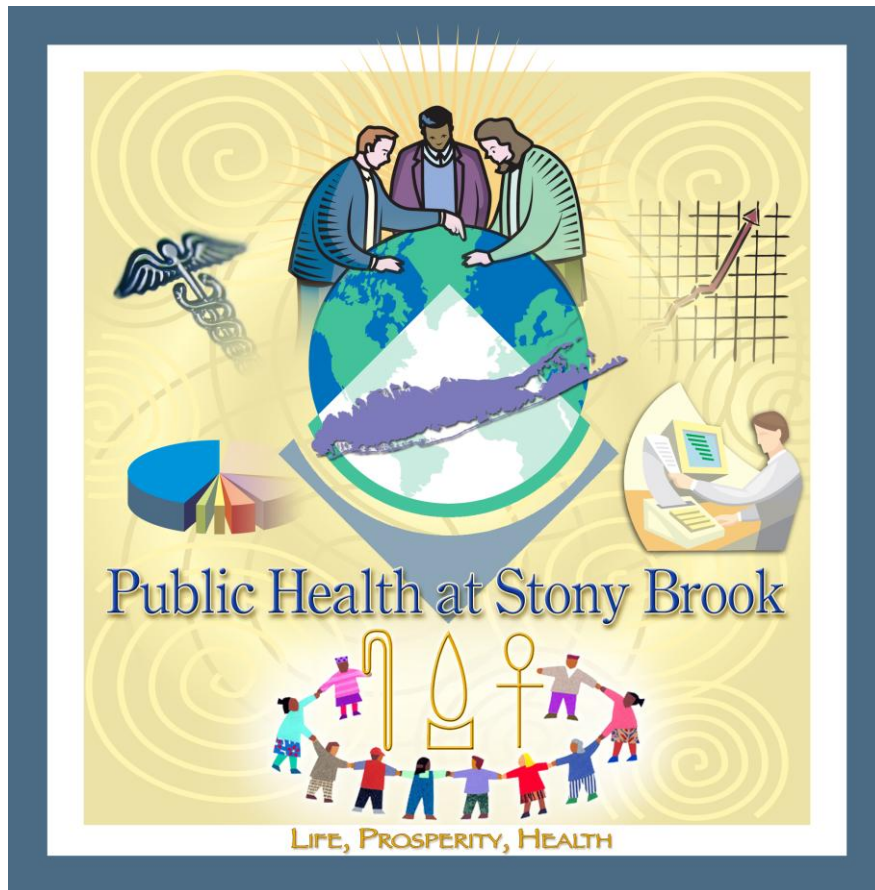


STONY BROOK UNIVERSITY MEDICAL CENTER

GRADUATE PROGRAM IN PUBLIC HEALTH

ACADEMIC YEAR 2011-2012



STUDENT HANDBOOK

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Campus Safety Information & Resources

I. CAMPUS SAFETY INFORMATION & RESOURCES

A. Campus safety is a priority for Stony Brook University and there is a variety of information and resources available to students, faculty, and staff. Some highlights are listed below, but for more detailed information visit:
<http://www.stonybrook.edu/sb/safety.shtml>

1. **SB Alert** is a comprehensive notification system used to alert the campus community in the event of a major emergency and to provide important safety and security information. Notification can be made through **voice, email and text Messages**. To receive these messages, you must provide a cell phone* number and preferred email address in the SOLAR System. If you do not provide a preferred email address, the system will use your campus EPO address. Simply log into SOLAR with your Stony Brook ID number and use the phone and email menu selection to enter your data. **Please note that your wireless carrier may charge you a fee to receive messages on your wireless device.*
2. Emergency Phone Numbers- Report all emergencies (police, fire, medical, psychiatric, or other) to University Police as follows:
 - a. Dial **911 or 3333** from campus phones. From non-campus phones, dial **(631) 632-3333**.
 - b. From non-campus phones, dial **321** to report a fire (Code Red) in the Stony Brook University Hospital.
3. Non-Emergency Phone Numbers
 - a. Environmental Health & Safety: **632-64102**
 - b. University Police: **632-6350**
 - c. Weather-related Information/Closings: **632-SNOW: 444-SNOW**
 - d. For an escorted walk: **2-WALK (2-9255)** from campus phones or **631-632-WALK** from non-campus phones
 - e. For a ride after dark: **632-RIDE (2-7433)**

