285 Social Determinants of Public Health (3)
- PH 8880 Public Health Study Abroad (3) (up to 3 credits of PH 8880 may count here)
Students in the Master of Public Health program with a concentration in Health Promotion and Behavior will be expected to demonstrate competence in the following areas:

- MPH HPMB 1. Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
- MPH HPMB 2. Describe how social and behavioral risk factors contribute to health outcomes.
- MPH HPMB 3. Describe steps and procedures for the developing, planning, implementing and evaluating public health programs, policies and interventions.
- MPH HPMB 4. Apply evidence-based principles and the scientific knowledge base to critical evaluation and decision making in public health.
- MPH HPMB 5. Develop a logic model for use in program development, implementation, and evaluation.
- MPH HPMB 6. Differentiate among goals, measurable objectives, related activities, and expected outcomes for a public health program.
- MPH HPMB 7. Differentiate the purposes of formative, process, and outcome evaluation, and explain how findings from each are used.
- MPH HPMB 8. Collaboratively assess individual, organizational, and community concerns and resources for public health programs.
- MPH HPMB 9. Assess evaluation reports in relation to their quality, utility, and impact on public health.

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JD-MPH Dual Degree Requirements – 105 Credit Hours

The College of Law and the School of Public Health offer a Juris Doctor (JD)/ Master of Public Health (MPH) in the Health Management and Policy (HMGP) concentration dual degree program. This dual program provides an opportunity to pursue studies in law and public health concurrently. The JD/MPH-HMGP enables students to earn both degrees in a shorter time than would be possible if students pursued each degree separately. Dual degree programs include separate, but affiliated degree programs that are linked through shared curricular offerings and collaborative administrative processes.

Credit hours earned in one degree program satisfy some requirements of the other degree program. No credit hours for the MPH courses will be applied toward the JD requirements until a student has completed the MPH; similarly, no credit hours for the JD courses will be applied toward the MPH requirements until completion of the JD. In other words, a student cannot graduate from the JD and MPH in the same semester—a student must graduate from either program in a given semester, and then the second program in a subsequent semester. Students interested in pursuing a JD/MPH must be admitted into and enroll in both degree programs prior to completion of 30 credit hours of MPH coursework and 60 hours of JD coursework in order to qualify for the dual degree program. Students who gain admission into both programs and become dual degree JD/MPH students should self-disclose their dual degree status to the MPH Curriculum & Advisement Coordinator at the School of Public Health and the Associate Director of the Center for Law, Health and Society at the College of Law immediately upon admission into their second program of study (either JD or MPH). An email from the student to both the MPH Curriculum & Advisement Coordinator and CLHS Associate Director is preferred. Failure to send this notification to their two advisors may result in the student having to complete both programs in their entirety and become ineligible for the dual JD/MPH degree program opportunity. When admitted to the JD/MPH program, students must complete the first 30 hours of required courses in the JD program as soon as possible (immediately upon JD admission). After completion of these 30 hours of law courses, course enrollment in either college or both colleges concurrently is permitted and may resume. Students must complete the dual degree program within six years of the initial semester of enrollment. Students should be able to complete both degrees in four years.

**MPH Core Course Requirements (16 credit hours)**

- PH 7010 Foundations of Public Health (3)  
  **MPH students who have completed a CEPH-accredited bachelor’s degree may replace this PH 7010 Foundations of Public Health course with three (3) credit hours of health management and policy concentration-approved elective course(s).**
- PH 7011 Introduction to Epidemiology (3) or PH 7711 Epidemiologic Methods I (3)
- PH 7017 Fundamentals of Biostatistics I (4)
- PH 7140 Health Promotion Planning, Administration, and Evaluation (3)
- PH 7160 Fundamentals of Health Systems, Leadership, and Policy (3)

**Health Management & Policy Required Courses (9 credit hours)**

- PH 7170 Public Health Leadership and Policy (3)
- LAW 7240 Health Law: Finance and Delivery (3) (in lieu of PH 8250 Health Economics and Policy (3)
- PH 7330 Health Care Management and Finance (3)

Required MPH HMGP Concentration-related College of Law Elective Courses (12 hours):

- Select at least one (1) course from the following List A of HMGP concentration approved elective courses (3 hours):
  - PH 8410 Economic Evaluation (3)
  - PH 7521 Evaluation Research (3)
  - PH 7522 Qualitative Research (3)
  - PH 8260 Spatial Population Health I (3)
  - Other appropriate research methods/statistics courses may be approved by the Department Chair on the Master of Public Health Graduate Petition form. Students should receive approval from the Department Chair prior to enrolling in, paying for, and completing the course.
  - Select at least three (3) courses from the following JD/MPH HMGP list of approved elective courses (9 hours):

- LAW 7244 Public Health Law (3)
- LAW 7239 Health Law: Quality and Access and/or other SPH approved health law electives (6 hours)

Required MPH Practicum Course (2 credit hours) or (2 credit hours minimum) of public health-related Lawyering Skills Course:

- PH 7960 Public Health Practicum (2) or Public Health-Related Lawyering Skills Course (2+)

*Standard MPH HMGP students complete two (2) credit hours of PH 7960 Public Health Practicum; however, JD/MPH HMGP dual degree students may satisfy this PH 7960 requirement by completing 3 or 4 credit hours of a College of Law lawyering skills course: specifically in the Health Law Partnership (HeLP) Legal Services Clinic at GSU\(^1\), a health law related externship\(^2\), or Health Legislation and Advocacy clinical program\(^3\). For either a traditional PH 7960 practicum or for a lawyering skills course in lieu of a practicum, the student must FIRST complete all MPH core courses before beginning the practicum or lawyering skills course. If a lawyering skills course is taken prior to completing those required MPH core courses, it will not count for the PH 7960 practicum requirement. This is simply because the MPH curriculum design requires the practicum to be an opportunity for students to demonstrate the specific MPH knowledge and skills they learned in their PH courses; therefore, students cannot apply the knowledge and skills acquired through their PH courses of study in the practicum until after they have completed those PH courses. Students must submit a

\(^1\) Health Law Partnership (HeLP) Legal Services Clinic: [http://law.gsu.edu/clinics/help-legal-services-clinic/](http://law.gsu.edu/clinics/help-legal-services-clinic/).

\(^2\) Health Law externship: [http://law.gsu.edu/experiential-learning/externships/](http://law.gsu.edu/experiential-learning/externships/).

\(^3\) Health Legislation and Advocacy clinical program: [http://law.gsu.edu/clinics/](http://law.gsu.edu/clinics/).
Waiver/Substitution form to the School of Public Health for the lawyering skills course to be counted in lieu of the PH 7960 practicum requirement. The School of Public Health will make the final decision on if a completed lawyering skills course fulfills the PH 7960 requirement. Alternatively, JD/MPH student may elect to complete the standard public health practicum course.

**Required MPH Thesis or Capstone Project Course (3 credit hours):**
- PH 7990 Public Health Thesis (3)
- PH 7991 Capstone (3)

**JD – minimum 78 College of Law hours**

Students should refer to the College of Law for the specific JD requirements of this dual degree program.

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4 SPH Waiver/Substitution Form: [http://publichealth.gsu.edu/students/practicum/practicum-forms/](http://publichealth.gsu.edu/students/practicum/practicum-forms/)
MPH/Ph.D. Community Psychology Dual Degree Requirements – 98-107 Credit Hours

The Department of Psychology and the School of Public Health offer a joint Master of Public Health/Doctor of Philosophy Degree in Psychology. Students enroll in either the Health Promotion and Behavior or the Epidemiology concentrations of the MPH program in the School of Public Health and in the Community Psychology concentration of the Department of Psychology. This dual program provides an opportunity to pursue studies in public health and community psychology concurrently. The MPH/Ph.D. Community Psychology enables students to earn both degrees in a shorter time than would be possible if they pursued each degree separately.

Admissions

To participate in the MPH/Ph.D. Community Psychology dual degree program, prospective students are strongly encouraged to apply separately for admission to the College of Arts and Sciences, Department of Psychology (Community Concentration) and the School of Public Health, but are not required to do so. Applicants may complete a single application to the College of Arts and Sciences, Department of Psychology (Community Concentration) and indicate on the application their interest in the dual degree program on their Ph.D. Community Psychology application — if admitted into the Ph.D. Community Psychology program, applicants should email their assigned Ph.D. Community Psychology advisor to ensure their interest in the dual degree program has been noted, and their application is now being considered by the other program of interest (the MPH in the School of Public Health).

Prospective students are strongly encouraged to apply to both programs simultaneously for the same entry term/semester. This gives students the best opportunity to apply the maximum number of dual degree (having credit hours earned in one degree program satisfy some requirements of the other degree program). Still, there is some opportunity to apply and enroll in the dual degree program after admission to only one of the schools, if a student has not proceeded too far in that school’s program. If interested in pursuing a MPH/Ph.D. Community Psychology, students must be admitted into both programs and enroll in the dual degree program prior to completion of 30 hours of MPH coursework or 30 hours of Ph.D. Community Psychology coursework.

Applicants must take the GRE to apply to both programs. Admission into one program does not presume admission to the other. Students who gain admission into both programs and become dual degree MPH/Ph.D. Community Psychology students should self-disclose their dual degree status to their Ph.D. Community Psychology advisor and the MPH Curriculum & Advisement Coordinator immediately upon admission into their second program of study (either Ph.D. Community Psychology or MPH). A joint email from the student to both their Ph.D. Community Psychology advisor and the MPH Curriculum & Advisement Coordinator is preferred. Failure to send this notification to their advisors may result in the student having to complete both programs in their entirety and become ineligible for the dual MPH/Ph.D. Community Psychology degree program opportunity.

Once admitted to the dual program students will be enrolled in both the School of Public Health and the College of Arts and Sciences concurrently. A student cannot graduate from the Ph.D. Community Psychology and MPH programs in the same semester—a student must graduate from either program in a given semester, and then the second program in a subsequent semester. Students are expected to complete your dual degree program within six years of the initial semester of enrollment (and
must complete it in no longer than 8 years). The MPH program must be completed within 6 years of initial enrollment. Students should be able to complete both degrees in five to six years.

**What can a graduate do with a dual degree in public health and psychology?**

- University/College appointments in higher education in public health, psychology, or allied disciplines
- Research, evaluation, and/or program roles in international, federal, state, and local government agencies
- Research, evaluation, and/or program roles in public and private research and evaluation firms, foundations, and advocacy organizations
- Variety of roles in policy and advocacy organizations
- Independent consulting

In addition to major organizations in Public Health (e.g., American Public Health Association, APHA) and Community Psychology (Society for Community Research and Action, SCRA), several interdisciplinary professional organizations like the Society for Public Health Education (SOPHE), American Evaluation Association (AEA), and the Society for Prevention Research (SPR) provide links to similarly trained individuals throughout the country through conferences, training, and networking.

**Degree Requirements for Dual MPH/Ph.D. Community Psychology Program**

* (98-104 for Students in MPH Health Promotion and Behavior and 101-107 hours for Students in MPH Epidemiology Concentration)

**MPH HPMB Concentration—45 hours**

- 16 hours of MPH core courses
  - PH 7010 Foundations of Public Health (3)
    - MPH students who have completed a CEPH-accredited bachelor’s degree may replace this PH 7010 Foundations of Public Health course with three (3) credit hours of health promotion and behavior concentration-approved elective course(s).
  - PH 7711 Epidemiologic Methods I (3)
    - (Dual MPH/Ph.D. Community Psychology students should complete PH 7711 so that they are prepared for the doctoral-level psychology statistics and methods courses.)
  - PH 7017 Fundamentals of Biostatistics I (4)
  - PH 7140 Health Promotion Planning, Administration, and Evaluation (3)
  - PH 7160 Fundamentals of Health Systems, Leadership, and Policy (3)
- 12 hours of MPH HPMB concentration courses
  - PH 7022 Health Behavior Theory for Public Health Research (3) *(possibly satisfies Ph.D Community Psychology elective)*
  - PH 7410 Intervention Development for Public Health (3)
  - PH 7521 Evaluation Research (3)
  - PH 7535 Dissemination and Implementation Science (3)
• 9 hours of Psychology Core/Community Psychology (possibly satisfies MPH electives)
  o PSYC 8200 Introduction to Community Psychology (3)
  o PSYC 8420 Psychological Research Statistics II (3)
  o Choose one (3):
    ▪ PSYC 8220 Community Interventions, Social Change, and Prevention (3)
    ▪ PSYC 8060 Issues of Human Diversity (3)
    ▪ PSYC 8230 Assessment, Consultation, and Evaluation I (ACE I)
    ▪ PSCY 8260 Assessment, Consultation, and Evaluation in Community Psychology II (ACE II)
    ▪ PSYC 8280 Psychology, Advocacy, and Organizing (3)
    ▪ PSYC 9900 Qualitative Methods (3)
    ▪ PH 7522 Qualitative Research (3)

• 2 hours of MPH practicum
  o PH 7960 Public Health Practicum (2)

• 3 hours of MPH thesis
  o PH 7990 Public Health Thesis (3)
    ▪ Note: Students should simultaneously register for PSYC 8999 Master’s Thesis Research (3) to fulfill psychology thesis requirements; however, this PSYC 8999 course does not count towards the MPH thesis requirement or MPH degree program.
    ▪ Note: MPH/Ph.D. dual degree students must complete PH 7990 Public Health Thesis (3): Capstones or other MPH culminating experiences are not permitted for MPH/Ph.D. dual degree students.

MPH EPID Concentration – 48 hours
• 16 hours of MPH core courses
  o PH 7010 Foundations of Public Health (3)
    ▪ MPH students who have completed a CEPH-accredited bachelor’s degree may replace this PH 7010 Foundations of Public Health course with three (3) credit hours of epidemiology concentration-approved elective course(s).
  o PH 7711 Epidemiologic Methods I (3)
  o PH 7017 Fundamentals of Biostatistics I (4)
  o PH 7140 Health Promotion Planning, Administration, and Evaluation (3)
  o PH 7160 Fundamentals of Health Systems, Leadership, and Policy (3)

• 12 hours of MPH EPID concentration courses and elective
  o PH 8721 Epidemiologic Methods II (3)
  o PH 7027 Fundamentals of Biostatistics II (3)
  o PH 7525 Statistical Computing (3)
  o Select at least 1 course from the following List A of EPID concentration-approved elective courses:
    ▪ PH 7265 Epidemiology and the Prevention of Violence (3)
    ▪ PH 7275 Chronic Disease Epidemiology (3)
    ▪ PH 7280 Infectious Disease Epidemiology (3)
- **PH 7365** Epidemiology of Adolescent and Young Adult Health Risk Behaviors (3)

- 9 hours of Psychology Core/Community Psychology *(possibly satisfies MPH electives)*
  - PSYC 8200 Introduction to Community Psychology (3)
  - PSYC 8420 Psychological Research Statistics II (3)
  - Choose one (3):
    - PSYC 8220 Community Interventions, Social Change, and Prevention (3)
    - PSYC 8060 Issues of Human Diversity (3)
    - PSYC 8230 Assessment, Consultation, and Evaluation I (ACE I)
    - PSCY 8260 Assessment, Consultation, and Evaluation in Community Psychology II (ACE II)
    - PSYC 8280 Psychology, Advocacy, and Organizing (3)
    - PSYC 9900 Qualitative Methods (3)
    - PH 7522 Qualitative Research (3)

- 2 hours of MPH practicum
  - PH 7960 Public Health Practicum (2)

- 3 hours of MPH thesis
  - PH 7990 Public Health Thesis (3)
    - Note: Students should simultaneously register for **PSYC 8999 Master’s Thesis Research (3)** to fulfill psychology thesis requirements; however, this PSYC 8999 course does not count towards the MPH thesis requirement or MPH degree program.
    - Note: MPH/Ph.D. dual degree students must complete **PH 7990 Public Health Thesis (3)**: Capstones or other MPH culminating experiences are not permitted for MPH/Ph.D. dual degree students.

