



Consortium of Eastern Ohio
Master of Public Health

Student Handbook

August 2014

**CONSORTIUM OF EASTERN OHIO
MASTER OF PUBLIC HEALTH
STUDENT HANDBOOK
Contents**

ADMINISTRATIVE INFORMATION

Introduction	1
Program Mission Statement, Values, and Goals	2
Who to Contact	3
Important Telephone Numbers	3
Program Overview	7
Program Committee Structure	8
Student Committee Opportunities	10
Program Resources	10
Career Services	11
Parking.....	11

ADMISSIONS INFORMATION

Admission to the Program.....	13
Transfer of Credit	14

PROGRAM GUIDELINES

Curriculum	16
Curriculum Requirements	17
Student Advising	18
Graduate Student Classification.....	18
Scheduling	18
Registration.....	19
Electives	19
Withdrawal from Courses.....	19
Grading Policy.....	20
Academic Dismissal.....	20
Readmission/Re-enrollment.....	21
Academic Complaints	22
The Student Honor Code	22
Student Records	22
Transcripts and Enrollment Certification	22
Change of Name, Address or Marital Status.....	22

EXPENSES AND FINANCIAL AID

Payment of Tuition and Fees, Refund Policy, and Financial Support 23
Ohio Residency Policy 23

STUDENT POLICIES

Student Health/Life/Disability Insurance 24
Minority Affairs 24
Harassment Statement 24
Policy on Persons with Disabilities 25

GRADUATION PROCEDURES

Graduation 27

Because the Consortium of Eastern Ohio Master of Public Health Program (CEOMPH) is a dynamic entity, policies or programs described in this publication are subject to change. The provisions of this catalog do not constitute a contract between the student and the CEOMPH Program.

ADMINISTRATIVE INFORMATION

Introduction

Welcome to the Consortium of Eastern Ohio Master of Public Health (CEOMPH) Program! This handbook includes essential information that you will need to navigate through the program. It will be your guide for most phases of the program.

This is a unique partnership program, which incorporates the faculty and resources of five Ohio educational institutions: The University of Akron (UA), Cleveland State University (CSU), Northeast Ohio Medical University (NEOMED), Ohio University (OU) and Youngstown State University (YSU). We have collaborated to make your interaction within the program as smooth as possible between the five institutions. However, if you encounter difficulties, please do not hesitate to contact the CEOMPH program staff or your university program coordinator.

This student handbook details the program policies and procedures specific to this program. For additional information about the program, services, and requirements of your “home” university, please refer to your graduate school catalog or web site.

Program Mission Statement and Goals

Mission Statement

"The mission of the Consortium of Eastern Ohio Master of Public Health program is to provide accredited public health education designed for the working professional. It does this through a collaborative learning community, drawing on the collective resources of its five member institutions and partnering community agencies. The program strives to produce respected and competent professionals able to improve public health practice, especially in eastern Ohio."

Approved April 2008

Values

- Improving, preserving and enhancing the health and well-being of the entire community.
- Engaging in collaborative behavior that models as well as educates.
- Achieving student excellence, including leadership, accountability and ethical behavior.
- Protecting the environment, recognizing and reducing environmental health risks, and using resources prudently in our personal and professional lives
- Promoting diversity in the public health workforce.
- Demonstrating cultural competence.
- Commitment to lifelong learning.

Approved April 2008

Goals

1. Provide graduates with a foundation of public health skills and knowledge, including community assessment methods, analytic skills, research strategies, program implementation, evaluation, and policy development within an ethical and culturally sensitive perspective.
2. Provide an MPH program that produces competent practitioners through collaboration among academicians, researchers, public health practitioners, and students from each member institution and the eastern Ohio community.
3. Provide students with the knowledge and opportunities to apply public health concepts and skills to assess and improve the health status of residents of Ohio through research and service.
4. Foster ongoing professional development of faculty and students and public health practitioners for the advancement of practice in the community.
5. Assure at least an annual evaluation of overall program activity so that it continues to meet the needs of both students and the eastern Ohio community, and is based on the most current concepts and skills in public health research and practice.

Approved November 2008

Important Telephone Numbers

Who to Contact

- Program office/program director: any information on program procedures, career counseling, and general questions. Students can be directed where to find an answer for most questions.
- University program coordinator/academic advisor: university specific information, including financial aid, graduation procedures, course registration information; career counseling, general program information, academic information, including elective selection and course load.
- Course director: course specific information, including grading, course assignments. Consult your course syllabus for more details.

CEOMPH Program Administration Office

Consortium of Eastern Ohio Master of Public Health
4209 State Route 44
PO Box 95
Rootstown, OH 44272-0095

CEOMPH Program Director

Amy Lee, MD, MPH, MBA, CPH
Phone: (330) 325-6164
Fax: (330) 325-5907
E-mail: afl@neomed.edu

Administrative Assistant

Cyndi Dubbert
Phone: (330) 325-6179
Fax: (330) 325-5907
E-mail: csd@neomed.edu

Capstone Coordinator

Kim Trowbridge, MEd, CHES
Phone: (330) 325-6178
Fax: (330) 325-5907
E-mail: ktrowbridge@neomed.edu

The University of Akron Program Coordinator

Marlene Huff, PhD, RN
Professor & Coordinator, Education Progression and Graduate Program, College of
Nursing
The University of Akron
Mary Gladwin Hall 201L
Akron, OH 44325-3701