Title IX Non-Discrimination Statement

I. TITLE IX NON-DISCRIMINATION STATEMENT

A. Consistent with federal and state guidelines, Stony Brook University does not discriminate on the basis of any protected class including race, religion, sex, sexual orientation, gender identity, color, national origin, age, disability, marital status or status as a veteran or disabled veteran in its educational programs or in employment. Title IX also prohibits other forms of sex discrimination such as harassment or sexual violence. Complaints of suspected violations of these policies should be made to the Office of Diversity and Affirmative Action, Christina Vargas Law, Title IX

Coordinator, 201 Administration building, 632-6280 or to one of the Title IX sub-coordinators (www.stonybrook.edu/titleix)"

Parking Policy

I. PARKING POLICY

- A. Each commuter student in the *Graduate Program in Public Health* is eligible for an *Evening and Weekend Parking Pass* for the Health Sciences Center (HSC) parking garage. This pass allows students to enter the parking garage after 3:00 PM Monday–Friday and anytime on Saturday and Sunday.
- B. A limited number of *Day Parking Passes* for the HSC parking garage will be made available to commuter students who require parking prior to 3:00PM. Students who would like a *Day Parking Pass* must put in writing a request to the MPH Academic Coordinator before the start of each semester (Spring, Summer, and Fall).

II. GUIDELINES FOR REVIEWING REQUESTS

- A. Students who live on campus will **not** be eligible to purchase a *Day Parking Pass* for the HSC parking garage.
- B. Students who are in a registered carpool will be given priority for a *Day Parking Pass*.

Sexual Harassment Statement

I. SEXUAL HARASSMENT STATEMENT

- A. Stony Brook University is committed to creating and maintaining a working environment that is free from all forms of inappropriate and disrespectful conduct that may be deemed as sexual harassment. Harassment on the basis of sex is a form of sexual discrimination and violates Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendments of 1972, the New York State Human Rights Law, and University policies and regulations. Stony Brook University reaffirms the principle that students, faculty and staff have the right to be free from sex discrimination in the form of sexual harassment inflicted by any member of the campus community. This community includes, but is not limited to, employees, students, visitors, contractors, and vendors associated with Stony Brook. Sexual harassment is contrary to the University's values and standards, which recognize the dignity and worth of each member of the campus community.
- B. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement;

2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile, or offensive working, living, or academic environment.
- C. The University is responsible for, and fully committed to, the prevention and elimination of unlawful sexual harassment. Deans, Department Chairs, Directors, Administrators, Managers and Supervisors are responsible for promoting an atmosphere that prohibits such unacceptable behavior. Individuals who are affected by, or are aware of, suspected cases of sexual harassment are urged to bring such situations to the University's attention by contacting the Office of Diversity and Affirmative Action. The Office of Diversity and Affirmative Action has professional staff trained to investigate and provide assistance regarding issues of sexual harassment, and can be reached by calling (631) 632-6280.

Student Conduct Policy

I. STUDENT CONDUCT POLICY

- A. Stony Brook University expects students to respect the rights, privileges, and property of other people as outlined in the University's Student Conduct Code. Faculty members are required to report to the Office of the Community Standards any disruptive behavior that interferes with their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn.

For further information about the Student Conduct Code see:

<http://studentaffairs.stonybrook.edu/jud/conduct.shtml>

Students with Disabilities Policy

I. STUDENTS WITH DISABILITIES POLICY

- A. Students with a physical, psychological, medical, or learning disability that may impact course work must contact Disability Support Services, which is located in the Educational Communications Center (ECC) Building, Room 128. The telephone number is (631) 632-6748. The Disability Support Services staff will determine with the student what accommodations, if any, are necessary and appropriate. All information and documentation are confidential.

Student Health Policy

I. INTRODUCTION

A. The student health policies of Stony Brook University ensure that all students meet the physical examination and health history requirements of the University and that students working in clinical settings meet the requirements of University healthcare facilities and clinical affiliates, as well as the state health code. These policies also comply with Public Health Law 2165, which requires all students in post-secondary education to be immunized against poliomyelitis, mumps, measles, diphtheria, and rubella.