**Ph.D. Community Psychology—53-59 hours**

Students should refer to the College of Arts and Sciences for the specific Ph.D. Community Psychology requirements of this dual degree program. Below is only an example.

- 15-24 hours of remaining core and elective courses in Psychology
  - PSYC 8060 Issues of Human Diversity (0-3) *(may have been taken for MPH already; if so, not required here)*
  - PSYC 8490 Scientific and Professional Ethics in Psychology (3)
  - PSYC 8500 History of Psychology (3)
  - PSYC 9940B Specialized Seminars in Psychology (3)
    - Note: one credit hour of **PH 7325 Urban Health Seminar (1)** may be used towards this requirement with approval from the PSYC department.
  - PSYC 9960A Teaching Supervision A (3)
  - Community Psychology Elective courses approved by doctoral program advisor *(up to 6 hours may have been taken for MPH already; if so, not required here)*. Choose three (3-9):
    - PSYC 8220 Community Interventions, Social Change, and Prevention (3)
    - PSYC 8060 Issues of Human Diversity (3)
    - PSYC 8230 Assessment, Consultation, and Evaluation I (ACE I)
    - PSCY 8260 Assessment, Consultation, and Evaluation in Community Psychology II (ACE II)
    - PSYC 8280 Psychology, Advocacy, and Organizing (3)
- PSYC 9900 Qualitative Methods (3)
- *One PSYC department-approved MPH concentration course (3)*

- 6 hours of community psychology practicum
  - PSYC 9960C Practicum Community (6)
- 9 hours of community psychology reading for general exam
  - PSYC 9980 Readings for General Examination (9)
- 20 hours of community psychology doctoral dissertation
  - PSYC 9999 Doctoral Dissertation Research (20)

PSYC 9910 Research Hours (Ongoing registration is required throughout the duration of the Ph.D. Community Psychology program, though PSYC 9910 hours are not counted towards either degree requirements.)
Graduate Certificate in Public Health

The Graduate Certificate in Public Health (GCPH) is a 16-credit hour program of study. The content includes three foundational/core courses taught in the Master of Public Health degree program and two electives. The Certificate is designed and developed for students currently working in public health or related field who seek to maintain, upgrade, or advance their public health knowledge and skills.

The Graduate Certificate in Public Health will offer strong foundations in public health theory, research, and practice, for example:

- Community Health Practice and Research
- Program Planning, Management, and Evaluation
- Human Communication
- Health Promotion and Education
- Environmental Health
- Health and Human Rights
- Health Policies

Graduate Certificate in Public Health Requirements (16 hours):

1. **Required GCPH Core Courses (10 hours):**
   - PH 7011 Introduction to Epidemiology (3) or PH 7711 Epidemiologic Methods I (3)
   - PH 7017 Fundamentals of Biostatistics I (4)
   - PH 7160 Fundamentals of Health Systems, Leadership, and Policy (3)

2. **Required GCPH Elective Courses (6 hours):**
   - Select at least two electives in consultation with either the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance and Career Services (OAA) or a faculty mentor. Electives must be approved, in writing, by OAA and should be geared toward maintaining, upgrading, or advancing public health knowledge and skills related to the student’s current or future career.

**Grade Requirements**

Students in the graduate certificate program must maintain a 3.00 cumulative institutional grade point average (GPA) in the courses for the Graduate Certificate in Public Health. The records of students who fall below the 3.00 GPA requirement will be reviewed for continuation in the program. No grade lower than C will count for credit towards the certificate, nor will more than one grade of C+ or C be allowed for credit towards the certificate. The time limit for completing the certificate program is three years from the term of entry.

**Transfer Credits**

A student may apply a maximum of three (3) semester hours transferred from another program or institution toward fulfilling GCPH degree requirements: [http://publichealth.gsu.edu/files/2013/06/SPH_TransferCreditForm1.pdf](http://publichealth.gsu.edu/files/2013/06/SPH_TransferCreditForm1.pdf). This includes public health courses that were taken as a transient, non-degree, or other-GSU-degree student, prior to matriculation into the Graduate Certificate in Public Health program.

Transfer credits are processed and approved by the Office of Academic Assistance (OAA) and the
corresponding Department Chair.

**Applying GCPH credit hours to Public Health Graduate degree programs**

Students who wish to change from GCPH enrollment to graduate degree seeking status must file an application for the graduate program desired and all supporting documents by the appropriate deadline for the semester for which admission is sought. Further information on application procedures for admission to degree programs in the School of Public Health may be obtained from the Office of Academic Assistance and Graduate Career Services: [http://publichealth.gsu.edu/academic/apply/](http://publichealth.gsu.edu/academic/apply/).

GCPH credit hours may apply to School of Public Health graduate degree programs. However, all credits, including GCPH-earned credits, presented for the Master’s degree must have been earned within six calendar years of the date of Master’s degree conferral, and all credits presented for the Ph.D. degree must have been earned within nine calendar years of the date of Ph.D. degree conferral. Grades from all attempts at all GSU courses that are taken at the graduate level will become part of the student’s GPA.

**Application for Completion**

All candidates for the GCPH must file a formal application for completion with the School of Public Health during the semester in which the student plans to complete the GCPH. A copy of the application form is included in Appendix A. The Office of Academic Assistance will conduct an audit to confirm completion of the requirements before the certificate is issued to the student. A certificate will be awarded only to a student who meets both the university academic and residence requirements and the standards of performance, academic requirements and residence requirements for the GCPH.
Faculty Mentors
Students are strongly encouraged to research faculty within the School of Public Health and identify faculty mentors who can provide academic, research, and career guidance. Students should actively interview and talk with faculty to learn about their research interests and areas of expertise, with the eventual goal of identifying a faculty member who may serve as a thesis or capstone chair. It is critical for all MPH students to talk to faculty and visiting lecturers to maximize their professional networks and to develop a career development plan while in the program. Students are also responsible for verifying with their identified thesis or capstone chair that s/he has the appropriate Graduate Faculty Status required to chair the thesis or capstone.

Core Courses: Limit on Number of Attempts
Students must successfully complete each core course within two attempts. Failure to pass a core course after two attempts will result in expulsion from the program. The minimum grade of B must be achieved to pass a core course.

Change Program Concentration
Students who have determined that their research and/or career interests align better with a different concentration may fill out a Graduate Petition form to change their concentration. Contact the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance for further information on completing this form.

Online Academic Evaluation & Degree Works
Degree Works (DW) is a web-based tool that provides real-time advice on degree progression (see http://advisement.gsu.edu/self-service/academic-evaluations/). This system is designed to aid and facilitate academic advising, but it is not intended to replace face-to-face advising or faculty mentoring sessions. Students can access DW through PAWS.

Here are some of the tasks you can accomplish with Degree Works:
- Learn the degree requirements for your program
- Identify courses needed to complete your degree
- See how the courses you have completed fulfill requirements for your major
- See what courses you have taken that do not count towards your major
- View the grades, transfer credits, or exceptions applied to your requirements
- Confirm your grade-point average (GPA)
- Find out, before you officially change your concentration, how the courses completed meet the new concentration requirements
- Select the right courses for next term

It is imperative that you monitor your Degree Works audit and speak to your MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance about any discrepancies, since this audit will be the tool to determine your graduation eligibility by the university’s Registrar.

Course Descriptions
Course descriptions for every GSU course, including SPH courses, may be found in the GSU Graduate Catalog\(^5\) and the GSU Schedule of Classes\(^6\), and the GSU Course Description search website\(^7\)

**Transfer Credits**

- **Credits from another institution:** A student may apply a maximum of nine (9) semester hours of approved course credit transferred from other graduate programs or institution(s) toward fulfilling MPH degree requirements. In order to transfer, the course grade must be a grade of B or better. Transfer credits are processed by the School and must be approved by petition. Students requesting to petition for transfer of credits must work with the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance. Approval is at the discretion of the Department Chair of the student’s home division and concentration. All credits, including transfer credits, presented for the MPH degree must have been earned within six calendar years of the date of degree conferral. Courses must be from CEPH-accredited schools or programs—exceptions to this are rarely made.

- **Credits earned at GSU in either transient, non-degree, or other-GSU-degree status:** A student may apply a maximum of nine (9) semester hours of applicable GSU course credit earned prior to MPH program admission (while taking public health courses as either transient, non-degree, or other-GSU-degree status) toward fulfilling MPH degree requirements. Courses that satisfy the MPH core courses must be completed with a grade of B or better, and courses that satisfy a concentration required or elective course must be completed with a grade of C or better. Credits are processed by the School—petition is not required, but students should confirm their previously completed courses are applicable. Students may work with the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance to confirm applicability. Approval of applicable courses is at the discretion of the Department Chair of the student’s home division and concentration—it is not guaranteed. All GSU credits presented for the MPH degree must have been earned within six calendar years of the date of degree conferral.

- **Credits earned at GSU in GCPH enrollment status:** A Graduate Certificate in Public Health (GCPH) student may apply a maximum of sixteen (16) semester hours of applicable GSU course credit earned while completing the GCPH and prior to MPH program admission toward fulfilling MPH degree requirements. Courses that satisfy the MPH core courses must be completed with a grade of B or better, and courses that satisfy a concentration required or elective course must be completed with a grade of C or better. Credits are processed by the School—petition is not required, but students should confirm their previously completed courses are applicable. Students may work with the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance to confirm applicability. Approval of applicable courses is at the discretion of the Department Chair of the student’s home division and concentration—it is not guaranteed. All GSU credits presented for the MPH degree must have been earned within six calendar years of the date of degree conferral.

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\(^5\) GSU Graduate Catalog: [http://www.gsu.edu/enrollment/catalogs.html](http://www.gsu.edu/enrollment/catalogs.html)
\(^6\) GSU Schedule of Classes: [https://www.gosolar.gsu.edu/bprod/bwckschd.p_disp_dyn_sched](https://www.gosolar.gsu.edu/bprod/bwckschd.p_disp_dyn_sched)
\(^7\) GSU Course Description search website: [https://www.gosolar.gsu.edu/bprod/bwckctlg.P_DisplaySubjects](https://www.gosolar.gsu.edu/bprod/bwckctlg.P_DisplaySubjects)
• **JD/MPH Dual Degree Credits earned at GSU just prior to joint degree (JD/MPH) status:** A student may only apply applicable GSU JD course credit earned toward fulfilling MPH degree requirements if the JD/MPH dual degree student is admitted into and enrolled in both degree programs prior to completion of 30 credit hours of MPH coursework and 60 hours of JD coursework. JD credits are processed by the School—petition is not required, but students should confirm their previously completed courses are applicable. Students may work with the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance to confirm applicability. Approval of applicable courses is at the discretion of the Department Chair of the student’s home division and concentration—it is not guaranteed. All GSU credits presented for the MPH degree must have been earned within six calendar years of the date of degree conferral.

• **MPH/Ph.D. Community Psychology Dual Degree Credits earned at Georgia State University just prior to dual degree (Ph.D. Community Psychology/MPH) status:** A student may apply MPH-applicable Georgia State University Community Psychology course credit (earned for the Ph.D. Community Psychology degree) toward fulfilling MPH degree requirements if the Ph.D. Community Psychology/MPH dual degree student is **admitted and enrolled** into both degree programs prior to completion of 30 credit hours of MPH coursework and 30 hours of Ph.D. Community Psychology coursework. Ph.D. Community Psychology credits applied to the MPH degree are processed by the SPH — petition is not required, but students should confirm (in advance) with the MPH Curriculum & Advisement Coordinator that their planned Ph.D. Community Psychology courses are applicable to the MPH, and are correctly populating in their PAWS electronic MPH program of study. Approval of applicable courses is at the discretion of the SPH OAA and the Department Chair of the student’s home MPH division and concentration — it is not guaranteed. All Georgia State University credits presented for the MPH degree must have been earned within six calendar years of the date of degree conferral.

**MPH Degree Progression**

Critical milestones are assessed based on credit hours and semesters completed within the MPH degree program.

• **Milestone #1:** Students are expected to have their thesis/capstone (culminating experience) proposal accepted by their thesis/capstone chair and committee by no later than the completion of 36 credit hours in the MPH program. The approved thesis/capstone proposal form must be submitted to the Office of Academic Assistance and Career Services within the same 36 credit hours. Waivers to this credit rule are by petition only and may be adjusted for approved leaves of absence, medical leave or disability as detailed elsewhere in school or university policies. Failure to submit an approved thesis/capstone proposal by the conclusion of 36 credit hours will place the student on academic probation.

• **Milestone #2:** Once a student initially enrolls in the thesis/capstone course, students are expected to successfully defend and publish (upload to GSU) their thesis/capstone within two academic semesters (including summer). Failure to complete the thesis/capstone within two academic semesters will place the student on academic probation. Failure to complete the thesis/capstone by the end of the 3rd semester will result in a scholastic dismissal from the MPH program.
• **Milestone #3:** The maximum time limit set by the faculty for completing the MPH graduate degree program is six (6) years from the first semester of admission to the MPH. After six years, courses will begin to expire in order of first completed, and may require re-enrollment or replacement with advanced coursework to satisfy degree requirements.

If a student’s progress indicates probation, the student will receive a notice of this from the Director of the Office of Academic Assistance and Career Services (OAA), and the notice will be sent by e-mail message to their official Georgia State University (GSU) e-mail account. Within fifteen (15) working days of receipt of this notice, the student should submit a memo to the Director of OAA (from the student’s GSU e-mail account) documenting how he or she intends to achieve the relevant milestone before reaching the criterion for initiating a dismissal action. If a student’s progress indicates initiation of a scholastic dismissal action or if a student fails to submit a memo, the student will receive scholastic dismissal action notice of this from the Director of OAA.

Students may appeal the pending dismissal action by petitioning the Dean of the School of Public Health but they must do so before the end of the semester in which their progress first indicated initiation of a dismissal action. If they appeal, students are required to submit as part of their appeal an individualized plan, approved by their thesis/capstone chair, detailing dates by which they intend to meet any milestones yet unachieved.