Phone: 330-972-5930
Fax: 330-972-5737
E-mail: mhuff@uakron.edu

Assistant: Susan Bradford 330-972-7555; sb14@uakron.edu

Cleveland State University Program Coordinator

Don Allensworth-Davies, PhD, MSc
Assistant Professor
School of Health Sciences
Cleveland State University
2121 Euclid Avenue, HS 124
Cleveland, OH 44115

Phone: (216) 687-3833
Fax: (216) 687-9316
E-mail: d.allensworthdavies@csuohio.edu

Northeast Ohio Medical University Program Coordinator

Amy Lee, MD, MPH, MBA, CPH
Professor of Family and Community Medicine & Director, Consortium of Eastern Ohio
Medical University
Phone: (330) 325-6164
Fax: (330) 325-5907
E-mail: afl@neomed.edu

Assistant: Cyndi Dubbert; (330) 325-6179; csd@neomed.edu

Ohio University Program Coordinator

Tania Basta, PhD, MPH, CHES
Associate Professor, Department of Social and Public Health & Associate Director,
Appalachian Rural Health Institute
Ohio University
Grover Center W359
Athens OH 45701-2979

Phone: (740) 593-4681
Fax: (740) 593-0555
E-mail: basta@ohio.edu

Youngstown State University Program Coordinator

Keisha Robinson, DrPH, MPH
Director, Public Health Program and Associate Professor, Department of Health
Professions
One University Plaza
Youngstown State University
Youngstown, OH 44555-0001

Phone: (330) 941-1901
Fax: (330) 941-2921
E-mail: ktrobinson@ysu.edu

CEOMPH Program Web Site

<http://mph.neomed.edu/>

Call the CEOMPH program office for password information, if necessary (e.g. capstone projects).

Saturday Class Cancellation Phone Number (due to bad weather, etc.)

Messages will be posted in the Springboard course system if MPH Saturday core courses are cancelled. Contact information for students enrolled in Saturday core classes will be entered into the emergency notification One Call Now system. If your contact information changes, students will be able to update where emergency information should be received. Reminders and instructions will be provided via email during each semester to update contact information.

General university information

The University of Akron	(330) 972-7111	www.uakron.edu
Cleveland State University	(216) 687-2000	www.csuohio.edu
Ohio University	(740) 593-1000	www.ohio.edu
NEOMED	(330) 325-2511	www.neomed.edu
Youngstown State University	(330) 941-3000	www.yzu.edu

Libraries

The University of Akron		
Bierce Library	(330) 972-5355	
Science and Technology Library	(330) 972-8323	
http://www.uakron.edu/libraries/		
Cleveland State University Michael Schwartz Library	(216) 687-5300	
http://www.ulib.csuohio.edu/		
NEOMED		
http://www.neomed.edu/library		
Oliver Ocasek Regional Medical Information Center	(330) 325-6600	
Ohio University		
http://www.library.ohiou.edu/	(740) 593-2699	
Youngstown State University		
http://www.maag.yzu.edu/		
Maag Library	(330) 941-3678	
OhioLINK (Ohio Library and Information Network)		
http://www.ohiolink.edu/		

Program Overview

The CEOMPH program focuses on training professionals to better serve the community's health needs. Graduates of this program will be able to help improve the health status of the communities in which they live and work.

The Master of Public Health (MPH) curriculum includes the following core areas defined by the accrediting agency of graduate public health programs, Council on Education for Public Health. By the end of the program, the student should gain mastery over the following:

1. Biostatistics-- collection, storage, retrieval, analysis and interpretation of health data; design and analysis of health-related surveys and experiments; and concepts and practice of statistical data analysis;
2. Epidemiology-- distributions and determinants of disease, disabilities and death in human populations; the characteristics and dynamics of human populations; and the natural history of disease and the biologic basis of health;
3. Environmental health sciences-- environmental factors including biological, physical and chemical factors that affect the health of a community;
4. Health services administration-- planning, organization, administration, management, evaluation and policy analysis of health and public health programs; and
5. Social and behavioral sciences-- concepts and methods of social and behavioral sciences relevant to the identification and solution of public health problems.

The MPH curriculum includes core courses which cover each of these basic areas. A sixth core course, Public Health Concepts, includes topics such as public health organization, ethics, law, and essential services. There are two generalist track courses. Public Health Practice and Issues is an online/practice-based course which addresses the cross-cutting issues of public health biology, diversity and cultural considerations, ethics, and informatics and communications. Grant Writing for Public Health Practice is an online course that enables the student to increase their knowledge and skill in methods and techniques for writing and managing grant proposals to support public health programs. A capstone project will take the student into the community setting so that the public health skills that were learned during the course of the program may be applied. MPH program electives that students may decide to take may include a practicum and independent study. Students may choose additional electives at any of the program institutions.

At the end of the program, the student will have amassed a portfolio of proven competencies. The skills learned in the program may be used to either enhance students' current job situations or to create further opportunities in a public health related field. Students will need to present the contents of this portfolio, including their capstone project and any other projects or papers to a panel of faculty and interested students as a requirement for graduation.

Students take core courses at any one of the distance learning sites on the participating campuses. Core courses are taught using a combination of face-to-face, interactive

videoconferencing and online methods. Electives may be taken at The University of Akron, Cleveland State University, Northeast Ohio Medical University, Ohio University, or Youngstown State University. Electives can be taken on the campus where they are being offered and may be taken any time during the program. The university program coordinator will guide the student on the electives to take, depending on future career goals and interests.