Information about the University's Student Health Service and health policies is provided, with links to all forms, at the Student Health Services website: <http://studentaffairs.stonybrook.edu/shs/index.shtml>

II. HEALTH INSURANCE REQUIREMENTS

A. All students are required to have health insurance. The requirements for full and part-time students are different and are explained in detail at: <http://www.stonybrook.edu/sb/newstudents/nshealthrequirements.shtml>

B. In addition, all forms are available on-line at this address.

III. STONY BROOK INFIRMARY FEE

A. All students must pay the Stony Brook University Infirmary Fee. The fee covers comprehensive health services for both medical and mental health problems for students and visiting scholars. It is not a substitute for health insurance. The Student Health Service is the only location on campus that offers services covered by the Infirmary Fee. Medical services that are beyond the scope of the Student Health Service can be obtained either at the University Hospital or through other medical providers in the community. However, the Infirmary Fee will not cover the cost of any medical services provided outside the Student Health Service, which is located in the Student Health Center building. Call (631) 632-6740 for further information.

Academic Dishonesty Policy & Procedures

I. INTRODUCTION

A. Academic dishonesty includes any act that is designed to obtain fraudulently, either for oneself or for someone else, academic credit, grades, or other recognition that is not properly earned. It is to behave, or to help another to behave, so as to improperly advance, protect, or diminish the academic status of individuals or the University.

Academic honesty is a cornerstone of all academic and scholarly work. Therefore, the University, including the *Graduate Program in Public Health*, views any form of academic dishonesty as a serious matter. The University Senate's Academic Judiciary Committee is responsible for establishing general guidelines for dealing with academic dishonesty. The Academic Judiciary Committee or the committee on academic standing of the school in which the student is enrolled is responsible for handling individual cases of academic dishonesty. In the *Graduate Program in Public Health*, the Program Director and the Academic Standing and Appeals Committee are responsible.

II. EXAMPLES OF ACADEMIC DISHONESTY

A. Classroom Dishonesty include but are not limited to:

1. Cheating on course or proficiency examinations by use of books, notes, or other aids when these are not permitted, or copying from another student.
2. Submitting similar papers or projects in more than one course without permission of the instructor(s).
3. Colluding, that is, when two or more students help each other on an examination or assignment, unless specifically permitted by the instructor.
4. Using substitutes, that is, sitting in for another student at an examination, or permitting someone else to sit in for oneself.
5. Plagiarizing, defined as stealing and passing off the ideas or words of another as one's own; using another's ideas or words without crediting the source; presenting as new and original an idea derived from an existing source. Two common examples of plagiarism include copying verbatim or paraphrasing without providing citations.
6. Falsifying documents or records related to credit, grades, change of status forms (e.g., adds and drops), and other academic matters.
7. Altering an examination or a paper after it has been graded for the purpose of fraudulently requesting a revision of the grade.
8. Using unauthorized materials for an exam or project (e.g., using calculators on an exam where they have been prohibited, beepers, or other electronic devices).
9. Circulating or using unauthorized "old exams."
10. Possessing an unauthorized exam, even if inadvertent or un-premeditated.
11. Stealing, concealing, destroying, or inappropriately modifying classroom or other instructional materials (e.g., posted exams, library materials, laboratory supplies, computer programs and outputs).
12. Preventing relevant material from being subjected to academic evaluation.

B. Experiential Learning Dishonesty - The principles of academic dishonesty also apply to those courses taken for experiential learning such as an Independent Study, Practicum, and/or Internship. In these courses academic dishonesty will also include, but not be limited to:

1. Falsifying client or institutional records.

2. Concealing information or activities that affect the safety and well-being of clients.
3. Inappropriately violating client confidentiality.
4. Engaging in activities that are contrary to professional codes of ethics or standards or practice as defined by the program, school, or professional associations.
5. Misrepresenting one's role as a student to an institution, client, or to the public at large so as to mislead them in their expectations of the student's competencies and/or limitations.
6. Failing to seek supervision for activities or neglecting to obtain required clearance for such activities.
7. Performing procedures without supervision, for which the student has not been prepared.
8. Failing to follow the University guidelines regarding the use of human subjects or laboratory animals in research or experimentation.

