

2018-2019

**SCHOOL OF
PUBLIC HEALTH**

**GRADUATE
STUDENT
HANDBOOK**

TABLE OF CONTENTS

Academic Calendar	2
Academic Ethics	25
Add/Drop Procedures	10
Advising	10
Administrative Staff	3
Advancement to Candidacy	11
Alcohol and Substance Abuse	25
American College of Healthcare Executives/San Diego Organization of Healthcare Leaders.....	33
American Public Health Association	33
Awards and Honors	11
Blackboard	7
Career Advising.....	11
Career Services	12
Changes:	
Address and Phone	4
Class Schedule	5
Name	5
Program	5
Student Status	5
Child Care	5
Communications	6
Computer Access	13
Conduct	26
Counseling and Psychological Services	23
Course Syllabi and Degree Program Learning Objectives	13
E-mail and Internet	7
Elective Classes at UCSD Medical School	14
Electives	14
Electronic Communications	7
Faculty Advisors	15
Fees	7
Field Practice	17
Financial Aid	8
Grades	15
Graduate Bulletin	4
Graduate Affairs	8
Graduation	16
Grievances	27

Health Insurance	23
Immunizations	24
International Opportunities	16
Internships	17
Leaves of Absence	18
Library	19
Misconduct	27
Nondiscrimination Policies	28
Parking and Alternative Transportation	8
Phone Numbers and Email Addresses for Faculty and Staff	9
Plagiarism	30
Procedure for Due Process Policy for Graduate Students	30
Program of Study	19
Readers for Courses	20
Registration	21
Research and Special Study	21
Schedule Adjustment	10
Sexual Harassment Policy	31
Smoke-Free Policy	24
SPH Electronic Mail List	7
SPH Student Council	33
Student Ability Success Center	6
Student Health Services.....	23
Thesis	21
Withdrawals	22

Welcome!

This Handbook has been prepared to be a guide and to assist you. Its contents complement the University policies as described in the *GRADUATE BULLETIN*.

Like all institutions, the University has many formal policies and procedures that you will need to know. We hope this Handbook will make it easier for you during your time here. Your graduate school experience will have fewer bumps in the road if you follow these guidelines and keep in touch with your faculty advisor.

Hala Madanat, PhD
Director

ADMINISTRATIVE MATTERS

ACADEMIC CALENDAR

The academic calendar is published in the *GRADUATE BULLETIN*, the *CLASS SCHEDULE*, and is also available from the web at <http://arweb.sdsu.edu/es/registrar/academiccalendar.html>. Some important dates to note for the Academic Year 2018-2019 are as follows:

Fall Semester

August 27	First day of classes
September 3	Holiday - Labor Day. Faculty/staff holiday. Campus closed.
September 10	Last day to add/drop classes or change grading basis
September 10	Last day to withdraw officially from the University for fall semester 2018
September 10	Last day to apply for December 2018 graduation with an advanced degree, Division of Graduate Affairs
November 12	Holiday - Veteran's Day Observed. Faculty/staff holiday. Campus closed.
November 21	No classes. Campus open.
November 22 - 23	Holiday - Thanksgiving recess. Faculty/staff holiday. Campus closed.
December 12	Last day of classes before final examinations
December 13 - 19	Final examinations
December 24 - 27	Holiday - Winter break. Faculty/staff holiday. Campus closed.

Spring Semester

January 1	Holiday - New Year's Day. Faculty/staff holiday. Campus closed.
January 21	Holiday - Martin Luther King, Jr. Day. Faculty/staff holiday. Campus closed.
January 23	First day of classes

February 5	Last day to add/drop classes or change grading basis
February 5	Last day to withdraw officially from the University for spring semester 2019
February 5	Last day to apply for May 2019 and August 2019 graduation with an advanced degree, Division of Graduate Affairs
April 1	Holiday - Cesar Chavez Day Observed. Faculty/staff holiday. Campus closed.
April 1 – 5	Spring Break
May 9	Last day of classes before final examinations
May 10 - 16	Final examinations
May 17 - 19	Commencement days

ADMINISTRATIVE STAFF

The administrative staff of the SPH is here to assist you. The staff members and types of matters they each handle are indicated below.

Karen Bergmann
619 594-2393
kbergmann@sdsu.edu

Contact for room reservations for thesis defense and student council meetings. Field Placement Coordinator for graduate students and preceptors. Processes applications and issues schedule numbers for Field Practice. Posts opportunities for jobs, fieldwork internships, etc., to student listserve. Issues key cards for office and lab keys.

Brenda Fass-Holmes
619 594-4492
bholmes@sdsu.edu

Master's degree and Joint Doctoral Program admissions. General advising on SPH and University policies and procedures and student affairs issues for master's degree students. Guidance on appropriate paperwork (change in status, official program, petition for adjustment of academic requirements, etc.). Review of official paperwork for Graduate Advisor.

Ruby Lopez
619 594-2834
rlopez@sdsu.edu

Coordinator for the three Public Health Joint Doctoral Program concentrations (Epidemiology, Global Health, and Health Behavior). General Public Health office administration. Class Schedule.

Lee Shealy
619 594-1255
shealy@sdsu.edu

First contact should you need to schedule a meeting with Dr. Madanat. Process and coordinate TA and GA appointments. Coordinate director's signature and letters associated with FERP, Emeritus, and Lecturer Thesis Committee Agreement forms.