At any time the student believes they may have difficulty meeting the critical milestones, they should immediately consult with their MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance and Career Services.

**Continuous Enrollment Policy and Degree Completion**

Students in all graduate degree and graduate certificate programs must maintain an enrollment totaling six (6) hours or more of degree applicable courses over any consecutive three (3) semester period (including summers) until degree completion. In other words, the total enrollment of the current term plus the two terms preceding it must add to six (6) hours or more at all times. The status of all students will be checked by the midpoint of each term for compliance with the Continuous Enrollment Requirement. Any student whose enrollment is out of compliance will receive a continuous enrollment registration hold preventing all current and future registration. Those students will be notified by an e-mail message sent to their official Georgia State University e-mail account. To resume their programs of study, students with continuous enrollment registration holds must apply for reentry admission by the published deadline (see section 8020.70), must be granted reentry admission, and must enroll at a credit hour level sufficient to satisfy the continuous enrollment requirement. For more information on the reentry process, see section 8020.70 or contact the Office of Academic Assistance and Career Services (OAA).

Students who do not attend the semester for which reentry was originally required must complete a new reentry form for subsequent semesters.

All students who wish to reenter one of the graduate level programs or non-degree status after an absence of one year must meet the degree requirements and academic regulations of the graduate catalog current upon return, along with other reentry provisions that may be in effect.
All students who are approved to reenroll will be eligible to retain all Georgia State course credit (and already approved transfer credit, if any) earned previously if their program can be completed within the time limit that was applicable to their program before the absence. The cumulative graduate GPA calculations will include all attempts in all courses at Georgia State University. Time limits would apply.

Students who plan not to register for a particular semester but who intend to continue the program at some later semester should discuss such plans with the MPH Curriculum & Advisement Coordinator in order to facilitate reentry at a subsequent time. Failure to comply with this request may complicate reentry in the semester preferred. An absence from the program, whether planned or unplanned, does not exempt students from the requirement to complete the program within the appropriate time limit.

**Enrollment in Approved Courses**

Students must enroll for courses that are part of the approved curriculum for the program to which they have been accepted. Students who do otherwise are subject to loss of credit and/or loss of eligibility to continue to register. Failure to register for degree applicable courses over the course of three consecutive semesters will result in unsatisfactory progress and the rules of Continuous Enrollment Requirement will apply.

**Policy on Responsible Conduct Research Training:**

Georgia State University (GSU) is committed to promoting research ethics within the University community and modeling integrity across all disciplines and areas of empirical research. As research has become more complex, collaborative, and costly, issues of research ethics similarly have become complex, extensive and important. The federally mandated training of all levels of research students at GSU in the Responsible Conduct of Research (RCR) must prepare them to face these issues in their professional lives. The Scholarship and Research Integrity (SARI) program at GSU, developed in response to the America Competes Act requirements, is designed to offer students enrolled in undergraduate research, research graduate degree programs, and post-doctoral research programs comprehensive training in the RCR in a manner that is tailored to address the issues faced by students in their respective programs. As part of the commitment and policy, graduate research students will be required to complete an online RCR training program provided by the Collaborative Institutional Training Initiative (CITI) and will also be required to engage in at least 5 hours of additional discussion-based RCR education. [http://ursa.research.gsu.edu/ursa/responsible-conduct-in-research/](http://ursa.research.gsu.edu/ursa/responsible-conduct-in-research/)

The GSU SPH has devised a RCR program plan to be in compliance with GSU’s RCR policy and to ensure students graduating from our MPH program complete the required CITI RCR training program and receive the additional 5 hours of education. For master-level students, all students enrolled in Epidemiology for Public Health (PH 7011) or Epidemiologic Methods I (PH 7711) will be required to complete the CITI RCR training and will receive 5 additional hours as part of in-class discussions during the course.

**Time Limit for Completion of the Program**

Before deciding to enroll in a graduate program of this school, students must examine seriously and realistically their abilities to adjust their personal and professional schedules to accommodate the challenge of graduate study. The maximum time limits set by the faculty for completing a graduate degree program are: six years from the first semester of admission for the master’s programs; three years from the first semester of admission for the certificate programs and nine years from the first
semester of admission for the doctoral programs. Students or applicants with questions about the commitment needed to complete the graduate programs should schedule an appointment with the school’s Office of Academic Assistance and Career Services.

A student must have a minimum GSU grade point average of 3.0 in order to receive a master’s degree or certificate from the School of Public Health.

**Final Course Grades**
The following course grades will be given as final grade options in courses taught by public health faculty members. Any deviations will be at the discretion of the individual faculty member and specifically stated in his or her syllabus.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
</tr>
<tr>
<td>F</td>
<td>below 60</td>
</tr>
</tbody>
</table>

**Grade Point Average Requirements**
For Master’s level students, an overall institutional grade point average (GPA) of 3.0 or better must be earned to receive the MPH degree. All core courses in the MPH degree must be completed with a grade of B or better, and any student earning a grade of B- or below must repeat the core course. No more than six semester hours of grades less than B will be accepted for the degree in all other MPH program of study courses. No grade below a C will be accepted toward the degree. The records of students who fall below the 3.00 GPA requirement for all course attempts will be reviewed for continuation in the MPH program, and students may receive a scholastic warning or be scholastically dismissed from the MPH program.

For Graduate Certificate in Public Health (GCPH) students, an overall institutional grade point average (GPA) of 3.0 or better must be earned to receive the Graduate Certificate. The three core courses in the GCPH must be completed with a grade of B or better any student earning a grade of B- or below must repeat the core course. No grade below a C will be accepted in the two Graduate Certificate program elective courses. The records of students who fall below the 3.00 GPA requirement for all course attempts will be reviewed for continuation in the GCPH program, and students may receive a scholastic warning or be scholastically dismissed from the GCPH program.

**Academic Warning and Suspension**
Each student admitted into the MPH or GCPH program in the School of Public Health must maintain a minimum cumulative grade point average of 3.00. A student whose cumulative institutional grade point average falls below 3.00 at the end of a semester will be placed on Academic Warning. The student will be notified of this standing by the School of Public Health. If a 3.00 cumulative grade point average is not achieved by the end of the next twelve semester hours or two semesters, whichever is longer, of completed course work approved by the SPH faculty, the student will be suspended from the graduate program. Transient students must maintain a 3.00 cumulative grade point average in order to continue in that status. Transient students who do not maintain a 3.00 cumulative grade point average may be subject to Academic or Scholastic Suspension.
A student may apply for reinstatement after one semester as a suspended student. Application for reinstatement must be made no later than six weeks prior to the first day of classes for the semester in which reinstatement is sought.

**Standards of Performance**
The dean or associate dean of the school may require that a student withdraw from a particular course or courses, from a graduate program, or from the school because of unsatisfactory academic work or for other adequate reason. To continue in a graduate program, a student must make reasonable and timely progress in terms of grades, courses, and other requirements toward the degree concerned. The student’s progress may be reviewed each semester. As a result of this review, any student whose scholastic performance does not indicate appropriate progress may be required to reduce the course load or may be required to withdraw from the program.

**Course Evaluations**
Students are expected to participate in the university-mandated course evaluation for each course in their program of study. Additionally, graduates will be asked to evaluate the total program at time of degree completion and one to three years following graduation.

**Out-of-Residence Credit and Graduation**
Students who wish to take graduate courses at another institution to complete the coursework for their Georgia State University degree should provide the information listed in the cross registration section below (except the transcript) to the Office of Academic Assistance and Career Services before enrolling at the other institution. Advance approval will ensure that the transfer credit can be granted if a grade of “B” or higher is earned in the course(s) and the coursework is completed within the time limit allowed for the student’s degree program. Such students should plan to graduate at least one semester after the Out-of-Residence quarter/semester in which the last course to be transferred has been taken. This will allow adequate time for the necessary transcript to be received and for the transfer credit to be processed. Please refer to the graduation office website for complete instructions and information concerning applying for graduation and the graduation fee: registrar.gsu.edu/graduation/. A letter certifying completion of degree requirements and stating the date the degree will be conferred can be furnished to the student by the OAA.

**Application for Graduation**
All candidates for the MPH degrees must file a formal application for graduation with the University’s Graduation Office at least two semesters in advance of the expected semester of graduation. Deadlines are published on the Georgia State website: http://registrar.gsu.edu/graduation/. The Graduation Office will inform the School when the application is filed by the student. The School of Public Health will then conduct an audit and inform the student of any remaining requirements—these items will include any graduation clearance requirements. A degree will be awarded only to a student who meets the university academic, residence, and graduation clearance requirements as well as the standards of performance and academic requirements for the MPH or Ph.D. degree.

All candidates for the GCPH must file a formal application for completion: http://publichealth.gsu.edu/students/program/ with the Office of Academic Assistance and Career Services (OAA) in the School of Public Health during the semester in which the student plans to complete the GCPH. OAA will conduct an audit to confirm completion of the requirements and inform the student of any remaining requirements—these items will include any graduation
clearance requirements. A graduate certificate will be awarded only to a student who meets the university academic, residence, and/or graduation clearance requirements as well as the standards of performance and academic requirements for the GCPH.

**Waiver Requests**
Students are required to fill out a Student Petition form when requesting a waiver of an established policy and procedure. The form is electronic and is available on the SPH website: [http://publichealth.gsu.edu/students/program/](http://publichealth.gsu.edu/students/program/). See Appendix B for a copy of this petition.

**Student Appeals**
The appeals procedure for graduate students in the School of Public Health will follow different paths, depending on the nature of the student’s appeal. The various types of situations and the appropriate appeals avenues are as follows:

**Petitions for Policy Waivers and Variances, and Appeals Procedure**
The petitions for policy waivers and variances, and appeals procedure for students will follow different courses depending on the nature of the student’s appeal. Please refer to Student Code of Conduct online: [http://codeofconduct.gsu.edu/](http://codeofconduct.gsu.edu/) for details.

**Student Complaints, Concerns, or Grievances**
Similarly, the student complaints, concerns, or grievance procedure for students will follow different courses depending on the nature of the student’s appeal. Please refer to [http://enrollment.gsu.edu/assistance/](http://enrollment.gsu.edu/assistance/).

Terminated, dismissed or excluded graduate students with questions about their status should first discuss their situation with the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance and Career Services (OAA). Following this discussion, students who believe they have extenuating circumstances may submit a written appeal of their termination or exclusion to the Director of OAA. The director will review the information submitted in support of the appeal and the student’s total record. The director will then make a recommendation to the associate dean for academic affairs, who will make the decision regarding acceptance or denial of the appeal. The student will receive a written response from the school normally within 10 workdays of the date the appeal is received. (Workdays are counted as Monday through Friday except university staff holidays.)

Requests for such consideration must be submitted, in writing, to the director of OAA within 10 workdays (defined as Monday through Friday except university holidays). Students should write their appeals completely, but concisely, and include all facts germane to their case. Documentation should be provided, where possible, to substantiate statements made. Specific dates of the beginning and ending of particular problems should be included. Only circumstances described in the written and signed appeal as initially submitted will be accepted from the student; oral appeals are not permitted, nor are requests to submit additional information after the appeal has been reviewed. Appeals must be dated, signed, and include the student’s home address and telephone numbers (work and home).

Having been enrolled in too many courses relative to job requirements or other responsibilities or having continued to enroll while experiencing personal, work, or health-related problems very rarely constitutes such extenuating circumstances.
Registration Procedures

How to Register
Students can register for courses during Regular and Late Registration following instructions on the university’s registration guide: [http://registrar.gsu.edu/registration/registration-guide/](http://registrar.gsu.edu/registration/registration-guide/)
The registration dates are available on the GSU Academic Calendar: [http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/](http://registrar.gsu.edu/registration/semester-calendars-exam-schedules/)

Students who wait until Late Registration to register for classes will incur a fee of $50. Any schedule revision after late registration must be done in the Office of the Registrar and may be refused by the faculty. At that time, you will also be charged a nonrefundable manual registration fee of $37.50 for each change.

1. Log in to [PAWS](http://pawsgsu.edu) with your Campus ID and password. You can look up or change your Campus ID or password at [http://campusid.gsu.edu](http://campusid.gsu.edu).
2. Go to the Enrollment tab for access to all of your records. Scroll down to the Registration block and select Add/Drop/Withdraw Courses.
3. Select the appropriate registration term.
4. Read the agreement carefully and select “I Agree” or “I Do Not Agree.”
5. Select your course options, such as subject (to browse all classes in a particular subject), or course number if you know the specific course you’re looking for. You can also further refine your search by selecting an instructor, time, or location.
6. Choose the course you would like to add and click “Register.”
7. Review your status to make sure the course is registered correctly.
8. Select “Concise Student Schedule” under the Registration tab to review your current registration schedule.

Registration Error Messages
Some courses require special authorization from a department or have certain registration restrictions before you can register. The appropriate department must approve and enter the overflow or special authorization information into the registration system before you will be able to successfully register for the course yourself.

Overflows, Authorizations and Restrictions
Before you can register, some courses require special authorization from a department or have certain registration restrictions. The appropriate department must approve and enter the overflow or special authorization information into the registration system before you will be able to successfully register for the course yourself. As shown in the online course listings found at PAWS, an asterisk precedes the course number for courses requiring special authorization and a plus sign precedes the course number for courses with registration restrictions. Overflow policies vary with each department. Contact the specific department for authorization and overflow information. See the "Course Authorization" in the General Information section of this guide for departmental locations and telephone numbers.
Dropping a Class
You drop a class when you remove the class from your schedule during Regular or Late Registration. A dropped class does not appear on your transcript. Late Registration is the last time period for dropping a class without penalty. After the last day of Late Registration, only withdrawal will be allowed. Remember, to be certified as a full-time student, you must carry a minimum of 9 semester hours.

A student who is enrolled in less than a full-time course of study at Georgia State may be in jeopardy of:

1. losing insurance coverage under his or her parent/guardian's insurance policy
2. being out of compliance with the Department of Homeland Security if enrolled at Georgia State on a student visa
3. being placed on a loan payment schedule by a lender or guarantor if the student is the recipient of federal financial aid
4. losing a scholarship if the guidelines for receiving the scholarship require full-time student enrollment.
5. losing an out of state tuition waiver or a graduate assistantship if they require full-time student enrollment.

When and How to Withdraw from a Course
You must complete the procedure to withdraw from a class using PAWS. A withdrawal before the semester midpoint does not guarantee a grade of W. We encourage you to speak to your advisor or professor before withdrawing from a course. For more detailed information on withdrawals, please refer to the “Revision of Class Schedule” section in the university graduate catalog.

Withdrawals appear on a student’s permanent record and count towards a student’s attempted hours. There is not a limit on withdrawals for graduate degree programs. The following provides a list of the different types of withdrawals.

- **Voluntary Withdrawal**
  Students may make a voluntary withdrawal from a class or classes using PAWS. Students will receive a grade of W or WF for any class dropped during this period depending on whether or not they have exceeded their limit of withdrawals with a grade of W. Further details on voluntary withdrawals can be found in the University catalog.