III.ACADEMIC DISHONESTY POLICY

- A. Any act of academic dishonesty must be reported to the Program Director.
 1. Students accused of academic dishonesty during an exam have the right to and should be encouraged to finish the exam. In this way, students who appeal the accusation will have a completed exam on which their final grade can be based, should the accusation not be sustained. When academic dishonesty is suspected during an exam, it is at the discretion of the Instructor whether the student should be informed of suspicions immediately or when the exam is over. When academic dishonesty is confirmed before an exam (e.g., unauthorized possession of an exam), the student should be prohibited from taking that exam. If the instructor suspects that other students may have viewed the exam, the instructor may void that exam, at his/her discretion, and re-test the students.
 2. Students accused of academic dishonesty during an experiential learning course should be allowed to continue during the appeal process, unless the Course Instructor or the Preceptor believes that this is not in best interests of the project and/or organization.
- B. Students are presumed innocent until found guilty. Students may be found guilty of academic dishonesty on the basis of preponderance of evidence. This may be obtained from direct evidence, circumstantial evidence, or a combination of the two. For example: *(1) In cases of suspected plagiarism, a dramatic change in writing style may contribute to a finding of guilty; identification of source material strengthens the accusation. (2) Possession of an accessible crib sheet may contribute toward a finding of guilty even if the student was not observed using the crib sheet. (3) Students may be found guilty of academic dishonesty if they are observed to be communicating with one another even if there is no clear indication on the exam that collusion took place. (4) Students may be found guilty of academic dishonesty on the basis of similarity between exams, papers, or other*

work even though there are no witnesses to communication between the accused students.

IV. ACADEMIC DISHONESTY PROCEDURES

A. Allegations & Appeals

1. Any member of the academic community may bring forth a complaint of academic dishonesty concerning a Graduate Program in Public Health student. Such complaints must be submitted in writing by completing the *Academic Integrity Report* and presented to the Program Director within two weeks of the incident and include a copy of all supporting materials.
2. Within two weeks of receiving the *Academic Integrity Report*, the Program Director will review the case and send a *Notification of Charges* to the student, which will contain a summary of the complaint and a request to meet with the student. Normally, the Program Director will consult with the Course Instructor and the student about the allegation(s).
3. If the Program Director believes the charge of academic dishonesty is substantiated, he/she will compose a formal letter to the student within 10 days of the meeting requested in the *Notification of Charges*. The letter will contain both a summary of charges and sanctions. In addition, the letter will contain an *Academic Integrity Hearing Waiver*, which the student must sign if he/she is willing to accept the sanction(s) and take responsibility for the charge(s). The letter will also contain the procedure for requesting an *Academic Integrity Hearing*. The letter must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered. If mailed, the letter will be sent to the student's mailing address indicated in SOLAR.
4. All appeals must follow the procedure outlined by the Graduate Program in Public Health's *Academic Standing & Dishonesty Appeals Policy*.

B. Penalties for Academic Dishonesty

1. Course Instructors may render a penalty for any suspected act of academic dishonesty within the context of their course. However, the GPPH may impose additional penalties for a substantiated act(s) of academic dishonesty. These may include:
 - a. Dismissal from the GPPH and University.
 - b. Course Grade Reduction or Course Failure. A grade received by a student found guilty of academic dishonesty may not be removed by withdrawal from the course or changed to pass/no credit. Students registered pass/no credit will receive a letter grade rather than a pass/no credit.
 - c. "Q" Course. The GPPH may require a student found guilty of academic dishonesty to take the "Q" course, which will be noted on the student's transcript until fulfilled.
 - d. Notation on Permanent Academic Record. In cases of academic dishonesty not related to a course (e.g., stealing a library book), a

suitable notation may be entered on the student's permanent academic record.

C. Multiple Offenses

1. If a student is found to have committed two or more acts of academic dishonesty, the Program Director, in consultation with the GPPH Executive Committee will consider a further penalty, in addition to those already established for the separate offenses. This action must be taken: (1) in the semester in which the multiple offenses were discovered; or (2) within two months of the discovery, whichever is longer. Normally, the penalty for multiple offenses will be expulsion from the University and this action will be noted on the student's permanent academic record.

Academic Standing Policy & Procedures

I. ACADEMIC STANDING POLICY

- A. After each fall and spring semester, the Grade Point Average (GPA) of all students will be reviewed. Those students whose cumulative graduate GPA falls below B (3.0) will be notified of their status as follows:
 1. Students will be placed on probation if their graduate cumulative GPA falls below B (3.0) for grades earned in courses numbered 500 and above taken at Stony Brook University.
 2. Students will be returned to regular status if their cumulative GPA has been raised to B (3.0) by the end of the next semester of enrollment after being first notified of probation.
 3. Students may be on probation for a maximum of two semesters.
 4. Students on academic probation who fail to achieve a 3.0 cumulative GPA by the end of the second semester on probation will be dismissed from the Program.
 5. Students who change a registered area of graduate studies may, upon the request of the new degree program, have their record treated as two separate records. The GPA for the new area of graduate studies may be calculated from the beginning of the semester in which the change became effective.
 6. Students enrolled part-time who have accumulated 6 semester credits with a cumulative GPA below 3.0 will have two semesters, or 6 additional credits (whichever comes first), to bring their cumulative GPA to 3.0.
 7. An unreported grade or Incomplete is not used to calculate academic probation status.