Students are encouraged to move through the core coursework as a cohort. Withdrawal is permitted from courses. Two core courses will be scheduled on Saturdays from 9:00 a.m. to noon and 1:00 to 4:00 p.m. (lunch from 12 noon to 1:00 p.m.) each semester. Alternate scheduling will be considered to accommodate students with special circumstances.

The CEOMPH program office is located at NEOMED. Students will be able to find information on this MPH program, other MPH programs, career opportunities, and alumni and student activities through this office and the web site.

Program Committee Structure

Due to the collaborative nature of this program, a unique program structure has been formed. Two governing committees, two advisory bodies, and a series of committees assure the program integrity and address ongoing operations.

The Governing Council is the primary governing body. The Governing Council consists of five members: the graduate or other appropriate dean from UA, CSU, OU, NEOMED, and YSU. This Council deals with issues of academic policy and coordination among member universities. The Program Coordinating Council consists of the university program coordinators and program director— they administer the program policies and assure coordination. Members of this committee will be your main contact for any programmatic issues. There are two advisory committees: the Office of Public Health Practice consists of leadership representatives of the region's health care community; it deals with issues of practice and linkages to communities; the Fiscal Issues Committee advises on tuition, budgetary and other financial matters.

The CEOMPH operational committees determine the operational issues of the program. The committees are as follows:

1. CEOMPH Curriculum Committee--assures the cohesiveness and quality of the curriculum; approves capstone projects and elective courses.
2. CEOMPH Admissions Committee--recommends applicants to be admitted to the program; determines admissions policies.
3. CEOMPH Faculty Appointments and Development Committee--determines faculty appointments and development issues; approved core course directors.

Each committee consists of faculty from each of the member institutions.

Governance Committees

*Denotes chair

Governing Council

- George Newkome, PhD, Dean of Graduate School UA
- Mark Tausig, * PhD, PhD, Professor and Associate Dean of Graduate School UA
- Jianping Zhu, PhD, Dean of Graduate Studies CSU
- Walter Horton, Jr., PhD, Dean of Graduate Studies NEOMED
- Randy Leite, PhD, Dean, College Health Sciences and Professions OU
- Sal Sanders, PhD, Associate Dean, Graduate Studies YSU

Program Coordinating Council

- Marlene Huff, PhD, RN, Prof. & Coordinator, Education Progression and Graduate Program, College of Nursing UA
- Don Allensworth-Davies, PhD, MSc, Asst. Prof., Health Sciences CSU
- Amy Lee, * MD, MPH, MBA, Prof. of Community Medicine NEOMED
- Tania Basta, PhD, MPH, Assoc. Prof., Department of Social and Public Health OU
- Keisha Robinson, DrPH, MPH, Assoc. Professor, Department of Health Professions YSU
- Jessica Brioso, Class 2013 representative Student
- Class 2014 representative Student

Operational Committees

Admissions Committee

- Michele Thornton, MSW, LSW, Assoc. Instructor, School of Social Work UA
- Don Allensworth-Davies, PhD, MSc, Asst. Prof., Health Sciences CSU
- Claire Bourguet, * PhD, Assoc. Prof., Epidemiology NEOMED
- Caroline Kingori, PhD, MPH, Asst. Prof., Community Health OU
- Guang Hwa (Andy) Chang, PhD, Prof., Mathematics/Statistics YSU

Curriculum Committee

- Terry O'Sullivan, PhD, MAAS, Asst. Professor, Dept. Political Science UA
- Benjamin Clark, PhD, Asst. Prof., Urban Studies CSU
- Michelle Chyatte, DrPH, MPH Asst. Prof., Family and Community Medicine NEOMED
- Gillian Ice, PhD, MPH, Assoc. Prof., Social Medicine OU
- Rachael Pohle-Krauza, * PhD, RD, LD., Assoc. Prof, Nutrition YSU
- Katherine Myers, Class 2013 representative Student
- Class 2014 representative Student

Faculty Appointment and Development Committee

- Richard Steiner, * PhD, MPH, Prof., Biostatistics UA
- TBA CSU
- Janice Spalding, MD, Assoc. Prof., Family and Community Medicine NEOMED
- Doug Bolon, PhD, Assoc. Prof., Social and Public Health OU
- Alan Jacobs, PhD, Prof., Geology and Environmental Studies YSU

Student Committee Opportunities

Students are encouraged to serve as representatives on the following committees:

1. CEOMPH Curriculum Committee
2. CEOMPH Class representative to Program Coordinating Council

Each entering class votes to determine representation on the above committees during the first fall term. The term for each committee is the first fall term to the end of the second spring term (two years). After the two year term is completed, the student may continue to attend committee meetings, if the student wishes. If a slot is unfilled, students may apply any time during the year.

Program Resources

Libraries and Other Facilities

You will be given access your home campus libraries, recreational, computer, and health facilities. For more details, consult the individual university graduate school catalog or web sites. Web site links to the libraries and to OhioLINK in the “important phone numbers” section of this handbook.

Computer Access

Every student is required to have a computer account. If you do not already have email access, you will be given instructions on setting up an account. Students receive program announcements, schedule changes, and other important updates from their home campuses. Students should be able to send and receive personal messages. Course materials are distributed through the learning management system accessed through the Internet and e-mail. You will be instructed on computer use during the program, if necessary. Each campus has computer facilities available for student use. Bringing your own laptop to class is helpful.