- **Involuntary Withdrawal**
  When a faculty member determines that a student is in violation of one of the class policies (e.g., has missed a required assignment or has excessive absences), that faculty member may withdraw the student from the course. Further details on involuntary withdrawals can be found in the University catalog.
• **Hardship/Emergency Withdrawal**
  Students may be granted hardship withdrawals when non-academic emergency situations occur which prevent them from completing their coursework (e.g., severe medical problems, traumatic events/circumstances that cause them to miss numerous classes.). Further details on hardship withdrawals can be found in the University catalog.

• **Military Withdrawal**
  A student who is on active duty or is a military reservist (including members of the National Guard) may withdraw from the university if called for active duty or reassignment. The student must officially withdraw and submit Official Orders to Active Duty to the Enrollment Services Center. Further details on military withdrawals can be found in the University catalog.

• **Non-Academic Withdrawal**
  In the judgment of the Dean of Students, a student may be withdrawn from the university for non-academic reasons when it is determined that the student has demonstrated behavior that: (a) poses a significant danger or threat of physical harm to self or to the person or property of others; or (b) interferes with the rights of other members of the university community or with the exercise of any proper activities or functions of the university or its personnel.

**Auditing a Course**
Students who wish to audit a course need to contact the One Stop Shop, 2nd floor, Sparks Hall to process an application for audit. Audit registration is not available through PAWS. Auditing is permissible only after prerequisite requirements are met and by permission of the instructor. Tuition and fees will be assessed at the same rate as for courses being taken for credit.

NOTE: After the official last day to register for course credit, students may not transfer from credit to audit status or vice versa. Individuals who have been accepted to the university as regular students may register for learning support courses either for audit or for institutional credit. Institutional credit will not count toward degree requirements and may not be calculated into a grade-point average but is included in the calculation of academic hours carried for tuition purposes. Students receiving financial aid should contact the Office of Student Financial Aid. No course grade will be awarded for students who audit classes. Students who register for institutional credit will be awarded a letter grade.

**Cross-Registration**
Georgia State University students may enroll in courses offered by member institutions of the Atlanta Regional Council for Higher Education (ARCHE) under a cross registration agreement: [http://registrar.gsu.edu/registration/cross-registration/](http://registrar.gsu.edu/registration/cross-registration/). Students who wish to cross register must meet all eligibility requirements under the ARCHE agreement and the University. Courses taken through Cross Registration are considered resident credit.

**Cross-Registration Application Deadlines**
- Fall Semester: July 15
- Spring Semester: November 15
- Summer Semester: April 15
Cross-Registration Eligibility Criteria

- Students must be in good standing and have a minimum Georgia State University cumulative GPA of 2.0 and the required GPA to enroll in the Georgia State course which is most similar to the course the student wishes to cross register.
- Students must be concurrently enrolled in at least one Georgia State course.
- Students must meet prerequisites for requested course(s) as defined by Georgia State University and the host institution.
- Students must meet the host institution’s immunization and health requirements.

Course Restrictions

Students may not cross register for a course if:

- The course is offered at Georgia State that semester.
- The course has been previously attempted at Georgia State (including attempts which resulted in a withdrawal or an unsatisfactory grade).
- The course or an appropriate substitute is routinely available at Georgia State (that is, offered each semester or on a specified regular basis, such as every fall). Determination of whether the course is routinely available is made by the advisement office in consultation with the chair or director of the academic unit that offers the course.
- The College and/or degree program has restrictions or departmental requirements for the specific course.
- The student expects to graduate from Georgia State during the semester the student wishes to cross register a course.

Students are limited to two cross-registered courses per semester, and the combined course load at Georgia State University and the host institution may not exceed 18 credit hours. The student’s transfer credit, cross registration credit, and credit by examination applicable to their degree program may not exceed a third of their degree requirements.
Advising in the School of Public Health

The School of Public Health (SPH) takes seriously its charge to provide a quality public health graduate education that improves the knowledge, skills and abilities of public health professionals and researchers. Learning outcomes for individual students are monitored and assessed by authorized University and SPH faculty and staff.

Faculty Mentors
After enrolling in SPH’s degree programs, each student is encouraged to seek out faculty mentors. Faculty mentors should serve as experts and practitioners in the field of public health and provide students more specialized counsel in determining elective courses and career advising.

International Student and Scholar Services (ISSS)
GSU’s ISSS office provides support for Georgia State University's non-immigrant international student, faculty, and researcher population, their dependents, and any foreign-born citizens and permanent residents of the United States who may need services. The office staff serves as a liaison with all academic departments and informs academic departments if students are out of compliance or seek a program extension.

MPH Curriculum & Advisement Coordinator
All MPH students receive academic advising from the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance (OAA). The role of the MPH Curriculum & Advisement Coordinator is to monitor degree progression, answer questions about registration or degree requirements, and to direct students to faculty who can serve as their mentors. The MPH Curriculum & Advisement Coordinator is also responsible for monitoring graduation requirements and readiness as well as handling Thesis & Capstone processes.

The Office of Academic Assistance & Career Services
The Office of Academic Assistance & Career Services (OAA) provides SPH students with advisement and information on general academic and university policies and procedures, but it is not intended to handle substantive questions on public health course selection. This level of advisement and mentoring is coordinated in the academic department. The staff also works closely with the Department Chairs and Associate Dean for Academic Affairs in resolving academic issues.

The OAA Director is responsible for notifying the student in writing if he or she falls below the required institutional GPA and is placed on academic warning. The MPH Curriculum & Advisement Coordinator will meet with the student to address any current academic issues and to develop a plan for raising the GPA during the two semester time limit.

During the summer, the Office of Academic Assistance audits student records to determine if any students are inactive or are due to move to inactive status. A student’s record automatically becomes inactive if he or she has not registered for any classes for three consecutive semesters. Unless there is documentation related to a withdrawal from the program, the MPH Curriculum & Advisement Coordinator contacts these students to discuss options for reentry and successful completion of the degree program.
The OAA has the following key functions related to monitoring student progress:

**Monitoring Grade Point Average**
An overall grade point average (GPA) of 3.0 or better must be earned to receive the MPH degree. All core courses must be completed with a grade of B or better, and no more than six semester hours of grades less than B will be accepted for the degree. No grade below a C will be accepted toward the degree. The OAA reviews all SPH students each semester to determine if any have fallen below a 3.0 GPA. The Office of Academic Assistance is responsible for notifying the student by mail of his or her current standing and the timeframe given to resolve the issue.

**Monitoring Continuous Enrollment Policy and Degree Completion**
SPH students must maintain an enrollment totaling six credit hours (or more) over three consecutive semester periods (including summers). The status of all SPH graduate students is checked at the semester midpoint of each term for compliance with the continuous enrollment policy. Students who are out of compliance will be notified about the process for reentry.

**Monitoring Degree Progression and Milestone Benchmarks**
Critical milestones are assessed based on credit hours and semesters completed within the MPH degree program. If a student’s progress indicates probation, the student will receive a notice of this from the Director of the Office of Academic Assistance and Career Services (OAA), and the notice will be sent by e-mail message to their official Georgia State University (GSU) e-mail account. Within fifteen (15) working days of receipt of this notice, the student should submit a memo to the Director of OAA (from the student’s GSU e-mail account) documenting how he or she intends to achieve the relevant milestone before reaching the criterion for initiating a dismissal action. If a student’s progress indicates initiation of a scholastic dismissal action or if a student fails to submit a memo, the student will receive scholastic dismissal action notice of this from the Director of OAA.

**Performing Graduation Audits**
At the start of the semester in which students are scheduled to graduate, OAA staff working with the GSU Graduation Office and the SPH Graduate Coordinator, review the tentative graduation list and resolve issues related to missing requirements. A number of different audits are performed on an ongoing basis by the university, OAA, and SPH up until the week degrees are conferred.

**Evaluating Student Progress**
Performance evaluations of applicable competencies and learning outcomes for all students will be conducted annually by the school’s academic leadership in concert with the core faculty and affiliated faculty. Faculty, in consultation with students, will work together in a continuous quality improvement process to ensure that learning outcomes are understandable, measurable, properly linked with applied public health and research, and being achieved.

**Successful Completion of Core Courses**
All core courses (16 credit hours) must be completed with a grade of B or better.

**Final Course Grades**
No more than six semester hours less than a B will be accepted for the degree. No grade below a C will be accepted toward the degree. Degree Works (DW) is formatted not to accept grades below a “C”
and no more than two C’s in non-core courses. All core courses must be completed with a grade of “B” or better.

Practicum Evaluations
Evaluation of the MPH practicum experience involves the student, preceptor, and practicum coordinator. Informal evaluations will occur one-on-one with the practicum coordinator and during the in-class sessions. Formal evaluation will be conducted through midterm and final evaluations completed by the student and the preceptor. The evaluation will assess student accomplishments or practicum goals and demonstration of MPH competencies. The student will also provide feedback on the preceptor and practicum site overall.

Thesis and Capstone Registration and Defense
All MPH students are required to complete a thesis or capstone project in their last semester of course study. The thesis or capstone project constitutes a significant part of the work toward a Master’s degree and is the culmination of all degree program activities. The thesis/capstone must represent high standards of scholarly inquiry, technical mastery, and literary skill. It should be a contribution to the student’s specialty area (concentration) and should reflect the student’s independent efforts with only guidance and mentoring from the thesis/capstone committee. The goal of the culminating experience is to enhance students’ public health knowledge and to improve students’ proficiency in a specific public health area of interest. Students will integrate knowledge and skills acquired through their academic coursework (including concentration) and apply these principles and ideas to a particular public health problem or situation similar to that found in a professional work setting. Culminating experiences (thesis and capstone defenses) are assessed on a uniform rubric that confirms the student demonstrated achievement of each of their MPH (core and concentration) competencies during their entire culminating experience (culminating experience planning, actions, writing, and oral defense).

Students should seek out faculty mentors during their first two semesters in the program and begin to narrow down on who they wish to have serve as their Thesis/Capstone Chair. Students are also responsible for verifying with their identified Thesis/Capstone Chair that s/he has the appropriate Graduate Faculty Status required to chair the thesis or capstone. With your Chair’s guidance, you both will select at least one additional committee member. The additional member must possess at least a Master’s-level degree but does not need to be a faculty member in the School of Public Health. The MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance and the student’s Department Chair must approve the composition of the committee by signing off on the Thesis or Capstone Application before you will be able to register for course credit.

The School of Public Health has a Continuous Enrollment policy for the Thesis/Capstone course, which means that once you register for the course, you must continue to register each semester (including summer) until you defend and complete your final draft. You will need permission to register for the course each time. Contact the Office of Academic Assistance for authorization.
Career Services
http://publichealth.gsu.edu/students/career-resources/
The School of Public Health provides career support and leadership development services to all current SPH students and alumni. Students are invited to attend our career events and workshops as well as meet with our SPH Career Coordinator to discuss individual career questions. Career Services can help students with resume writing, interviewing, job searching, internship development, and networking.

Student Organizations
The Office of Academic Assistance and Career Services (OAA) also supports all SPH student clubs and organizations – so read about the various groups within the college, and join one today: http://publichealth.gsu.edu/student-life/. Make the most of your education by utilizing these great resources.

Biostatistics Student Lab
Location: Urban Life Building, Room 645
Description: The purpose of the Biostatistics Computer Lab is to provide GSU SPH students with computer access and statistical software needed for class and research needs. All computers are equipped with standard statistical software, including SAS, STATA, SPSS and Mplus, as well as Microsoft Office tools and Internet access. The computer lab is supervised by a Graduate Research Assistant (GRA) Monday thru Friday, 9am-5pm. The GRA is available to assist students with questions related to PH7017 Fundamentals of Biostatistics I, PH 7027 Fundamentals of Biostatistics II, and PH7525 Statistical Computing, as well as basic computer assistance and questions related to the use of SAS.

Student Health and Campus Life
SPH students have access to various services around campus, including the Student Health Clinic\(^8\), Student Health Insurance\(^9\), mental health counseling and services\(^10\), recreation center\(^11\), and disability accommodation testing and services\(^12\).

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\(^8\) GSU Student Health Clinic: http://health.gsu.edu/
\(^9\) GSU Student Health Insurance: http://sfs.gsu.edu/tuition-fees/student-health-insurance/
\(^10\) GSU Counseling and Testing: http://counselingcenter.gsu.edu/students/services/counseling-services/
\(^11\) GSU Recreation: http://recreation.gsu.edu/
\(^12\) GSU Disability Services: http://disability.gsu.edu/about-us/rights-responsibilities/
Appendix A

Certificate in Public Health

Application of Completion
GEORGIA STATE UNIVERSITY
CERTIFICATE IN PUBLIC HEALTH
APPLICATION OF COMPLETION

Name: ________________________________________________________________

Address: __________________________________________________________________

Panther ID: __________________________________________________________________

Term you expect to complete certificate requirements: __________________________

GCPH Core Courses (9 hours):
Indicate the terms in which you completed the core courses required for the certificate in Public Health:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>PH 7160</td>
<td>Fundamentals of Health Systems, Leadership, and Policy</td>
<td></td>
</tr>
<tr>
<td>PH 7011</td>
<td>Epidemiology for Public Health</td>
<td></td>
</tr>
<tr>
<td>PH 7017</td>
<td>Fundamentals of Biostatistics I</td>
<td></td>
</tr>
</tbody>
</table>

GCPH Electives (6 hours):
List the courses taken and terms to fulfill the six credit hour elective requirement:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

_________________________ ________________
Student Signature Date

Upon completion of this form, the student should bring the application to the Office of Academic Assistance on the 3rd floor of Urban Life Building, or submit it electronically to publichealthadvising@gsu.edu.
Appendix B

Master of Public Health

Graduate Petition
MPH Graduate Petition

Please note that all petitions must be discussed with the MPH Curriculum & Advisement Coordinator in the Office of Academic Assistance prior to submitting this form.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Panther ID:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td>Phone #:</td>
</tr>
<tr>
<td>GSU GPA:</td>
<td>Semester/Year First Enrolled in MPH Program:</td>
</tr>
<tr>
<td>Degree Concentration:</td>
<td></td>
</tr>
</tbody>
</table>

Please select the issue you wish to petition:
- □ Change to a different MPH Concentration
- □ Course Substitution
- □ Thesis/Capstone Continuous Enrollment Waiver
- □ University Continuous Enrollment Non-Compliance Adjustment
- □ Degree Progression/Milestones Exception/Extension
- □ Other: Please Describe: _____

In order for the review committee to fully evaluate your request, you need to provide a thorough and thoughtful explanation for your request and to clearly outline what outcome you are seeking as a result of this petition. Attach all supporting documentation, if relevant.