II. CORE AND CONCENTRATION COURSES

- A. Students enrolled in the MPH program or any of its combined degree programs must also meet the following additional requirements for satisfactory academic standing:
 1. Students must maintain an overall 3.0 average in all the MPH Core Courses. Students may receive a grade less than B- in one course, without being

- penalized. After earning one course grade less than B-, students will be required to repeat any other courses in which they receive a grade less than B-
2. All courses in the concentration must receive a grade of B or better.

III. ACADEMIC STANDING PROCEDURES

- A. The Program Director will send a *Notification of Academic Standing* to all students facing academic probation or dismissal. The letter will also contain the procedure for requesting an *Academic Standing Hearing*. The letter must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered. If mailed, the letter will be sent to the student's mailing address indicated in SOLAR.
- B. The *Notification of Academic Standing* will be sent to full-time students at the end of the fall and spring semesters, following the policy outlined above in Section I.
- C. The *Notification of Academic Standing* will be sent to part-time students after the completion of 6 credits and then the subsequent 6 credits, following the policy outlined above in Section I.
- D. Any appeal of academic standing must follow the Graduate Program in Public Health's *Academic Standing & Dishonesty Appeals Policy*.

Academic Standing & Dishonesty Appeals Process

I. APPEALS PROCESS

- A. Each student has the right to appeal any academic standing and academic dishonesty decision. To do this, the student must submit to the Program Director, in writing, a request for appeal regarding an academic standing and/or academic dishonesty decision. The letter must include the reasons for the appeal, and it must be received by the Program Director within 10 business days of receipt of the formal notification letter (*Notification of Charges* or *Notification of Academic Standing*). The letter requesting an appeal (*Academic Integrity Hearing* or *Academic Standing Hearing*) must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered.
- B. Within 10 business days of the receipt of the request for appeal, the Program Director will appoint two Core Public Health Faculty members to evaluate the request. In addition, one MPH student representative will be recruited as a volunteer to review the request. Together these three persons will form the Academic Standing and Appeals Committee, which will determine whether to uphold or reverse the decision of the Program Director. The Program Director will appoint one of the faculty members to be Chair of the Committee. The decision regarding the appeal will be sent to the student in the form of a letter from the Chair of the Academic Standing and Appeals Committee. The letter must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered. If mailed, the letter will be sent to the student's mailing address indicated in SOLAR.
- C. Any subsequent request for appeal must be made by the student to the Dean of the School of Medicine within 10 business days of receipt of the letter sent by the

Chair of the Academic Standing and Appeals Committee. The student must submit the request for appeal of the Academic Standing and Appeals Committee's decision in writing and state reasons for such request. The letter must be sent via U.S. mail with return receipt requested, or Federal Express with signature required, or hand delivered.

- D. The student may enroll in academic courses in the program during the appeal process, with the understanding that if the appeal is not decided in the student's favor, the student may be deregistered from all courses, and the student will bear the tuition and fee liability for all such courses.

Challenge Exam Policy & Procedure

I. UNIVERSITY CHALLENGE EXAM POLICY

- A. Stony Brook University has established a challenge program that permits matriculated undergraduates and graduates to earn advanced placement credit and course credit by taking examinations instead of traditional course work. No more than five courses (including credit from advanced placement examinations) can be credited to any student from challenge examinations, and no prerequisite for a course already passed may be included. Credit by examination does not count toward the University's residence requirement and cannot be used to satisfy total credits necessary to qualify for degrees with distinction (From HSC Bulletin, page 32).

II. GPPH CHALLENGE EXAM POLICY

- A. Students who have previously completed coursework that duplicates a course in the MPH curriculum may request a Challenge Exam for that course, if the previous coursework cannot be transferred into the MPH program. This should be a rare occurrence, but it provides flexibility when necessary. Examples of these situations are:
 - 1. Students who have taken courses that have already counted toward another degree.
 - 2. Students who have taken non-credit bearing courses, which cannot be transferred into and counted toward the MPH degree.
- B. A Challenge Exam can only be taken once. Students who do not pass a Challenge Exam must take the regular course.