Communications

Students will receive information through U.S. mail, email, and telephone. Additional program information may be found through the CEOMPH web page at <http://mph.neomed.edu/>. The CEOMPH program office and offices of the university program coordinators sent out job listings, public health opportunities, and conference information through the student email lists. Program coordinators also have lists of area public health contacts and agencies. Students can also join the program LinkedIn network (in interest groups, search for “CEOMPH”) or follow the program in Twitter (@CEOMPHProgram).

Medical Services

Each university provides health services to students. Please refer to your home university graduate school catalog or web site for more details.

Career Services

Students interested in career counseling and advising should contact the CEOMPH program office, contact their university program coordinator, or check the program web page under "students and alumni." Job listings are sent to students and alumni through e-mail.

Parking

Parking information is discussed during orientation. For more information contact the CEOMPH program office or your home university graduate school catalog or web site for more details.

Students may also attach a special hologram sticker to a current university parking hangtag. This will allow parking at any one of the universities except for Ohio University. Please ask the CEOMPH office or any of the parking service offices listed below for a sticker. You must contact the MPH program office if you want to take electives at OU and do not have OU as your home university.

The University of Akron

Parking and Transportation Services, 255 E. Buchtel Ave., Akron, OH 44304.
Phone: (330) 972-7213; on-campus Parking Services location in the Parking Deck North (North Campus Parking Deck) on Buchtel Avenue.
Office Hours: Monday-Friday 8:00 a.m.-5:00 p.m.
Web site: <http://www.uakron.edu/parking/>
Generally does not ticket on Saturdays, but best to have a hang tag if parking on campus. Will ticket for handicap/other violations.

Cleveland State University

Parking and Transportation Services, Euclid Commons, Room 160, 2402 Euclid Ave., Cleveland, OH 44115-2214 (campus location)
Phone: (216) 687-2023; Fax: (216) 687-5505
Office Hours: Monday-Friday 8:00 a.m.-5:00 p.m.; extended hours during the starts of the semester.
Web site: <http://www.csuohio.edu/services/parking/>

Northeast Ohio Medical University

Security Office
Phone: (330) 325-6489
Need to check in through security if you do not have a NEOMED ID
Park in any lot (non-handicap)

Ohio University

Parking Services, 100 Factory Street, Athens, OH 45701

Phone: 740-593-1917; Email: <http://www.facilities.ohiou.edu/parking/>

Office Hours: Monday-Friday, 7:30 a.m.-4:30 p.m.

Web site: <http://www.facilities.ohiou.edu/parking/>

Generally does not ticket on Saturdays—need to park in dark green and purple lots.

May ticket on days with home football games or campus wide events.

Youngstown State University

Parking Services, Smith Hall, 318 Fifth Ave., Room 2000, Youngstown, OH 44555

Phone: (330) 941-3546; E-mail: parking@cc.ysu.edu

Office Hours: Monday-Friday 8:00 a.m.-5:00 p.m. (during semester); 8:00 a.m.-4:00 p.m. (during break)

Web site: <http://www.ysu.edu/parking/>

Street parking often available.

ADMISSIONS INFORMATION

Admission to the Program

Applications may be obtained from the CEOMPH program office or from any one of the other partner universities. The students are admitted to a home university—this is the university that handles your official student information including transcripts, course registration information, and graduation documents. The applicant will indicate her/his first, second, third, fourth, and fifth preference for the home university on the application.

Efforts will be made to accommodate student preference. The CEOMPH Admissions Committee, composed of members from The University of Akron, Cleveland State University, Northeast Ohio Medical University, Ohio University, and Youngstown State University, meet yearly to decide who will be admitted into the program. Enrollment is limited.

The online application may be access from the web site at <http://mph.neomed.edu/admissions>

Application materials may be sent to the following address:

Consortium of Eastern Ohio Master of Public Health
4209 State Route 44
PO Box 95
Rootstown, OH 44272-0095

Applications and all accompanying materials are due January 15 of the year the applicant wishes to enter in the fall. International students must also complete an International Student Documentation Packet.

For admission consideration into CEOMPH, the following materials should be sent to the above address:

1. Official academic records from each institution of higher education that you have attended. Have them sent directly to the Consortium of Eastern Ohio Master of Public Health office. If the official record is not in English, an official translation must accompany the original language document.
2. Three letters of recommendation from individuals familiar with your academic or professional background, preferably someone from a previous or current academic program or current place of employment. Individuals who have not been involved in an academic institution for two years or more may submit letters of recommendation by supervisors from his/her place of employment. The letters should include an assessment of your current work quality and ability to successfully complete graduate training. Letters should be addressed to the CEOMPH Admissions Committee.
3. A cover letter (no more than two pages) explaining your educational history; professional history; area of interest in public health; interest and motivation for seeking a MPH degree; experience in public health or other activities related to

public health; and professional or academic career plans upon completion of the program. If appropriate, also indicate whether you are applying to or are currently enrolled in another degree program (and indicate which university).