Please e-mail this completed form to gsample@gsu.edu. If you have any questions, contact the School of Public Health Office of Academic Assistance at 404-413-1452.
Appendix C

Master of Public Health

Practicum Guidelines
An integral part of the MPH curriculum is a required practicum. The goal of the practicum is to provide students with the opportunity to apply public health academic theory and acquired skills from their specialty areas (concentrations) to community-based research and service in a practice setting. The practicum has the following learning objectives:

- apply and test public health concepts and theories in practice settings;
- implement one or more of the ten essential public health services;
- utilize problem-solving skills to assess and analyze public health issues and propose and implement effective intervention strategies;
- justify the importance of interdisciplinary teamwork to address public health problems; and,
- learn to function successfully as a public health professional in a work setting.

Length and Credits
Students must register for two (2) academic credits, which represent 240 hours of field-based work. Field-based work can be performed in a concentrated fashion within one semester or carried out in two consecutive semesters. Additional content will be delivered through iCollege and consists of career and professional development-based instruction and the student’s practicum portfolio, including a poster. Credits will be awarded by demonstrating achievement of all related requirements as outlined in this handbook, including those described in Section IV (Roles and Responsibilities).

Positioning within the MPH program
Students are eligible to begin practicum coursework following successful completion of the following core classes: PH7010, PH7011 or PH7711, PH7017, PH7140, and PH7160; and at least two (2) classes in the selected specialty track or concentration.

Practicum Topic Selection
The practicum topic selection process is a collaborative effort involving the student, the practicum coordinator, and the preceptor. The topic must relate to the student’s chosen specialty track or concentration and division faculty can serve as consultants in the selection process. Practica may either be focused on practice-based research or a public health-oriented project.

Relationship to Culminating Experience (Thesis or Capstone Project)
Although the practicum and the culminating experience are two distinct MPH curriculum requirements, the two may be linked. For example, a public health practice–oriented practicum can be developed into a central thesis theme. However, a full presentation documenting the results of the practicum remains a separate and distinct requirement. Likewise, a research-based practicum can yield a specific research aspect sufficiently robust for the

development of a thesis. The resulting thesis would be distinct from the required final practicum presentation. Decisions regarding thesis and capstone development are further specified in the MPH and GCPH Student Handbook.

Enrollment and Grades for the Practicum
In order to begin the practicum, students must enroll in PH 7960 (Public Health Practicum) for a total of two (2) hours. The practicum is an academic course; students register for the course, pay tuition, and receive academic credit that applies toward the degree requirements. Students only register once for the practicum and credit hours are only applied once. If the practicum is not completed in one semester, the student is permitted to continue the fieldwork for two additional semesters until the hours are completed.

University rules state that no letter grades will be given for a practicum except “S” (satisfactory), “U” (unsatisfactory), or “IP” (in progress). An IP grade indicates that the student is continuing fieldwork for an additional semester. An IP will be assigned for a maximum of two semesters – therefore, hours must be completed within three semesters or student will receive a “U.” Using the practicum evaluation and in-class progress reporting, the practicum coordinator will evaluate student work and determine the appropriate grade for the practicum period under review.

Enrollment Exceptions
If a student proposes a practicum experience that will span more than one semester, the student will be permitted to register in the second semester of work. The student, preceptor, and practicum coordinator must sign off on the proposed timeline. If the student fails to register for the practicum in the second semester, he or she will not be allowed to count the hours accumulated in the first semester toward the total hours.
PRACTICUM SITES

Site Selection Criteria
Exposure of future public health professionals to practice relies to an important extent on the collaboration of a diverse set of public, private, and not-for-profit organizations engaged in public health and other related disciplines. Eligible organizations are those that offer practice settings with the following characteristics:

- Field experiences that are commensurate with the student’s specialty track or concentration;
- Well-defined activities that enable students to apply academic theory in real world situations;
- Engagement of experienced preceptors or practicum supervisors as outlined in the practicum plan; and
- A work environment, including work space, conducive to successful performance.

Affiliation Agreement
A memorandum of understanding (MOU) concerning affiliation of students for applied learning experience, on file at GSU, establishes a formal relationship between the University and the practicum placement organization and articulates the terms and conditions for the practicum experience. Each prospective practicum site will be required to enter into an MOU with GSU. Students should check with the practicum coordinator to determine if an MOU is already in place or if one must be initiated.

Preceptor Selection
Skilled practitioners who are willing to serve as preceptors or practicum supervisors represent a critical component of the practicum experience. Effective preceptors are those that possess the following qualifications:

- Extensive experience in public health, health care or a related discipline;
- Engaged in work that fulfills the requirements of the practicum;
- Experience as a mentor or supervisor;
- Ability to spend the required time with the student; and
- Ability to provide periodic feedback and guidance to the students through formal evaluations, regularly scheduled meetings and other means as described in the practicum plan.

Student and preceptor will develop an individualized practicum plan using the prescribed forms. The parties will work together to fulfill the expectations set forth in the practicum plan, which will identify joint responsibilities of the practicum project; tangible, measurable practicum learning objectives; and available technical and programmatic support to achieve the objectives.

Student
In collaboration with the practicum coordinator, the advisor, and appropriate specialty track faculty, students are responsible for the following:

- Identify potential practicum sites based on the practicum topic, area of specialization, previous experience, career interests, and career goals. The MPH program will provide a list of approved practicum sites that offer diverse and effective placement opportunities. In some instances students may propose a practicum site; it is the student’s responsibility to establish contact with that organization, identify a prospective preceptor and propose the site and specific practicum plan to the program coordinator for review. The practicum site can only be approved by the MPH program after a formal agreement has been signed between the MPH program and the respective practicum site.
Develop a practicum/project plan including learning objectives, a timeline, milestones, and final deliverables and secure approval of the plan by the preceptor and the practicum coordinator. Where indicated, the student’s faculty advisor or a faculty member in the student’s specialty track may be involved.

Purchase Georgia State University Professional Liability Insurance. The purpose of Professional Liability Insurance is to cover you from alleged mistakes that may occur while you are completing your practicum in a place of employment. Students who already have coverage must provide documentation; otherwise, students may purchase insurance for a one-time fee of $13.00 through the GSU web store (http://publichealth.gsu.edu/students/practicum/professional-liability-insurance/) Provide written progress reports to the preceptor and practicum coordinator.

Maintain professional conduct such as keeping regular working hours, being punctual and respectful, and following dress codes

Submit a final practicum portfolio in Portfolium describing the project, activities undertaken, results, findings and recommendations.

Conduct a midterm and final evaluation of the practicum experience.

**Practicum Coordinator**
The practicum coordinator provides overall management of the MPH practicum program. In this role, the coordinator, in collaboration with other faculty, is engaged in the following activities:

- Identifies prospective sites in collaboration with MPH faculty
- Facilitates the development of formal agreements between the MPH program and the practicum organization
- Serves as the liaison to the program, the student and the organizations formally approved as practicum placement sites
- Provides advice to students regarding site selection, the development of the specific practicum plan, and reviews overall progress of the student during the practicum process
- Facilitates any components that accompany the fieldwork

**Practicum Sites**
Following the development of a formal agreement, practicum sites are expected to accomplish the following actions:

- Identify prospective preceptor(s) who have expertise in the proposed practicum topic and will serve as the organization’s representative and mentor for the student
- Allow the preceptor adequate time to serve as a mentor and supervisor
- Provide workspace and other workplace attributes to foster successful student performance
- Provide periodic feedback to the MPH program through formal evaluations, organized meetings etc.

**Preceptor**
Once selected to serve as preceptor, the preceptor’s responsibility includes the following:

- Provide technical and administrative oversight to the student throughout the practicum period
- Provide periodic feedback and guidance to the student in writing and through meetings
- Review the student’s progress through formal mid-term and final evaluations
- Collaborate with the practicum coordinator to address overall project issues
PRACTICUM EVALUATION

Evaluation of the MPH practicum experience involves the student, preceptor, and practicum coordinator. Informal evaluations will occur one-on-one with the practicum coordinator and during the in-class sessions. Formal evaluation will be conducted through midterm and final evaluations completed by the student and the preceptor. The evaluation will assess student accomplishments or practicum goals and demonstration of MPH competencies. The student will also provide feedback on the preceptor and practicum site overall.

PRACTICUM FORMS

Forms for practicum students and preceptors are available from the Practicum Coordinator or on the School’s website http://publichealth.gsu.edu/students/practicum/practicum-forms/.
Appendix D

Master of Public Health

Thesis/Capstone Handbook
Overview
The thesis/capstone, also referred to as the culminating experience or integrative learning experience, constitutes a significant part of the work toward a Master’s degree and is the culmination of all other activities. The thesis/capstone must reflect high standards of scholarly inquiry, technical mastery, and literary skill. It should be a contribution to the student’s area of study (concentration) and should reflect the student’s independent efforts with guidance from the thesis/capstone committee.

What is the difference between a thesis and a capstone?
The designation of a student’s culminating experience as a “thesis” or “capstone” is determined by the student and committee. In most cases, for a topic to be eligible for a thesis, a student must develop a research question, generate a hypothesis based on existing research about the topic, and then systematically analyze primary or secondary data to determine whether or not the hypothesis is supported. The intent of a thesis should be to generalize the results to a larger population, so adequate data and sample size are paramount.

Some examples of acceptable Thesis titles include:

- “Characteristics of Disease Transmission, Geography and Risk in an Urban Population with Endemic HIV.”
- “Changes in Georgia Restaurant and Bar Smoking Policies Between 2006 and 2012.”
- “An Examination of Attitudinal Differences Between Men Involved in Three Categories of Intimate Partner Violence: Bidirectional, Unidirectional, and No Violence.”

A capstone is often more applied in nature, and there is sometimes an end-product that provides some sort of materials, guide, plan, or evaluation that can be used by the community, agency, or group facing the issue or problem at hand. A capstone may or may not involve data analysis, but the objective is not usually to extrapolate the results to a larger population.

Some examples of acceptable Capstone projects include:

- Grant Proposal/Research Plan: This capstone should include a clearly defined research question, the specific objectives of the proposal, review of literature, study design, methods of analysis, and implications of the work. The research question should be one that is encountered in professional work such as the evaluation of a public health intervention.
- Community Assessment: Student will conduct an in-depth analysis of health factors of a defined population or community of interest.
- Public Health Program Plan: Student will design and develop a plan to implement a public health program. Management, fiscal, and ethical factors must be addressed. Students will develop instructions, procedures, and manuals for the program.
- Community Intervention: Student designs and implements a community intervention.
- Program Evaluation: Student examines and evaluates the effectiveness and outcomes of a specific program.
- Analysis of a Public Health Problem: Student will conduct an in-depth analysis to assess a public health problem of interest. The capstone must describe the specific problem, its determinants and magnitude, and also include an assessment of the issue. Students are expected to include sections discussing methods of prevention and intervention.
- Video: Student may create a video documenting a public health issue for an organization.
- Comprehensive Resource Directory: Student create an extensive directory of resources related to a public health issue.
- Training Manuals
- Website Development
- Policy Analysis

Other Capstone formats may be acceptable, and these may vary by concentration. Previous student theses and capstones may be found at [http://scholarworks.gsu.edu/iph/](http://scholarworks.gsu.edu/iph/).

**Choosing a Topic**

The thesis/capstone topic is the responsibility of the student. Normally, students will need to have a reasonably well-defined topic in mind before requesting faculty to chair or serve on their committees. In the thesis/capstone application, students must write a brief statement of their plan and receive approval of the topic before they will be able to register for thesis/capstone credit.

Students should aim to produce novel research or application material. Efforts should be unique and innovative to those in existing research and materials. In other words, there would be no reason to answer a research question that has already been answered, unless there were limitations or other considerations in current studies that would justify the student’s replicating those efforts. Likewise, there would be no reason to conduct a community assessment or public health program just like one that has already been developed, unless there were limitations or other considerations in current assessment or program that would justify the student’s building on those efforts.

Students are encouraged to utilize multiple resources to help generate and define a thesis/capstone topic – i.e., talk with faculty who have experience in the field of interest; conduct informational interviews with public health practitioners and researchers; talk with other students; attend lunch and learns and other SPH research events to learn about public health problems and efforts to address them; conduct a literature review to highlight gaps in the literature that need to be addressed (many articles name or list areas of needed, future research in their discussion areas, which can provide some very direct suggestions of possible topics).

While students are encouraged to select a topic they are interested in, it should be noted that the choice of a thesis/capstone topic does not dictate an MPH graduate’s career choices (i.e., a capstone that focuses on diabetes prevention does not limit one’s career path to those related to diabetes prevention). The thesis/capstone is designed to be a demonstration of skills and knowledge gained from the foundational and concentration courses, including research and critical thinking skills, and all of those skills are translatable among an array of public health careers.

**A Word on Data Analysis**

As previously mentioned, the thesis/capstone is a “culminating experience” or “integrative learning experience.” This means that it is intended to be a demonstration of what students have already learned from their MPH classes and articulated in the MPH foundational and concentration competencies.
If the student’s topic requires an advanced analysis that he/she was not taught during his/her MPH program of study, the research question or methods will likely need to be modified. **This is not the time for a student to attempt an analysis that he/she has never learned and is beyond the scope of the MPH level training.**

Neither the student nor the committee should rely on outside faculty (i.e., Biostatistics faculty), GRAs in the Biostatistics lab, or anyone else to conduct the data analysis. **One of the top reasons that a student’s defense is delayed is a lack of knowledge and resources for the student’s data analysis.**

**IRB Approval**

Students participating in human subjects research will need to seek prior approval from the Georgia State University Institutional Review Board: [http://ursa.research.gsu.edu/ursa/compliance/human-subjects/](http://ursa.research.gsu.edu/ursa/compliance/human-subjects/). It is highly recommended that students planning to collect primary data submit their application to the IRB as early as possible. Students utilizing secondary data may still need to submit to the IRB, even if it is for exemption, although some publicly available data sets have already been pre-approved: [http://ursa.research.gsu.edu/ursa/compliance/human-subjects/policy-for-publicly-available-archival-and-secondary-data/](http://ursa.research.gsu.edu/ursa/compliance/human-subjects/policy-for-publicly-available-archival-and-secondary-data/). If a student is utilizing a data set on that aforementioned list, the student does not any further IRB approval.

Students who are not sure whether or not their research qualifies as human subjects research should consult their committee chair.

**How many people are on a committee, and how is the committee formed?**

The thesis/capstone committee is selected by the student. The committee must be comprised of a faculty chairperson and at least one additional member. The faculty chair for a thesis/capstone committee must hold primary faculty appointment in the School of Public Health at GSU, and for thesis committees specifically, the chairperson must hold the designation of “graduate faculty.” Students should confirm with the faculty member director or contact the MPH Curriculum & Advisement Coordinator if they are not sure whether a faculty member has these two designations. Together, the student and committee chair will select at least one other committee member. This person should have the appropriate academic preparation and experience relative to the thesis/capstone topic to help guide the student through the process. He/she does not need to be a faculty member in the School of Public Health. Practitioners and faculty from other institutions in the field of public health and outside of SPH are welcomed.