III. CHALLENGE EXAM PROCEDURE

- A. The student completes the student section of the *Challenge Exam Application* and provides the application to the MPH Academic Coordinator.
- B. The MPH Academic Coordinator validates eligibility to challenge. This may require the student to provide a transcript and/or course syllabus for review.
- C. If approved, the student brings the completed *Challenge Exam Application* with a check for payment to the Bursar's Office.

- D. Checks are made payable to “SUNY Stony Brook.” The cost is \$65 per graduate credit.
- E. The student returns the completed *Challenge Exam Application* with a copy of the Bursar’s Office receipt attached to the MPH Academic Coordinator.
- F. The student schedules an appointment with the Course Instructor responsible for the Challenge Exam to discuss the exam requirements.
- G. When the Challenge Exam is complete and graded, the faculty member administering the exam submits a letter to the MPH Coordinator indicating the grade received.
- H. The MPH Academic Coordinator forwards a copy of the faculty letter, *Challenge Exam Application*, and Bursar’s Office receipt to the HSC Office of Student Services, which posts the grade to the transcript.
- I. **Special Note:** Any student who receives the MD/MPH waiver does not have to pay for the credits at the Bursar. However, all paperwork must be received prior to taking a Challenge Exam.

Class Attendance Policy

I. CLASS ATTENDANCE POLICY

- A. Class attendance is mandatory, unless there is a medical reason or the student is excused by the Program Director or Course Instructor. If a Course Instructor has no written policy in the syllabus regarding the consequences for being absent from class, the *Graduate Program in Public Health* will apply the following Program policy: “*three or more unexcused absences from class will reduce the final course grade by a full letter grade (e.g., A to B).*”

Electives, Selectives, & Course Substitution Policy

I. ELECTIVES, SELECTIVES& COURSE SUBSTITUTION POLICY

- A. Students may choose from the selectives listed in the *Graduate Program in Public Health Bulletin* for each of the concentrations and/or program. Students wishing to take a course not contained on a selective list must receive permission in writing from their Faculty Advisor or the MPH Academic Coordinator.
- B. Elective courses may be taken at the student’s discretion as long as the courses are not being counted toward the degree.
- C. All course substitutions must be approved by the Program Director and the MPH Academic Coordinator before they can be used toward the degree. This request must be in writing, and the student should maintain a record of the approval notification.

Enrollment Notification Policy

I. ENROLLMENT NOTIFICATION PROCESS

- A. Students must enroll in at least one course per semester (Fall and Spring) **unless** they complete a *Change of Enrollment Form* and submit this form to the MPH Academic Coordinator.
- B. A Leave of Absence (LOA) of more than one year requires a written justification that must be approved by the Director of the *Graduate Program in Public Health*.
- C. When a student wishes to return to active status after a LOA, a *Term Activation Form* must be completed and submitted to the MPH Academic Coordinator in order to enroll in courses.

Grading Policy

I. GRADING POLICY

- A. Unless otherwise specified in the course syllabus, the following grading system is used for classes taught through the *Graduate Program in Public Health*: A (4.0), A- (3.67), B+ (3.33), B (3.00), B- (2.67), C+ (2.33), C (2.00), C- (1.67), and F (0.00).
- B. Unless specified differently in the course syllabus, course grades on a 100 point scale are: A (93-100); A- (90-92); B+ (87-89); B (83-86); B- (80-82); C+ (77-79); C (73-76); C- (70-72); F (69 or lower).

Graduation Ceremony and Clearance Policy

I. GRADUATION CEREMONY AND CLEARANCE POLICY

- A. The *Graduate Program in Public Health* has only one graduation ceremony (convocation), which is held each year in the Spring. This ceremony serves all students who graduate from the Program during the year.
- B. It is the responsibility of students to notify the University through SOLAR of their intent to graduate.
- C. In addition, students should be tracking their academic progress to ensure that they are meeting all University and Program requirements for graduation.
- D. Prior to their final semester in the program, students should schedule a meeting with the Academic Coordinator to finalize the remaining coursework.

Non-Matriculated Student Policy

I. NON-MATRICULATED STUDENT POLICY

- A. The *Graduate Program in Public Health* does not admit non-matriculated students. Persons wishing to take any non-MPH Core course within the *Graduate Program in Public Health* must apply through the School of Professional Development for

permission to register for continuing education credits. In addition, they will need to obtain permission from the Course Instructor to register for the course.