4. GRE scores taken within the last five years (you may be exempt if you have a professional or academic master's or doctoral degree). Use code #1903 to indicate the institution that should receive your scores. Check with the program office to see if other standardized tests may be accepted.
5. TOEFL scores taken within the last two years from graduates of institutions outside of the United States who are non-native English speakers. The minimum score must be 550 (paper-based), 213 (computer-based) or 79-80 (read/speak/listen=17, write=14, Internet-based). Use code #1903 to indicate the institution that should receive your scores.
6. The completed application form with both signatures on the second page. It must be typewritten or legibly printed in ink.
7. A nonrefundable \$45 application fee. Students with international credentials must pay a total of \$90. Make checks payable to CEOMPH.
8. Financial information worksheet from applicants who are non-immigrants of the U.S.

Criteria used by the Admissions Committee include a bachelor's degree from an accredited college or university, minimum undergraduate GPA of 2.75, minimum graduate GPA of 3.00 out of a 4.00 scale, successful completion of a college level mathematics or statistics course and college level social or natural science course, and acceptable GRE score (if appropriate). Two years of work experience in a relevant field is highly recommended, but not required.

Any questions may be answered by writing the address above, calling (330) 325-6179, fax (330) 325-5907, or e-mailing pubhlth@neomed.edu.

Transfer of Credit

Graduate credit earned in graduate schools at other institutions may be transferred to the CEOMPH program under the following conditions:

1. Transferred graduate credit must be approved via application. The student must provide a course description (e.g. syllabus or photocopy of the course description from the graduate school catalog or web site of the institution where the course was taken) and official transcript. Transfer credit must be earned at an accredited institution.
2. The student must have regular graduate student status and be in good standing. Credits will be transferred only after the student has completed 12 semester hours or 16 quarter hours in the program with a GPA of 3.0 or better.
3. Up to nine semester or twelve quarter credit hours of the total credits required for the MPH may be transferred from an accredited college or university, including one of the partnering institutions. Generally, the Curriculum Committee grants transfers of up to three semester or four quarter credits for core courses and six semester or eight quarter credits of relevant coursework for electives; they also will grant up to

nine semester or twelve quarter credits of relevant coursework for electives. The MPH Curriculum Committee will assess requests to transfer in more than 3 semester hours of core course work.

4. All transfer credit must be at the A or B level in graduate courses. No transfer of graduate credit will be permitted for courses in which a grade less than B was earned or courses graded S or U.
5. Grades earned in courses accepted for transfer will not be computed in the GPA issued by the CEOMPH program.
6. The credits must be relevant to the student's program as determined by the CEOMPH Curriculum Committee, and must fall within the six-year time limit to complete degree requirements. Requests for an extension of the six-year limit must be approved by the CEOMPH Curriculum Committee and approved by the appropriate Dean of the student's home university.
7. Transfer credit for core courses must come from Council on Education for Public Health accredited programs or as approved by the Curriculum Committee.

The student may also petition the CEOMPH Curriculum Committee to have work experience meet requirements in order to waive a core course, but the hours must be made up by an elective course.

PROGRAM GUIDELINES

Curriculum

Students are expected to take the following core courses and electives. In addition, the successful completion of a capstone project, portfolio, and exit presentation will be required.

Students are encouraged to take the core courses as a cohort. Core courses are offered on Saturdays, with one course in the morning and one in the afternoon. Core courses may be taken on any one of the available distance learning classrooms at the universities. Distance learning in this program involves interactive videoconferencing technology with materials accessed from the learning management system, Springboard. All core courses also integrate face-to-face and online, asynchronous course work.

Electives may be taken at any time in the program. Students may select an elective from any of the partner universities from the CEOMPH Approved Electives List on the MPH web site. If the student is interested in an elective that is not listed as an approved elective (from one of the partner universities or from another university), an "Elective Approval Form" must be submitted along with a course syllabus to the MPH Program office for review and approval by the CEOMPH Curriculum Committee.

Course requirements (minimum GPA=3.00)

	<u>Semester Hours</u>
Core courses:	
Public Health Concepts	3
Biostatistics in Public Health	3
Social and Behavioral Sciences in Public Health	3
Epidemiology in Public Health	3
Health Services Administration in Public Health	3
Environmental Health Sciences in Public Health	3
Core course credits total	<u>18</u>
Generalist track courses:	
Public Health Practice and Issues	3
Grant Writing in Public Health Practice	3
Generalist track credits total	<u>6</u>
Capstone Project I	3
Capstone Project II	3
Electives	<u>12</u>
Total credits	<u>42</u>

Optional MPH electives include a practicum (a practice-based experience); and independent studies course (a research-based experience). The practicum and independent studies course must be planned with a faculty preceptor and are a limited to three semester credits. "Special Topics" are special courses offered on a limited basis that will be announced to the MPH classes; generally, it is used to indicate courses that the student has taken on another campus.

Additional program requirements

For additional details on the portfolio and exit presentation, please consult those sections in your student orientation manual or the MPH web site.

Portfolio: Students will amass a portfolio of items throughout the program. It will include the projects the student has accomplished. In addition, the student will be required to indicate which of the public health competencies they feel they have achieved in each course and comment on how they have achieved them. Established by the Association of Schools of Public Health, public health competencies are guidelines for the skills that would be of benefit to public health professionals. Students who started the program before 2007 may use the Council on Linkages competencies, if they wish.

Exit Presentation: The student will turn in a portfolio and present their capstone project and other MPH program activities to a panel of faculty. A 30-minute oral presentation will be given and evaluated by faculty in attendance.