The MPH Curriculum & Advisement Coordinator and the student’s department chair must approve the composition of the thesis/capstone committee by signing off on the Thesis/Capstone Application before students are permitted to register for thesis or capstone credit hours.

**Registration for Credit and Timeline to Completion**

**When should a student begin preparing for thesis/capstone?**

It is never too early to begin thinking of an appropriate topic. Students are required by the policy outlined in their student handbook to submit a Thesis/Capstone Application to the Office of Academic Assistance & Career Services by the time they have completed 36 credit hours. It is advisable for a
student to begin forming his/her committee and finding a topic no later than midterm of the semester before the student seeks to register for Thesis (PH7990) or Capstone (PH7991) credit hours. If the student plans to collect primary data, it is advisable to begin preparing even earlier and possibly submit materials to the Institutional Review Board (IRB) in the semester prior to registering for PH7990/PH7991, to avoid delays in degree completion.

How does a student register for PH7990/7991?
After the committee and thesis/capstone topic are selected, the student must turn in the completed Thesis/Capstone Application to the Office of Academic Assistance & Career Services to obtain permission to register. Students can submit the application via e-mail (publichealthadvising@gsu.edu), fax (404-413-1489), or in person (Urban Life, Suite 300).

The student will receive an e-mail to his/her GSU student email account when the application has been approved and permission to register has been granted. Students must register for a minimum of 3 hours of Thesis/capstone credit (PH7990 or PH7991).

How many semesters does the student have to complete and defend the Thesis/Capstone?
Students are expected to successfully defend and upload their final documents to ScholarWorks within two academic semesters from the time they first enroll in PH7990/PH7991 (including summer). Failure to complete the thesis/capstone within two academic semesters will place the student on academic probation. Failure to complete the thesis/capstone by the end of the third semester may result in a scholastic dismissal from the MPH program.

For students who aim to finish their Thesis/Capstone in one semester, below is a general suggested timeline:

**Suggested Fall & Spring Thesis/Capstone Approval Timeline**

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Action</th>
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| At least one week before the first day of class | Complete and submit Thesis/Capstone Application.  
Register for PH7990/7991 once application is approved. |
| Four weeks into the semester      | First draft due to committee                                           |
| Seven weeks into the semester     | Second or final draft due to committee.  
Defense scheduled and announced.   |
| Ten weeks into the semester       | Final draft due to committee                                           |
| At least two weeks before last day of classes | Thesis/Capstone defense.                                               |
| Last day of classes               | Final thesis/capstone approved and submitted electronically.           |
Writing the Paper

Thesis/Capstone Paper Formatting

- Formatting style for the thesis/capstone is at the discretion of the student and his/her committee, and the chosen style must be consistent throughout the paper. Whether the student uses APA, AMA, Chicago-style, etc., is to be determined by the student and his/her committee.
- Font should be no larger than 12-point, and font choice should be easily readable (Times New Roman and Calibri are both acceptable).
- Use Roman numerals for chapter headings. Ex: Chapter I, Chapter II, etc.
- Margins should be consistent throughout the paper. 1-inch margins all around are suggested.
- Text should be 1.5- or double-spaced.
- There is no officially required paper length, although theses and capstones are rarely less than 35 pages. 35-50 pages is typical.
- Students can find templates for the initial pages (Abstract, Title Page, Approval Page, Acknowledgments, Author's Statement, Table of Contents, List of Tables, and List of Figures) on the website.

Suggested Format for Traditional Thesis

The traditional thesis is written in five chapters: Introduction, Literature Review, Methodology, Results, and Discussion/Conclusion.

- **Initial pages.** Use Roman numerals when assigning page numbers to the initial pages, until the body of the thesis begins.
  - Abstract not counted or numbered
  - Title page: number “i” is assigned but not typed
  - Approval page: number “ii” is assigned but not typed
  - Acknowledgments optional; if used, it should be listed in the Table of Contents.
  - Author's Statement required, but not numbered.
  - Table of Contents may have more than one page
  - List of Tables used if necessary
  - List of Figures used if necessary

- **Body of Thesis.** These pages are numbered with Arabic numerals beginning with “1”. All Chapters must begin on a new page.
  - Chapter I – Introduction
    - Include the study purpose and research questions
  - Chapter II – Literature Review
    - Utilize subsections for different topics
  - Chapter III – Methods and Procedures
    - Include a description of study instrument, recruitment of study participants, ethical considerations (e.g., IRB approval and informed consent process), and methods of data collection and analysis.
  - Chapter IV – Results
i. List results of data analysis and includes relevant tables

- Chapter V – Discussion
  i. Include interpretation of results, study limitations, suggestions for future research, and a conclusion
- References
- Appendices

Suggested Format for Manuscript Thesis

The manuscript format can be used when a manuscript prepared for publication is incorporated as a chapter into the thesis. The manuscript will be prepared according to the guidelines of the journal to which the manuscript will be presented. The student should reach out to his/her committee for guidance on the manuscript format, as these may vary by concentration.

- **Initial pages.** Use Roman numerals when assigning page numbers to the initial pages, until the body of the thesis begins.
  - Abstract not counted or numbered
  - Title page: number “i” is assigned but not typed
  - Approval page: number “ii” is assigned but not typed
  - Acknowledgments optional; if used, it should be listed in the Table of Contents.
  - Author’s Statement required, but not numbered.
  - Table of Contents may have more than one page
  - List of Tables used if necessary
  - List of Figures used if necessary

- **Body of Thesis.** These pages are numbered with Arabic numerals beginning with “1”. All Chapters must begin on a new page.
  - Chapter I – Introduction
  - Chapter II – Literature Review
    i. Include references at the end of this chapter
  - Chapter III – Manuscript in style of journal
  - Appendices

Suggested Format for Capstone

Because Capstones vary so much in their approach, students are not required to utilize the five-chapter or manuscript suggested formats (e.g., the traditional format may not appropriate if the student is creating a training manual). However, many students do utilize a suggested thesis format for their capstone, if the chapters are applicable to their approach. To see examples of how the suggested format has been adapted for Capstone papers, please visit [http://scholarworks.gsu.edu/iph_capstone](http://scholarworks.gsu.edu/iph_capstone).

Student and Committee Roles

**Student Responsibilities**

- Select a thesis/capstone topic
- Secure a committee chairperson
• Together, the student and committee chair should select at least one other committee member.
• Complete Thesis/Capstone Application and submit to Office of Academic Assistance for registration authorization.
• Submit an application for approval to the university IRB, if applicable.
• Stay on track with the committee’s agreed-upon timeline, submitting drafts by their due dates.
• Remain in regular communication with the committee chair.
• Work with all committee members to find a day/time for the defense (all committee members must be present at the defense in some capacity).
• Reserve a conference room for the defense.
• Complete Thesis/Capstone Defense Announcement and submit to Office of Academic Assistance.
• Bring thesis/capstone Results of Defense form to the defense for the committee to sign on the day of the defense.
• Make any post-defense edits as requested by the committee.
• Upload final paper to ScholarWorks to receive a final grade for PH7990/7991.

Committee Chair Responsibilities
• Assess the student’s topic and ability to carry out all components of the proposed thesis/capstone. Provide feedback and suggestions for modifications if necessary.
• Guide the student on whether or not IRB approval is necessary, and what kind of approval he/she should seek.
• Approve the student’s additional committee member(s).
• Communicate with the student early in the process so that expectations are clear from the beginning (e.g., How should drafts be submitted to the committee? What kind of turnaround can the student expect on receiving feedback on those drafts?)
• Work with the student and other committee members to establish a realistic timeline for completion, and discuss how the student will be held accountable to the timeline.
• Provide timely feedback throughout the semester.
• Work with committee members to assess the student’s progress and readiness to defend by the defense deadline. If the committee determines that the student is not adequately prepared to successfully defend, the student should continue his/her progress in the following semester.
• Attend the defense, complete and sign the Results form, and explain to the student any edits that need to be made before uploading the final document to ScholarWorks.
• Approve the final document of the Thesis/Capstone to be uploaded to ScholarWorks.

Committee Member Responsibilities
• Read, advise on, and sign the Thesis/Capstone Application.
• Agree upon a realistic timeline for completion, as guided by the committee chair.
• Read the student’s drafts and provide timely feedback, as guided by the committee chair.
- Advise on specific aspects of the Thesis/Capstone in which the committee member has expertise
- Work with committee chair to assess the student’s progress and readiness to defend by the defense deadline
- Attend the thesis/capstone defense, sign the Results form, and provide feedback and suggestions for edits to the final document, if necessary

**Thesis/Capstone Defense and Receiving a Final Grade**

**Defense Format**

Every student who has completed a thesis/capstone will complete a final oral examination of his or her work, also known as the defense. The thesis/capstone can only be defended in the student’s final semester of the MPH program. The student and thesis/capstone committee must agree upon the date, time, and place of the defense. The student is responsible for reserving a conference room for their defense. As of Fall 2016, the reservation form can be found at https://publichealth.gsu.edu/graduate-student-resources/thesis-capstone-dissertation/thesis-capstone-dissertation-defense-room-request-form/. The student must submit the Thesis/Capstone Defense Announcement to the Office of Academic Assistance at least one week prior to its administration. The defense must be attended by all members of the student’s committee and will be open to the School of Public Health community (i.e., faculty, staff, and students). For committee members who cannot be present, Skype or teleconferencing capabilities can be arranged but must be requested ahead of time.

Students should expect to deliver a 30-minute presentation (usually via Microsoft PowerPoint, but other presentation formats are acceptable), covering major aspects of their thesis/capstone, and then allot 30 minutes for questions from their committee and the audience. Since this thesis/capstone is considered a “culminating experience” or “integrative learning experience,” students may also be asked to synthesize their respective MPH concentration’s foundational and concentration competencies, particularly how they relate (or even do not relate) to their thesis/capstone project. This ensures that the thesis/capstone experience addresses the foundational and concentration-specific competencies. Following questions, the committee will deliberate privately and then, if appropriate, sign off on the student’s Results of Defense form. Most students “successfully present pending revisions,” meaning that edits need to be made before the final document can be uploaded. It is strongly recommended that students attend at least one defense before their own to familiarize themselves with the format.

**Uploading the Final Paper**

The last step uploading the final version of the thesis/capstone paper to the university’s digital library, ScholarWorks. Uploading is mandatory. Detailed instructions will be sent to the student upon receipt of the Results of Defense form. For students who are interested in publishing their work in an academic journal, ScholarWorks offers an embargo option. MPH students can embargo their work for up to a year at a time. The Office of Academic Assistance will automatically be notified when a student has submitted a paper to ScholarWorks. The MPH Curriculum & Advisement Coordinator will approve the submission and assign a final grade for PH7990/PH7991.
Appendix E

Georgia State University

Policy on Academic Honesty
1. Introduction
As members of the academic community, students are expected to recognize and uphold standards of intellectual and academic integrity. The University assumes as a basic and minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts. Both the ideals of scholarship and the need for fairness require that all dishonest work be rejected as a basis for academic credit. They also require that students refrain from any and all forms of dishonorable or unethical conduct related to their academic work.

The University’s policy on academic honesty is published in the Faculty Handbook (http://www2.gsu.edu/~wwwfhb/fhb.html) and the Student Handbook, On Campus, which is available to all members of the University community (http://studenthandbook.gsu.edu/). Academic honesty is a core value of the University and all members of the University community are responsible for abiding by the tenets of the policy. Georgia State students, faculty, and staff, are expected to report all instances of academic dishonesty to the appropriate authorities. The procedures for such reporting are outlined below and on file in the offices of the deans of each college, the Office of the Dean of Students, and the Office of the Provost.

Lack of knowledge of this policy is not an acceptable defense to any charge of academic dishonesty. In an effort to foster an environment of academic integrity and to prevent academic dishonesty, students are expected to discuss with faculty the expectations regarding course assignments and standards of conduct. Students are encouraged to discuss freely with faculty, academic advisors, and other members of the University community any questions pertaining to the provisions of this policy. In addition, students are encouraged to avail themselves of programs in establishing personal standards and ethics offered by the university.

No instructor or department may impose academic or disciplinary penalties for academic dishonesty outside the parameters of this policy. This policy applies to all incidents of academic dishonesty, including those that occur before a student graduates but are not discovered until after the degree is conferred. In such cases, it is possible that the application of this policy will lead to a failure to meet degree completion requirements and therefore a revocation of a student’s degree.

Many colleges and/or departments provide statements of what constitutes academic dishonesty within the context of their discipline, and recommend penalties for specific types of academic dishonesty. As noted in the Faculty Handbook, all syllabi are required to make reference to the Academic Honesty Policy; syllabi should also include a link to departmental standards where they exist.

2. Definitions and Examples
The examples and definitions given below are intended to clarify the standards by which academic honesty and academically honorable conduct are to be judged. The list is merely illustrative of the kinds of infractions that may occur, and it is not intended to be exhaustive. Moreover, the definitions and examples suggest conditions under which unacceptable behavior of the indicated types normally occurs; however, there may be unusual cases that fall outside these conditions which also will be judged unacceptable by the academic community.

**Plagiarism.** Plagiarism is presenting another person’s work as one’s own. Plagiarism includes any paraphrasing or summarizing of the works of another person without acknowledgment, including the submitting of another student’s work as one’s own. Plagiarism frequently involves a failure to acknowledge in the text, notes, or footnotes the quotation of the paragraphs, sentences, or even a few phrases written or
spoken by someone else. The submission of research or completed papers or projects by someone else is plagiarism, as is the unacknowledged use of research sources gathered by someone else when that use is specifically forbidden by the faculty member. Failure to indicate the extent and nature of one’s reliance on other sources is also a form of plagiarism. Failure to indicate the extent and nature of one’s reliance on other sources is also a form of plagiarism. Any work, in whole or part, taken from the internet without properly referencing the corresponding URL (along with the author’s name and title of the work, if available) may be considered plagiarism. Finally, there may be forms of plagiarism that are unique to an individual discipline or course, examples of which should be provided in advance by the faculty member. The student is responsible for understanding the legitimate use of sources, the appropriate ways of acknowledging academic, scholarly or creative indebtedness, and the consequences of violating this responsibility.

Cheating on Examinations. Cheating on examinations involves giving or receiving unauthorized help before, during, or after an examination. Examples of unauthorized help include the use of notes, texts, or “crib sheets” during an examination (unless specifically approved by the faculty member), or sharing information with another student during an examination (unless specifically approved by the faculty member). Other examples include intentionally allowing another student to view one’s own examination and collaboration before or after an examination if such collaboration is specifically forbidden by the faculty member.

Unauthorized Collaboration. Unauthorized collaboration means working with someone or getting assistance from someone (a classmate, friend, etc.) without specific permission from the instructor on any assignment (e.g., exam, paper, homework) that is turned in for a grade. It is also a violation of academic honesty to knowingly provide such assistance to another student. Collaborative work specifically authorized by a faculty member is allowed.

Falsification. It is a violation of academic honesty to misrepresent material or fabricate information in an academic exercise, assignment or proceeding (e.g., false or misleading citation of sources, the falsification of the results of experiments or of computer data, false or misleading information in an academic context in order to gain an unfair advantage).