Program Completion & Time Limits Policy

I. PROGRAM COMPLETION AND TIME LIMIT POLICY

A. The following table identifies the maximum time limit for each program:

Degree/Certificate	Maximum Time Limit
MPH, MBA/MPH, MPH/MAPP, and MD/MPH	5 years
All MPH Combined Undergraduate Programs	5 years
Concurrent DDS/MPH	6 years
Advanced Graduate Certificate in Health Communications	3 years

B. These time limits do not include granted Leaves of Absence. Extensions may be granted with approval of the Program Director.

Public Health Grand Rounds Policy

I. PUBLIC HEALTH GRAND ROUNDS POLICY

A. All *Graduate Program in Public Health* students are strongly encouraged to attend the various lectures sponsored or recommended by the Program throughout each academic year. These lectures will provide students with information on emerging and important public health issues.

Term and/or Program Withdrawal Policy

I. WITHDRAWAL PROCEDURE

Students wishing to withdraw from the term and/or the MPH Program must put their request in writing and submit to the MPH Academic Coordinator. In addition, the letter may be accompanied by any supporting documents, which the student may wish to have on record, validating the request for withdrawal.

II. ADMINISTRATIVE WITHDRAWAL

Students are notified after 5 years if they have not completed the MPH Program, and they are required to meet with the MPH Academic Coordinator to develop a reasonable timeline for completion. For those students who meet with the MPH Academic Coordinator, a supporting letter outlining the timeline will be placed in their

file. Students who do not meet with the MPH Academic Coordinator will be automatically withdrawn from the Program.

Transfer Credit Policy and Procedures

I. TRANSFER CREDIT POLICY

- A. All MPH Core courses must be taken at Stony Brook University, unless an equivalent was taken in an accredited public health program with a grade of B or better within the last five years. All MPH Concentration courses are to be taken at Stony Brook University, unless an equivalent course, with a grade of B or better, was taken at an approved graduate program in the past five years and transfer of credits is approved by the MPH Academic Coordinator. The student must request a credit transfer and complete the necessary forms. In all respects, the *Graduate Program in Public Health* follows the University's Transfer of Credit policy as stated in the HSC Bulletin:

"Graduate candidates may petition the school to accept credits from another institution toward his or her degree. The school has the responsibility of deciding on the applicability of credits to the specific program. Normally, transfer credits will be limited to no more than 6 credits."

II. TRANSFER CREDIT PROCEDURE

- A. The student must provide a course syllabus and an unofficial copy of the transcript showing the grade and credits received for the course, and then complete the *Transfer Credit Evaluation Form*.
- B. The MPH Academic Coordinator will ask the Course Instructor for the course being replaced to review these materials and approve or disapprove the transfer, and then provide the decision back to the MPH Academic Coordinator.
- C. If the Course Instructor approves the transfer, the student must provide an official transcript to the HSC Office of Student Services.
- D. The MPH Academic Coordinator will provide a letter for the Office of Student Services and the student's file, which acknowledges Program approval of the transfer.
- E. The student must provide a transcript evaluated by the World Education Services (WES) for coursework completed at an international college or university.

Competency Assessment Policy

I. COMPETENCY ASSESSMENT POLICY

- A. Each MPH Core course in the Master of Public Health (MPH) curriculum aims to develop specific competencies among students through a set of Learning Objectives.

- B. In order to assess how well we are conveying these competencies, the Program requires every MPH student to complete a Competency Assessment Survey at the beginning and end of each Core course.
 - 1. All information from the Competency Assessment Surveys is kept strictly confidential and is not, in any way, used to evaluate a student's academic progress in pursuit of the MPH degree.
 - 2. This information is analyzed only for the purpose of improving the Program and maintaining accreditation by the Council of Education for Public Health (CEPH). The *Graduate Program in Public Health* reserves the right to withhold grades or prevent subsequent course registration for students who do not complete both the pre and post survey.

Faculty Advising Policy

I. FACULTY ADVISING POLICY

- A. Each student is assigned a Faculty Advisor upon matriculation into the MPH program. Whenever possible, that advisor will be a faculty member in the student's concentration: Evaluative Sciences, Community Health, or Public Health Practice. The student may change advisors at any time with the consent of the Director of the *Graduate Program in Public Health*. In addition, students who change their concentration will be assigned, or may select, a Faculty Advisor in the new concentration.
- B. Faculty Advisors must meet with their advisees at least twice a year to discuss students' progress through the program, assess academic growth, and provide guidance with independent study and practicum projects. The Faculty Advisor also discusses the students' expectations for the future and acts as a touchstone if the student is having problems. The two mandatory meetings take place at the end of the Fall and Spring semesters and can be conducted in person or by phone, whichever is preferred by both the student and Faculty Advisor. The student and Faculty Advisors will be notified each semester of the dates of the advising week. It is the student's responsibility to schedule an appointment with their Faculty Advisor.