Curriculum Requirements

To satisfactorily fulfill the CEOMPH program requirements, the student must complete the following within a six year period from the time of initial registration:

1. Course work with a minimum average of 3.00.
2. Forty-two earned semester credits, which are composed of the following: 18 semester credits core courses; 6 semester credits of generalist track courses Public Health Practice and Issues and Grant Writing for Public Health Practice; 6 credits of capstone courses; and 12 elective course credits.
3. Successful completion of the exit presentation, which will include submission and presentation of the student portfolio, and presentation of capstone experience and other curricular components to a panel of faculty.

Student Advising

The academic advisor (University Program Coordinator) can offer guidance on choosing electives appropriate to student career goals and interests. In the first semester, students should complete a "program prospectus" so that a plan for timely completion of degree requirements is made. Students will meet with the academic advisor (university

program coordinator) throughout the program so that progress may be monitored.

The CEOMPH program office, program web site, and university program coordinator are also sources for career counseling and guidance to other campus services.

Graduate Student Classification

Regular or Full Status

Regular or Full Status students are those students who are admitted to the CEOMPH program. No special conditions are attached to their matriculation.

Provisional/Conditional/Nondegree Status

Provisional/Conditional/Nondegree Status students are additional statuses recognized by the CEOMPH program. Due to previous or current academic difficulty or incomplete application information, the student may be subject to being placed in the provisional/conditional/nondegree status category. The student must be converted to regular or full status by meeting the program requirements before being allowed to graduate.

Scheduling

All students are required to take the six core courses (exception--see Transfer of Credit, page 14). Public Health Practice and Issues and Grant Writing for Public Health Practice are also required generalist track courses. Public Health Practice and Issues can only be taken after four core courses are completed. All students must also take Capstone Project I and II. Capstone Project I is a competencies assessment and capstone project preparation course; it can only be taken after completion of four core courses. Capstone Project II should ideally be taken in the last semester. Capstone Project II can only be taken after all core courses are satisfactorily completed. If an elective course that is not currently on the approved electives list is desired, the student must fill out an Elective Approval Form, submit the current course syllabus, and have the form signed by his/her advisor. This form and syllabus must be submitted to the MPH Curriculum Committee (through the MPH program office) for approval six weeks before the course starts.

The student must also make arrangements with the CEOMPH program office to complete the exit presentation after all of the program requirements have been completed. The Exit Presentation Application Form must be submitted to the MPH program office six weeks before the end of the semester you wish to do your exit presentation.

Registration

Please refer to your home university graduate school catalog or web site for instructions on how to register for courses. All of the core courses are cross-listed in each university's Schedule of Classes. You will receive registration information from the CEOMPH program office on the core courses that are being offered for the current academic session and specific registration information. Please contact your University Program Coordinator if you are having difficulty with course registration.

Electives

Electives listed on the approved elective listing may be taken after consultation with your academic advisor as noted on the prospectus. Note that the elective courses on the approved MPH program listing are courses that have been approved in the past, but are not guaranteed to be available in the future. Check with the university's Schedule of Classes for course availability.

Electives Not on the Approved List

Students will submit to the CEOMPH office an "Elective Approval Form" six weeks before the start of the course, if they wish to take an elective not listed as an approved elective. A syllabus must accompany the form or an electronic copy may be sent by the instructor to pubhlth@neomed.edu.

Electives Offered at Another Partner University

In order to receive credit, students must follow the following procedure to receive credit for elective courses. Students wishing to take a course at a university different from their home university must fill out an "Approval for Acceptance of Coursework at Ohio Public Universities" form at least six weeks before the start of the course. Copies of the form may be obtained from the CEOMPH office, off the program web site, or your university program coordinator.

The MPH program office retains a listing of electives that have been approved by the MPH Curriculum Committee outside the CEOMPH consortium. Students may request to see the current listing by contacting the office.

Withdrawal from Core Courses

For CEOMPH core courses, students are required to make a final decision to drop the course within the time limit designated by their home university. The student must inform the University Program Coordinator of their home university, instructor, and CEOMPH program office as well as follow the procedures noted for the home university. Withdrawal requires the approval of the instructor and academic advisor. Please discuss this decision with your academic advisor before withdrawing from a core course. For withdrawal policies regarding elective courses, please consult your home

university graduate school catalog or web site.

Grading Policy

For CEOMPH core courses, the following system will be used. For electives, please consult your home university graduate school catalog or web site:

A	Valued at 4.0 points; superior graduate attainment
B	Valued at 3.0 points; acceptable graduate attainment
C	Valued at 2.0 points; not acceptable graduate attainment
D	Valued at 1.0 point; not acceptable graduate attainment
F	Valued at 0.0 points; not acceptable graduate attainment
I	Incomplete. A non-credit grade indicating course work not completed. An I grade must be removed within a maximum of one calendar semester or quarter or it converts to a grade of F, whether or not the student enrolls.
IP/PR/T	In Progress/Progress/Temporary. May be used for courses whose format may not permit completion of all requirements within one term such as capstone, practicum, and independent study. This designation would not apply to core courses or electives.
S	Satisfactory progress. May be used only for courses authorized by the MPH Curriculum Committee with final approval by the Executive Committee (such as research-based courses). S grades indicate satisfactory completion of a course at the grade level of B or better. Although credit is granted for all courses with an S grade, the S grade is not included in the calculation of the grade-point average.
U	Unsatisfactory progress. May be used for only courses authorized by the MPH Curriculum Committee with final approval by the Executive Committee. U grades are a permanent grade designation; no credit is given for this grade, and it is not included in the calculation of the grade-point average.
W	Authorized withdrawal. A grade of W is recorded when a student withdraws from a course (using the appropriate form and following appropriate procedures as outlined in the Withdrawal Policy section) during the period extending from the third week of the semester to the ninth week or from the fifth calendar day through the third week of each five-week summer term.
N/C	No credit audit grade for graduate courses. Not included in the calculation of the grade-point average.