Multiple Submissions. It is a violation of academic honesty to submit substantial portions of the same work for credit more than once without the explicit consent of the faculty member(s) to whom the material is submitted for additional credit. In cases in which there is a natural development of research or knowledge in a sequence of courses, use of prior work may be desirable, even required; however, the student is responsible for indicating in writing, as a part of such use, that the current work submitted for credit is cumulative in nature.

3. Information and Burden of Proof

In determining whether or not academic dishonesty has occurred, the standard which should be used is that guilt must be proven by a preponderance of the information. This means that if the information which indicates that academic dishonesty occurred produces a stronger impression and is more convincing as to its truth when weighed against opposing information, then academic dishonesty has been proved. In other words, the information does not have to be enough to free the mind from a reasonable doubt but must be sufficient to incline a reasonable and impartial mind to one side of the issue rather than to the other. Information as used in this statement can be any observation, admission, statement, or document which would either directly or circumstantially indicate that academic dishonesty has occurred.

4. Procedures for Resolving Matters of Academic Honesty

The following procedure is the only approved means for resolving matters of academic dishonesty, except
for matters arising in the College of Law, which has its own Honor Code for handling such matters. It is available to all members of the academic community who wish to pursue an action against a student for academic dishonesty. A brief summary of the procedures is presented here; details of these procedures are found in the following sections.

1. The faculty member should discuss the incident with the student before filing a charge of academic dishonesty. The faculty member, in consultation with the department chair, prepares the Notice of Academic Dishonesty. The chair forwards the notice to the college dean, who sends the notification to the student by university email or by certified mail.

2. The student must appeal in writing to the College Dean within 10 business days of the date the email was sent or the certified mail was received if the student wishes to deny the finding of academic dishonesty.

3. If the student does not appeal within 10 business days, the College Dean forwards the notice of academic dishonesty to the Dean of Students.

4. If the student appeals the charges, a College Hearing Committee conducts a hearing and reports its findings to the College Dean regarding guilt or innocence. If the student is found not guilty, the faculty member is notified to assign an appropriate grade. If the student is found guilty, the dean forwards the notice of academic dishonesty to the dean of students.

5. Any recommendation for a disciplinary penalty and a challenge of that disciplinary penalty submitted by the student, if any, is reviewed by the University Senate Committee on Student Discipline. Based on the committee’s recommendation, the provost makes a decision and takes action regarding any disciplinary sanction.

6. The dean of students maintains the disciplinary records on all findings of academic dishonesty and is responsible for forwarding notice of multiple findings to the Senate Committee on Student Discipline for review. Multiple findings may result in a disciplinary penalty even if one was not recommended by the faculty member.

5. Initiation of Action

If a member of the academic community believes that a student has engaged in academic dishonesty in a course, on a test, or as a part of an academic program, that individual is responsible for initiating action against the student or bringing the matter to the attention of an individual who may initiate action against the student (i.e., complete and submit a notification of academic honesty). In allegations of academic dishonesty involving course requirements, the course faculty member is required to initiate the action. If the alleged violation involves a departmental program requirement (e.g., comprehensive examination or language competency examination) or an institutionally-required test (e.g., test of Georgia/United States history or Georgia/United States constitutions), or if the individual who discovers the incident is not a faculty member, the individual should bring the matter to the attention of the faculty member and administrator who has responsibility of overseeing the activity (e.g., departmental chair, director of the Testing Office). If that administrator decides to bring charges of academic dishonesty against the student, then that administrator becomes the initiator. (Test proctors, laboratory assistants, and other individuals who are not course faculty members should bring any instances of alleged academic dishonesty to the attention of the course faculty member or their administrative superior. That individual, after weighing the information, may become the initiator by formally charging the student with academic dishonesty.)

The channel of review, recommendation, and decision-making follows the administrative lines associated with the course or program requirement involved. In any instance, however, when the alleged incident does not occur within the context of a course, and when it is unclear which college should have jurisdiction in review and decision-making, any unit may initiate the case.
For the sake of brevity the following processing procedures are written from an academic unit/college perspective. Nonacademic units (i.e., Testing Center) would substitute appropriate supervisory personnel at the respective levels. Herein the initiator will be referred to as faculty member and the administrative unit head will be referred to as chair, designating the departmental chair. Dean will refer to appropriate administrative supervisory personnel at the overall college or division level.

When an allegation of academic dishonesty is made, the relevant dean will inform the Office of the Registrar to place a grade of GP (grade pending) for the student in the course involved. Withdrawal from a course does not preclude the imposition of penalties for academic dishonesty. While the matter of academic dishonesty is pending, the student will be allowed to continue in the course and register for upcoming semesters.

A. Penalties to be Imposed

Penalties to be imposed in incidents of academic dishonesty are classified as academic or disciplinary. Academic penalties include assignment of a failing grade for a particular course requirement, or for the course itself, or for other tests or program assignments. They are set by the faculty member, in consultation with the department chair.

Disciplinary penalties can be sought in addition to those considered academic and could include, but are not limited to, the following: suspension, expulsion, transcript annotations (temporary for a period of five years or permanent, as designated). Course credit earned at other institutions while on suspension may not be transferred to GSU. Disciplinary penalties can be requested by the faculty member, in consultation with the chair; they must be reviewed by the University Senate Committee on Student Discipline and they are set by the provost.

B. Action at Administrative Unit (Department and College Level)

As soon as possible after the alleged incident, the faculty member should discuss the matter with the student. This discussion should be conducted in a manner which protects the rights and confidentiality of students. If the faculty member believes that academic dishonesty has occurred, the faculty member, in consultation with the department chair, will determine the appropriate academic penalty. The faculty member and the chair will complete a notice of academic dishonesty form describing the incident and indicating the academic penalty imposed and any recommended disciplinary penalty. The chair will forward the notice of academic dishonesty, which includes a statement of the right to appeal, to the dean of the college, who delivers it either through the student’s official university email address or by certified mail.

C. Student Action

The student will have 10 business days after receipt of the notice of charges of academic dishonesty (i.e., the date that the email was sent or that the certified mail was received) to submit a written appeal denying the charges and providing any rationale for the appeal. The appeal should be addressed to the college dean of the initiator. In the event the student is found guilty of academic dishonesty, the student does not have the right to appeal the academic penalty assessed by the faculty member, unless the student can prove that such penalty was arbitrarily imposed or applied in a discriminatory manner.

If the student wishes to challenge a disciplinary penalty, the student must submit a written rationale for challenging the disciplinary penalty within 10 business days of receipt of the notice of charges of academic dishonesty. The statement of challenge should be addressed to the college dean. The college dean will forward the challenge to the dean of students for inclusion in the review of the disciplinary penalty by the University Senate Committee on Student Discipline. All disciplinary penalties are automatically reviewed by
the University Senate Committee on Student Discipline, regardless of student appeal.

If the student has also filed an appeal denying the charges of academic dishonesty, any review of disciplinary penalty recommended will be delayed pending review of the charges of academic dishonesty by the college hearing committee.

D. College Action

1. **No Appeal by the Student.** If the student does not submit a written appeal to the college dean or challenge the disciplinary penalty within 10 business days, the college dean will notify the chair/faculty member to post any pending grade(s) immediately. The college dean will then forward the notice of academic dishonesty to the dean of students for inclusion in the student’s disciplinary file. Any recommendation of a disciplinary penalty will also be forwarded to the dean of students for appropriate review by the Senate Committee on Student Discipline.

2. **Appeal by the Student.**
   a. If the student submits a written appeal of the charges of academic honesty, the college dean will forward the charges to the chair of a college hearing committee and will notify the faculty member to set forth in writing a comprehensive response describing the incident of academic dishonesty. This statement will be presented to the committee and to the student at least five (5) business days prior to the hearing.
   b. If the student wishes to challenge the disciplinary penalty without appealing the charges of academic honesty, a college hearing committee will not be convened; instead, the college dean will forward the challenge to the dean of students for inclusion in the review of the disciplinary penalty by the University Senate Committee on Student Discipline.

3. **Student Hearing Committee Process. Guidelines that Govern the Hearing of the Appeal by the College Student Hearing Committee**
   a. Within ten (10) business days after the committee receives the charges of academic dishonesty, a hearing date will be determined. The committee will notify the faculty member and the student of the time, date, and the place of the hearing. Copies of all charges of academic dishonesty and related materials for the hearing will be provided to the student at least five (5) business days in advance of the hearing.
   b. The faculty member and the student will be allowed to make oral presentations, call witnesses, and present any documentary information regarding the incident in question. The hearing will be recorded on audio tape. The hearing will not be open to observers.
   c. At the conclusion of the hearing, the committee will meet in closed session and will make its recommendation as to the guilt or innocence of the student based on a preponderance of information with respect to the charge of academic dishonesty. The committee chair will forward to the college dean its findings and recommendations in a written report within five (5) business days of the hearing.

4. **College Decision on Appeals.** Within five (5) business days of receiving the committee’s written report, the college dean will make the final decision regarding guilt or innocence. The college dean will notify all appropriate parties of the decision.

   If the college dean finds the student not guilty, the matter will be terminated and no notice of charges will be filed with the dean of students. The college dean will notify the chair to post the pending course grade promptly and will notify the registrar to remove the GP (grade pending) on the student’s
If the college dean finds the student guilty, the notice of charges of academic dishonesty will be forwarded to the dean of students for inclusion in the student’s disciplinary file. The academic penalty stipulated by the faculty member will be imposed. The college dean will notify the chair to insure that any pending grade is posted promptly. The college dean will notify the registrar to remove the GP (grade pending) on the student’s transcript if only an academic penalty was involved.

If a disciplinary penalty has been recommended, the college dean will notify the registrar to continue the GP (grade pending) annotation until the disciplinary penalty can be reviewed by the University Senate Committee on Student Discipline.

5. Appeal of the Decision of the Dean. If the student or initiator wishes to appeal the decision of the college dean regarding guilt or innocence of the charges of academic dishonesty, the student or initiator may appeal to the provost. The subsequent appeal route would be to the president and then the Board of Regents. The student or initiator must submit a written statement of appeal to the provost within 10 business days of notification of the dean’s decision. The basis of the appeal must be on the grounds that the decision was arbitrary, capricious, or discriminatory.

E. UNIVERSITY SENATE COMMITTEE ON STUDENT DISCIPLINE ACTION

In cases where a disciplinary penalty has been recommended, the Senate Committee on Student Discipline will conduct a hearing to review the disciplinary penalty. The committee will review the faculty member’s notice of academic dishonesty and the student’s statement of challenge of the disciplinary penalty, if any. The faculty member and the student will be allowed to appear at the hearing to discuss the imposition of disciplinary penalties. Only the recommendation concerning the disciplinary penalty to be imposed will be considered by this committee. Issues of guilt or innocence are determined at the college level (see II.4 C and D above).

The Senate Committee will conduct the hearing in accordance with its regular hearing procedures. Copies of these procedures may be obtained from the Provost’s Office.

The Senate Committee on Student Discipline will provide its recommendation within five (5) business days of its hearing to the provost regarding appropriateness of the disciplinary penalty recommended by the college and/or whether other disciplinary penalties are to be imposed in addition to or in lieu of those already recommended by the college.

F. PROVOST ACTION

1. Decision of the Provost. The role of the provost in handling student appeals regarding the charge of academic honesty has been explained (see II. E. 5 above). Based on the recommendation, the Provost will render a decision within ten (10) business days of receipt of the recommendation of the Senate Committee. The provost will notify the student, the referring dean, the department chair and the faculty member of the Senate Committee’s recommendations and of the provost’s decision. At that time the provost will also notify the registrar to annotate the student’s transcript, if necessary.

2. Appeal of the Decision of the Provost. If the student wishes to appeal the decision of the provost regarding the imposition of a disciplinary penalty, the student may appeal to the president, and then to the Board of Regents. The student must submit a written statement of appeal to the president within ten (10) business days of notification of the provost’s decision. The basis for such an appeal must be on the grounds that the decision was arbitrary, capricious, or discriminatory.
G. STUDENTS INVOLVED IN TWO OR MORE INCIDENTS OF ACADEMIC DISHONESTY

A student is subject to disciplinary action in addition to any already undertaken once it is determined that the student has been found guilty in a previous incident of academic dishonesty. In such cases, the dean of students will forward a report to the University Senate Committee on Student Discipline regarding the incidents of academic dishonesty which have been reported. The dean of students is responsible for initiating this report within ten (10) business days of notification of the proceedings of any subsequent finding of academic dishonesty.

The University Senate Committee on Student Discipline will review the report of the dean of students. The student may submit supplemental written documents for the committee’s review and may request to appear before the committee in its deliberations. After reviewing the matter, the committee will send a report to the provost with the recommendation for disciplinary penalty to be imposed. The provost will proceed as in G above.

H. GRIEVANCE PROCEDURES FOR ACADEMIC MATTERS

1. Each of the undergraduate colleges has stated policies for settling grievances of students for academic matters. Refer to the office of the dean of each college for policies.

2. **Obligation to Report Suspected Violations.** Members of the academic community, students, faculty and staff are expected to report all instances of academic dishonesty to the appropriate authorities. The procedures for such reporting are on file in the offices of the deans of each college.

3. **Penalties.** The University takes the matter of academic honesty most seriously. Penalties for violations vary, but include both suspension and permanent expulsion from the institution.

Approved - University Senate Committee on Admissions and Standards – March 14, 1994
Approved - University Senate - November 3, 1994
Amended – University Senate – October 15, 2009
Amended – University Senate – October 7, 2010
Amended – University Senate – January 19, 2012
Amended – University Senate – March 15, 2012
Amended – University Senate – April 17, 2014
Appendix F

Georgia State University

Procedures for Student Complaints, Petitions for Policy Waivers & Variances, and Appeals
GEORGIA STATE UNIVERSITY POLICY PROCEDURES
FOR STUDENT COMPLAINTS, PETITIONS FOR POLICY WAIVERS AND VARIANCES, AND APPEALS

I. Purpose and Applicability

Georgia State University seeks to maintain the highest standards of integrity and fairness in its relationships with students. The Undergraduate Catalog and the Graduate Catalog (both found at http://www.gsu.edu/es/catalogs_courses.html), and the Student Code of Conduct set forth policies and requirements for Georgia State students. Students are expected to know and comply with these policies. Students may, however, seek relief or resolution when they believe that:

A. The application of these policies and procedures will create undue hardship for them or will not recognize their extraordinary or extenuating circumstances; or
B. Specific actions, practices, or decisions on academic or non-academic matters have been made or carried out in an arbitrary, discriminatory, or inequitable manner. The procedures set forth below cover complaints, petitions, and appeals related to University-wide and college-based policies. Individual colleges or departments may have additional or more specific procedures that may also apply to complaints, petitions, and appeals. Students are referred to the office of the dean of the particular college for information about additional or more specific procedures that apply. In case of conflict among policies, this University policy takes precedence over College and Departmental policies. The following policies include their own complaint, petition and waiver procedures. This policy may not be used in lieu of these policies.