HIPAA Training Policy & Procedure

I. HIPAA TRAINING POLICY & PROCEDURE

- A. The *Graduate Program in Public Health* requires all MPH students to complete training in the Health Insurance Portability and Accountability Act (HIPAA) by the start of the Fall semester.
- B. The procedure fulfill this requirement is as follows:
 - 1. REVIEW AND UNDERSTAND- Each student must review and understand the SBU Policy and Procedure on Research Subjects' Right to Privacy at: <http://www.stonybrook.edu/research/HSG/HSGsec25.html>

2. UNDERGO HIPAA TRAINING- Each student must carefully read and understand the HIPAA awareness training materials for research investigators and study staff at:
<http://www.stonybrook.edu/research/orc/docs/2009%20Research%20HIPAA%20training.pdf>
3. NOTIFY- To complete the procedure, each student must send an e-mail to Mary Ellen Herz at maryellen.herz@stonybrook.edu with the subject reading: HIPAA RESEARCH TRAINING COMPLETED, and the body of the text reading: 'I have read and understood the HIPAA awareness training materials and agree to comply with the SBU Policy and Procedures on Research Subjects' Right to Privacy.
4. DOCUMENTATION- A copy of the email must be provided to the MPH Academic Coordinator.

MD & DDS/MPH Tuition Scholarship Policy

I. MD & DDS/MPH TUITION SCHOLARSHIP POLICY

- A. For MD/MPH students who matriculated in the *Graduate Program in Public Health's* MPH program in Fall 2007 or earlier, tuition will be waived for any MPH courses taken during:
 1. The Summer term prior to matriculation into the MD program
 2. The Fall, Winter, Spring and Summer terms during the medical school career
 3. The first summer session immediately following the completion of the fourth year of medical school
- B. For MD/MPH students matriculating into the MPH program in Fall 2008 and later, the School of Medicine will grant up to four MPH tuition scholarships per entering class. The scholarship will apply to all MPH courses taken during:
 1. The Summer term prior to matriculation into the MD program
 2. The Fall, Winter, Spring and Summer terms during the medical school career
 3. The first summer session immediately following the completion of the fourth year of medical school
- C. For DDS/MPH students matriculating into the MPH program in Fall 2007 or later, the Medical School will grant up to two MPH tuition scholarships per entering class. The scholarship will apply to all MPH courses taken during:
 1. The Summer term prior to matriculation into the DDS program
 2. The Fall, Winter, Spring and Summer terms during the dental school career
 3. The first summer session immediately following the completion of the fourth year of dental school
- D. The School of Medicine will not grant a tuition waiver or MPH tuition scholarship to:
 1. Any student on a Leave of Absence from the School of Medicine or the School of Dental Medicine;
 2. Any student not in good academic standing; or

3. Any student who has completed their course of study in the School of Medicine or School of Dental Medicine, except for the first summer session immediately following completion of the fourth year of medical or dental school.
- E. The criteria for an MPH tuition scholarship and each year's awardees will be determined by an Ad Hoc committee composed of faculty in the School of Medicine and the *Graduate Program in Public Health*.

Protection of Human Subjects Training Policy & Procedure

I. PROTECTION OF HUMAN SUBJECTS TRAINING POLICY

- A. The *Graduate Program in Public Health* requires all MPH students to take the Stony Brook University on-line training program in protection of human subjects in research (SBS Course- BASIC), which is offered by the Collaborative Institutional Training Initiative (CITI) at: <http://www.citiprogram.org>.
- B. Information about this training program is available on the website of the Office of the Vice President for Research:
<http://www.stonybrook.edu/research/HSG/HSGsec17.html>
- C. This training is part of the Human Subjects Protection Program at Stony Brook, which ensures that the University keeps safe those individuals who volunteer to participate in our research activities.
- D. Protection of human subjects training must be completed prior to the start of the Fall semester.
- E. A copy of the certificate of completion from CITI must be provided to MPH Academic Coordinator.