Academic Dismissal

Each student must meet the criteria of the graduate school for the home university while in the program, in addition to the MPH program requirements.

Recommendation for continuance and dismissal from the CEOMPH program are functions of the CEOMPH Program Coordinating Council; policies dictated by the home university will be followed.

Review by the CEOMPH Program Coordinating Council to determine a student's ability to continue in graduate school is required upon receipt of one of the following:

1. One grade of F.
2. Two grades of less than B.
3. One grade of U.
4. A cumulative grade point average below 3.00.

Students with a GPA < 3.00 will be placed on academic probation. They will have two semesters to bring the GPA to at least a 3.00. Students receiving a grade of less than "C" in a core course must repeat the course and receive at least a "B". A core course may only be repeated once. The student will be notified in writing by the CEOMPH Program Director that her/his academic standing is at risk and will have an opportunity to submit an explanation in writing within 30 days upon receipt of the written notification.

The CEOMPH Program Coordinating Council has the authority to recommend dismissal, if it is decided, after careful review, that the student is not making satisfactory progress toward completion of the degree. If it is determined that the student may continue in the CEOMPH program, the committee will recommend grounds under which continuation is possible. Recommendations will be reviewed by the student's home institution's graduate dean, who will make a decision on the student's status.

Students dismissed for academic reasons may appeal their dismissal in writing to the graduate dean of the home institution with a copy to the university program coordinator within two weeks of the transmittal of the written notification of dismissal.

Readmission/Re-enrollment

A student who has been dismissed may reapply to the CEOMPH program after one calendar year. The student must provide evidence that he/she has overcome the academic deficiency. A petition should be submitted to the university program coordinator of the student's home institution who will send a recommendation to the home institution graduate dean. If the home institution graduate dean agrees that another opportunity should be provided, provisional/conditional admission will be granted.

Students are limited to two academic years of inactivity before a student is considered withdrawn from the program. Students must apply for re-enrollment at their home institution if they have not enrolled in a course for two years. Please contact your university program coordinator for re-enrollment procedures.

Academic Complaints

For academic complaints, the student is to provide a written statement detailing her/his complaint initially to the course director of the course. If unresolved, then the statement will be sent to the MPH program director (for core courses) or the student's university program coordinator (for elective courses). For all of these cases, the program director and university program coordinator will communicate with each other about the academic complaint. If the situation is still not resolved, then the student's home university procedures will be followed.

The Student Honor Code

Please refer to your home university graduate school catalog or web site for details on the Student Honor Code. The students of the CEOMPH program are expected to develop and maintain high ethical standards. Students accused of academic dishonesty or behaviors considered inappropriate to the public health profession are subject to academic sanctions or disciplinary actions.

Student Records

Student records will be maintained at the home university. The CEOMPH program office will be maintaining the admissions information and other information for student tracking purposes. Students will sign a consent statement during the initial application period so that this information can be sent to CEOMPH program office.

Transcripts and Enrollment Certification

Please refer to your home university graduate school catalog or web site for details on obtaining transcripts and enrollment certification.

Change of Name, Address or Marital Status

To ensure that the program maintains accurate records, students who change their personal status (name, marital status, home address, local address, telephone number, e-mail address) will notify their home university and the CEOMPH program office. Official documentation is needed to make a name change to a student record.

EXPENSES AND FINANCIAL AID

Payment of Tuition and Fees, Refund Policy, and Financial Support

Please follow your home university graduate school catalog or web site for details on the payment of tuition and fees. All students are required to pay, or make approved arrangements for the paying of, all applicable fees of the program within the noted billing period. Tuition is uniform for CEOMPH students and will differ from other university programs; university fees, however, differ among universities. Tuition for the MPH program is posted on the CEOMPH web site under "Admissions."

Please refer to your home university graduate school catalog or web site for details on the refund policy and financial support.

Also, please refer to your home university graduate school catalog or web site for details for the amount of credits you need to carry to be considered full-time. Students will be expected to finish all program requirements in six years.

Financial support

Limited financial support may be available to attend conferences or other purposes. Inquire at the CEOMPH program office. Also, check with your home university.

Graduate Assistantships

Check with your University Program Coordinator for opportunities on your campus.

Ohio Residency Policy

The Ohio Board of Regents Regulations and Guidelines regarding Ohio Student Residency for State Subsidy and Tuition Surcharge Purposes are available at each of the five universities. Decisions on the application of the Board of Regents Regulations and Guidelines are made by each university's Residency Officer, the Registrar. According to the Regulations, documentation of Ohio residency must be maintained in the student files. Non-Ohio residents who wish to be reclassified as Ohio residents should consult with the Registrar, complete the appropriate form(s), and supply necessary documentation. Changes to residency status are only effective from the date the application and all supporting documentation have been submitted. Changes are not retroactive. If a student disagrees with a decision made by the Registrar regarding Ohio residency for state subsidy and tuition surcharge purposes, the student may appeal the decision by presenting a letter of request for an appeals hearing to the Registrar within 10 working days of the date of the notification letter indicating Ohio residency status was denied. Appeals will be directed to residency officers from the partner institutions.