1. Any policy for anyone other than a student to make a complaint, file a grievance, or request a waiver, such as policies that govern faculty and staff.
2. All policies in the student code of conduct
3. Emergency withdrawal policy
4. Admission, readmission, and exclusion policies
5. Discriminatory and sexual harassment policies
6. Disability policies
7. College of Law Honor Code
8. Student parking policy

The procedures set forth below are applicable to undergraduate and graduate students of the University. All appeals under these procedures will be made based only on the written record. A student’s appeal under these procedures will be granted only if the student can prove by preponderance of evidence that a decision was arbitrary, discriminatory, or inequitable.

II. Student Complaints on Academic Matters

A. College-Level Academic Complaints
1. Final Course Grade Appeals
   a. Students are encouraged to discuss concerns and disputes over final course grades with the instructor prior to filing a formal grade appeal, in an effort to gain understanding about the basis of his/her grade. Instructors are encouraged to be available to students for such discussion regarding grades so that grade disputes, to the extent possible, are resolved informally. The Office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
   b. In situations where such informal resolution does not occur or is not successful, the student may appeal the final course grade to the Department Chair. The appeal must be in writing
and describe the precise reason for the appeal. Any pertinent information must be submitted with the appeal in order to be considered in this or subsequent appeals. The appeal must be submitted within 10 business days of the beginning of the academic term (fall, spring, summer) that follows the term in which the final grade was submitted by the instructor. For example, if a student took an incomplete in a fall term course and completed the course works in the following spring semester, then an appeal of that grade must be submitted within 10 business days of the beginning of the summer term. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.

c. The student may appeal the decision of the Department Chair, as described in section 2-c through 2-e below.

2. Other College-Level Academic Complaints
   a. Judgments on the suitability of academic decisions made within a college are most appropriately made by individuals with expertise in the particular academic discipline involved. For this reason, resolution of student complaints about college level academic decisions, actions, or practices is the responsibility of the department and college involved. Normally, such complaints can be resolved quickly and informally through discussion with the faculty member directly involved. The Office of the Ombudsperson can provide assistance to students, instructors and administrators with resolving disputes informally through voluntary facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

   b. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Chair of the appropriate academic department. The student’s complaint must be submitted in writing and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; (d) and why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted at the earliest possible time. Consideration will not be given to any complaint submitted later than the end of the term immediately following the term in which the matter in question arose. The Department Chair will provide a decision in writing to the student, normally within 10 business days of the receipt of the complaint in the Department.

   c. The student may appeal the Department Chair’s decision within 10 business days of being notified of the Chair’s decision. Such appeal will be made, in writing, to the Dean of the College in which the Department is located. At the discretion of the Dean, an advisory panel may be appointed to review the written documentation and make a recommendation to the Dean. The Dean will issue a decision to the student in writing, normally within 10 business days of the receipt of the appeal.

   d. A student may appeal the Dean’s decision to the Provost, in writing, within 10 business days of being notified of the Dean’s decision. The Provost will issue a decision to the student, in writing within 20 business days of receiving the appeal.

   e. The student may appeal the Provost’s decision to the President, in writing, within 10 business days of being notified of the Provost’s decision. The President will issue a decision to the student in writing within 20 business days of receiving the appeal.

   f. The student may appeal the President’s decision to the Board of Regents, in writing, within 20 business days of being notified of the President’s decision. Decisions regarding grades may not be appealed to the Board of Regents (BOR Policy 407.01).
B. University-Level Academic Complaints
   1. Judgments on the suitability of academic decisions made at the University level are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Academic Administrator directly involved. (See the University Organizational Chart at http://www.gsu.edu/administrative_organization.html.) Students can contact the Office of the Ombudsperson for assistance in preparing for discussion with academic administrators. The Office of the Ombudsperson can also provide assistance to students and academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.
   2. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice Provost. The student’s complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice Provost will normally issue a decision to the student in writing, within 10 business days of receiving the complaint.
   3. The student may appeal the Vice Provost’s decision to the Provost within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
   4. The student may appeal the Provost’s decision to the President in writing within 10 business days of being notified of the Provost’s decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.
   5. The student may appeal the President’s decision to the Board of Regents in writing within 20 business days of being notified of the President’s decision. Decisions regarding residency and the Guaranteed Tuition Plan may not be appealed to the Board of Regents (BOR Policy 407.01).

III. Non-Academic Complaints

A. Judgments on the suitability of non-academic decisions are most appropriately made by individuals with expertise in the particular area. Normally, such complaints can be resolved quickly through discussion with the Administrator in charge of the department making the decision. Students can contact the Office of the Ombudsperson for assistance in preparing for discussion with non-academic administrators. The Office of the Ombudsperson can also provide assistance to students and non-academic administrators with resolving disputes informally through voluntary, facilitated discussions, in an effort to bring resolution to the matter prior to the initiation of a formal complaint.

B. In situations where such informal resolution does not occur or is not successful, the student may submit a formal complaint to the Vice President or Vice Provost who oversees the area. The student’s complaint must be submitted in writing, and be accompanied by pertinent documentation describing (a) the specific action, practice, or decision that is problematic; (b) the impact of that decision; (c) what resolution is being sought; and (d) why it should be granted. To promote prompt resolution, complaints must include current contact information and be submitted as early as possible, but no later than the end of the term immediately following the term in which the matter arose. The Vice President or Vice Provost will provide a decision to the student in writing, normally within 10 business days of the receipt of the complaint.

C. The student may appeal the Vice President’s or Vice Provost’s decision to the Provost in writing within 10 business days of being notified of the decision. The Provost will respond in writing to the appeal within 20 business days of receiving the appeal.
D. The student may appeal the Provost’s decision to the President in writing within 10 business days of being notified of the Provost’s decision. The President will respond in writing to the appeal within 20 business days of receiving the appeal.

E. The student may appeal the President’s decision to the Board of Regents in writing within 20 business days of being notified of the President’s decision. Decisions regarding traffic citations may not be appealed to the Board of Regents (BOR Policy 407.01).

IV. Student Petitions for Academic Policy Waiver or Variance

A. College-Level Policy Waiver or Variance Petitions
   1. Students may petition for a waiver or variance of a department-level or college-level policy. The appropriate College Office of Academic Assistance can provide the student with college policies and petition procedures.
   2. The student must submit a petition, in writing, to the Office of Academic Assistance of the College which has made the policy in question. The petition must include the following: (a) the policy from which the student is seeking a waiver or variance, (b) the deviation being sought; and (c) the reason(s) why the exception should be granted. The Office of Academic Assistance representative will determine whether the petition needs to be addressed at the departmental or college level, and will forward the petition to the appropriate administrator who will notify the student of his or her decision.
   3. The student may appeal the decision, in writing, following the procedures stated in Section II.A.2.c through f above, the College-Level Academic Complaint Policy and Procedures. If the original decision was rendered by a Department Chair, the appeal should be initiated at the level of the Dean; if the original decision was rendered by the Dean (or his or her designate), the appeal should be initiated at the level of the Provost.

B. University-Level Policy Waiver or Variance Petitions
   1. Students may request a waiver or variance of a policy established by the University or the Board of Regents.
   2. All requests for waivers or variances from university-level policies will be made based only on the written record.
   3. The petition must include the following: (a) The section number from the Catalog (or other official University document) of the policy or requirement from which the student is requesting a waiver; (b) the deviation being sought; (c) the reason(s) why the exception should be granted; (d) a current copy of the student’s academic evaluation record; and (e) a current copy of the student’s Georgia State University transcripts (unless the petitioner is not a yet a Georgia State student); and (f) transcripts from any other college the student has attended (if the petitioner has attended other colleges).
   4. Financial Appeals
      a. Appeals of tuition and fee rules (currently in sections 1210.10, 1210.20 and 1210.30 of the Catalog), Georgia resident status rules (currently in section 1220), and financial aid rules (currently in section 1230) will be made by the University Registrar.
      b. If the petition is denied, the student may appeal to the Financial Appeals Committee, a committee appointed by the Vice Provost. The student must appeal in writing and within 10 business days of being notified of the decision of the University Registrar.
      c. Appeals of the financial rules of colleges and departments (e.g., lab fees, graduate assistantship rules, etc.) are considered by the college or department. See Section IV.A. above.
5. Add, Drop and Withdrawal Appeals (Appeals of Rules Currently in Section 1332 of the Catalog)
   a. Appeals of add, drop and withdrawal rules will be made in the first instance by the University Registrar.
   b. If the petition is denied, the student may appeal to the Registration Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the University Registrar.
   c. The Registrar will copy of the Chair of the Registration Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the Registrar will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
   d. This policy does not change the Emergency Withdrawal policy.

6. Course Load, Scholastic Discipline, Course Substitution in the Core, and Regents Test Appeals (Appeals of Rules Currently in Section 1330.30, 1360, 1410, and 1420 of the Catalog)
   a. Appeals of rules regarding course load, scholastic discipline, course substitution in the core and Regents Test will be made in the first instance by the head of the University Advisement Center. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student’s college if the student has declared a college and will follow the procedure outlined in Section IV.A above.
   b. If the petition is denied by the head of the University Advisement Center, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Director of the University Advisement Center.
   c. The head of the University Advisement Center will copy of the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the head of the University Advisement Center will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.

7. Academic Regulation and Graduation Requirement Appeals (Appeals of Rules Currently in other parts of Sections 1300 and 1400 of the Catalog)
   a. Appeals of other university-level rules and graduation requirements will be made in the first instance by the Assistant Vice President for Student Retention. However, appeals for waivers of Section 1330.30 (Course Load) will be considered by the student’s college if the student has declared a college and will follow the procedure outlined in Section IV.A above.
   b. If the petition is denied, the student may appeal to the Academic Regulations Appeals Committee, a subcommittee of the Senate Committee on Admissions and Standards. The student must appeal in writing and within 10 business days of being notified of the decision of the Assistant Vice President for Student Retention.
   c. The Assistant Vice President for Student Retention will copy of the Chair of the Academic Regulations Appeals Committee on all letters to students notifying them of the results of their petitions. Every semester, the Assistant Vice President for Student Retention will distribute to the Senate Committee on Admissions and Standards a report that indicates (at a minimum) the number of petitions filed, the number granted, and the number denied. Any member of Admissions and Standards may review the documents of any petition when there is a legitimate educational interest.
8. Subsequent Appeals
   a. The student may appeal the decisions of the Admissions Appeals Committee, Financial Aid
      Appeals Committee, the Registration Appeals Committee and Academic Regulations Appeals
      Committee to the Vice Provost in writing within 10 business days of being notified of the
      decision. The Vice Provost will respond in writing to the appeal within 20 business days of
      receiving the appeal.
   b. The student may appeal the Vice Provost’s decision to the Provost in writing within 10
      business days of being notified of the decision. The Provost will respond in writing to the
      appeal within 20 business days of receiving the appeal.
   c. The student may appeal the Provost’s decision to the President in writing within 10 business
      days of being notified of the Provost’s decision. The President will respond in writing to the
      appeal within 20 business days of receiving the appeal.
   d. The student may appeal the President’s decision to the Board of Regents in writing within 20
      business days of being notified of the President’s decision.

9. Should a reorganization of offices lead to case where the position of University Registrar or one of
   the heads/directors noted above no longer exists, the Vice Provost and Chair of the Senate
   Committee on Admissions and Standards will jointly designate an individual to handle petitions
   until the Senate can revise this policy to reflect the new organization.

V. Deadlines
   A. All deadlines established in this Policy are stated in terms of business days. If a deadline falls on a
      weekend or scheduled holiday, the deadline will be the next scheduled workday of Georgia State
      University.
   B. Students lose their right to continue to the next step of the procedures if they miss a stated or agreed-
      upon deadline.

VI. Mediation
Students who have filed formal complaints or petitions or those who have had formal complaints filed against
them under Sections II A or B of this Policy (except for grade appeals) may request that the matter be
submitted to mediation in an effort to achieve resolution. Mediation is a voluntary, confidential process
whereby a neutral person facilitates discussion between the parties in a mutual attempt to reach resolution on
the issues raised by the parties. In the event mediation is agreed upon by both parties, the timelines under this
policy shall be suspended until which time the mediation is completed. In the event that mediation results in
agreement, the student’s complaint will be considered resolved. In the event that mediation does not result in
resolution of the matter, the student may appeal to the next level of review under this policy. Information
derived from mediation discussion may not be used as the basis for higher levels of appeal, nor can the
mediator be asked to provide information or make any decision at any level of the formal appeals process.
Persons interested in mediation should contact the Office of the Ombudsperson.

Revised December 11, 2008 - University Senate
Revised February 25, 2009 – University Senate Executive Committee
Revised October 27, 2011 – University Senate
Revised October 10, 2013 – University Senate
The School provides avenues for student feedback and communication of student concerns following University policies, published in the section 1050.80 Student Complaints, Petitions for Policy Waivers and Variances, and Appeals of the Graduate Catalog\(^{14}\) and in the section Policy Procedures for Student Complaints, Petitions for Policy Waivers and Variances, and Appeals of the GSU Student Code of Conduct\(^{15}\). The above policy outlines the different types of appeals and waivers, and the procedures to follow when making requests at the university-, college- and unit-level. The appeals cover final course grades, admissions, financial aid, course loads, scholastic discipline, course substitutions, and academic regulations.

**Waiver Requests.** Students are required to fill out a Student Petition form when requesting a waiver of an established policy and procedure. The form is electronic and is available on the SPH website: [http://publichealth.gsu.edu/students/program/](http://publichealth.gsu.edu/students/program/). (see above and linked policies)

**Student Appeals.** The School of Public Health assures all students the right to due process in the appeal of a performance evaluation. This due process provides a way of receiving a fair determination of the School of Public Health Appeals procedure. (see above and linked policies)

**Student Responsibilities.** The student is responsible for stating the basis upon which the student evaluation or grade is questioned and for initiating and maintaining communication and compliance within the framework of the grievance process. (see above and linked policies)

**Faculty Responsibilities.** Each faculty member is responsible for being aware of the student’s right of grievance of an evaluation or grade and for providing the student with guidance to initiate the process. The faculty is responsible for maintaining evaluation materials and providing materials necessary to the grievance process. (see above and linked policies)

**Unit Responsibilities.** The School of Public Health will ensure that the student’s expected progression through the program is not interrupted during the grievance process. (see above and linked policies)

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\(^{14}\) GSU Graduate Catalog Section 1050.80: [http://catalog.gsu.edu/graduate20152016/university-information/#student-complaints-petitions-for-policy-waivers-and-variances-and-appeals](http://catalog.gsu.edu/graduate20152016/university-information/#student-complaints-petitions-for-policy-waivers-and-variances-and-appeals)

\(^{15}\) GSU Student Code of Conduct: [http://codeofconduct.gsu.edu/](http://codeofconduct.gsu.edu/)