STUDENT POLICIES

Student Health/Life/Disability Insurance

Please refer to your home university graduate school catalog or web site for details on student health/life/disability insurance.

Minority Affairs

The CEOMPH program does not discriminate on the basis of age, race, sex, religion, color, disability, sexual orientation or national origin.

The Consortium of Eastern Ohio Master of Public Health program maintains a collaborative environment that is free from discrimination while fostering the diverse talents and perspectives of students, faculty, and staff.

Alcohol and Substance Abuse

The CEOMPH program condemns the abuse of alcoholic beverages. All students of the CEOMPH program are expected to be familiar with and to respect the laws of the State and Federal government with regard to the use of intoxicating and other mood- or consciousness-altering substances. Possession or use of many of these substances is illegal.

Harassment Statement

Harassment of students, staff or faculty is not acceptable behavior in the CEOMPH program. No male or female member of the CEOMPH community including faculty, contract staff, classified staff, and students may harass any other member of the community. Many forms of harassment are discrimination under Title VII of the Civil Rights Act of 1964 and thereby illegal under law as well as a violation of CEOMPH policy. CEOMPH is committed to maintaining an environment in which every individual can work, study, and live without being harassed. Harassment may lead to sanctions up to and including termination of employment or student status.

Harassment is any conduct that has the intent or effect of unreasonably interfering with an individual's or group's educational, living or work environment. Harassment include conduct relating to race, color, gender, disability, religion and sexual orientation, age, national origin, or veteran status.

In addition, sexual harassment includes unwanted advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when 1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or of a student's status in a course, program, or activity, 2. Submission to or rejection of such conduct is sued as the basis for decision affecting the individual, and 3. Such conduct has the purpose or effect of unreasonably interfering with the individual's work,

performance, or educational experience or creating an intimidating, hostile, or offensive environment for work or learning.

Nonsexual verbal or physical conduct that denigrates or shows hostility toward another because of the person's gender can be the basis for a hostile, offensive, or intimidating environment claim. Gender-based conduct can take the form of abusive written or graphic material; epithets; sexist slurs; negative stereotyping; jokes; or threatening, intimidating, or hostile acts.

Complaints will be handled on a confidential and individual basis. A formal sexual harassment grievance procedure may be initiated if the individual wishes. Students with grievances should contact the home university ombudsperson. Questions regarding this policy may be addressed to the CEOMPH Program Director or University Program Coordinators.

Policy on Persons with Disabilities

It is the policy of the CEOMPH program to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding persons with disabilities. Under these laws, no otherwise qualified individual with a disability shall be denied access to participation in services, programs or activities of the CEOMPH program solely by reason of his or her disability. Federal law applies to individuals with substantial impairments affecting one or more major life activities (e.g., walking, seeing, speaking, breathing, learning, working or performing manual tasks), those with records of such impairments, and those who are regarded as having such impairments. As the CEOMPH program is enriched by persons with disabilities in its student body and among the faculty and staff, it is important also to understand and support the needs and rights of these individuals.

All individuals will be held in the same standards and must be able to carry out the essential functions of their positions or programs with or without reasonable accommodation. Upon request of persons with disabilities, the CEOMPH program will make efforts to provide reasonable accommodations. However, the program is unable to make accommodations which impose an undue burden, present a direct threat to the health or safety of others, or fundamentally alter the nature or the programs, services or activities.

Qualified students are encouraged to disclose known disabilities and to request reasonable accommodation as early as possible. Students who do not disclose disabilities and request accommodation until they have encountered academic difficulty may be jeopardizing their chances of successfully completing the program. Student may register at their home institution as follows in order to have their disability accommodated:

The University of Akron, Office of Accessibility
<http://www.uakron.edu/access/>

Cleveland State University, Office of Disability Service

<http://www.csuohio.edu/offices/disability/>

Northeast Ohio Medical University, Student Affairs

<http://www.neomed.edu/students/studentaffairs/health-and-wellness/disabilities-and-accommodations>

Ohio University, Office for Institutional Equity

<http://www.ohio.edu/disabilities/>

Youngstown State University, Disability Services Office

http://web.ysu.edu/gen/ysu/Disability_Services_m695.html

Students needing more information regarding the Americans with Disabilities Act policy or procedures should contact the appropriate department of the home university or university program coordinator.

GRADUATION PROCEDURES

Graduation

To be eligible for graduation, students must have filed all required paperwork for graduation and paid all fees by the appropriate deadlines. For university specific instructions, consult the MPH web site at <http://mph.neomed.edu/students/university-links> and check “university links” for your home university for graduation information.

To be cleared for graduation, a candidate must have completed all of the following:

1. Course work with a minimum average of 3.00
2. Forty-two earned semester or 62 earned quarter credits including: 18 semester or 24 quarter credits core courses, 3 semester credits or 4 quarter credits Public Health Practice and Issues, 3 to 6 semester or 6-10 quarter credits capstone project, and elective credits.
3. Successful completion of the exit presentation, which will include submission and presentation of the student portfolio, and presentation of capstone experience and other curricular components to a panel of faculty.
4. Filed an application for graduation with the program and paid all applicable fees. All students must file for graduation two semesters before their expected graduation date.

University program coordinators will provide instruction on graduation procedures for your home university at the beginning of your second fall semester classes. Contact your university program coordinator of your home university for additional questions regarding procedures and paper work.