Kayo Watanabe
619 594-2745
kwatanabe@sdsu.edu

Lab manager for the School of Public Health. Supports the air and water quality courses in Environmental Health. Coordinates student training on safety and various lab equipment for research and thesis. Contact for lab equipment, supplies, and instrument use.

For general inquiries not covered by the above, please call 619 594-1254.

For faculty office locations, phone numbers and e-mail addresses, please see <http://publichealth.sdsu.edu/people/>. For faculty not listed, please call 619 594-1254.

GRADUATE BULLETIN

The current *GRADUATE BULLETIN* can be accessed online at <http://arweb.sdsu.edu/es/catalog/bulletin/>.

The importance of the *BULLETIN* as a general resource and academic planning guide cannot be stressed enough. Changes in curriculum requirements and other University and SPH policies and regulations that may occur during your tenure as a graduate student will be reflected in the *BULLETIN* in subsequent years. Please note that you will be responsible for following the requirements, policies, and regulations in effect at the time your Official Program of Study is approved in the Graduate Division in order to graduate (that is, if you submit your Official Program during the spring of 2019, you must meet all requirements as stated in the 2018-2019 *GRADUATE BULLETIN*; if you submit your Official Program during the fall of 2019, you must meet all requirements as stated in the 2019-2020 *GRADUATE BULLETIN*). If you have difficulty interpreting the policies and requirements in the *BULLETIN*, be sure to contact your Division faculty advisor or Graduate Advisor for clarification.

CHANGES

Change of Address and Phone Number

Please submit any address changes to the Admissions Coordinator in HH 129. Important notices may be mailed to the student's home. If we do not have your current address, you may not receive important information.

You must also complete the CHANGE OF ADDRESS via Web Portal, <http://www.sdsu.edu/portal>, to receive program approvals, graduation approval notices, and other official University correspondence.

Change of Name

If you have a change of name, please notify both the SPH Admissions Coordinator (HH 129) and the Registrar's Office in the Student Services Building, Room 1641.

Change of Student Status

GRADUATE STANDING (CLASSIFIED) means that you have met the general admission requirements (satisfactory GRE scores and GPA, hold a baccalaureate degree from an acceptable institution) and School and Division requirements, and are admitted to an authorized advanced degree curriculum.

CONDITIONAL GRADUATE STANDING (CLASSIFIED) means that you were admitted conditionally, usually under one or more of the following conditions, which must be met before you can be considered as a fully classified student:

1. maintaining a GPA of 3.0 (B) or better in the first semester, or in the first year, or in a specified number of units attempted (for example, 12 or 15 units), or
2. completing specific courses (for example, PH 601 and PH 602) with grades of B or higher.

All conditions specified in your case must be satisfied before you gain classified status. These conditions must be met within some time limit, i.e., one semester, one academic year, etc., which will be indicated as part of the condition. You cannot file an official program or be advanced to candidacy until the condition is cleared. It is your responsibility to fulfill the condition and check with the Admissions Coordinator for clearance verification and/or initiation of form processing. If you do not meet your conditions within the specified time, you may be dismissed from the University.

Change of Class Schedule

See section on Schedule Adjustment (Add/Drop).

Change of Program

See section on Program of Study.

CHILD CARE

The SDSU Children's Center provides child care for children of SDSU students. The Children's Center is a parent participation program and gives priority to children of

students. Other factors that determine priority are financial need and application date. The Campus Children's Center serves children six months through six years of age, who are in good health. All applications are considered regardless of race, religion, creed, sex, national origin, or handicap. Call 619 594-7941 or see <http://childcare.sdsu.edu/> for more information.

COMMUNICATIONS

Announcements, SPH mail, and other school-related communications will be placed in student mail folders in Hardy Tower (file cabinets in hallway outside HT 103/106). It is your responsibility to check your folder at least once a week. The mailboxes may also be used by students to communicate with each other.

The bottom drawer of the file cabinet, where the student mail folders are kept, has other information which you may find to be of help, such as commonly used forms (for example, the Official Program, and Petition for Adjustment of Academic Requirements). Feel free to help yourself to any forms you need, but *please do not remove the reference copies of books and other information from the mailbox area.*

NOTE: Mail folders are for SPH use only; students are not to receive personal mail (i.e., letters, bills, magazines) through the SPH office.

STUDENT ABILITY SUCCESS CENTER

The Student Ability Success Center (SASC) provides support services for students with mobility limitations, learning disabilities, hearing or visual impairments, psychological disabilities, attention deficit disorder, and other disabilities. Counselors are available to help students plan an SDSU experience to meet their individual needs. They assist students in making personal, academic, and vocational choices, and show how best to utilize campus facilities. Prior to receiving assistance, appropriate medical documentation must be submitted to SASC.

Other services available when appropriate include priority registration for students with special needs; close-in parking; transportation on campus and information about off-campus transportation; government benefits counseling; accessibility information; library study rooms; reader services and assistance with books on tape; sign language interpreters for deaf students; accommodated testing assistance; loan of educational support equipment (tape recorders, amplification equipment, wheelchairs, etc.); tutoring and notetaking services; referral to off-campus agencies for mobility orientation; financial benefits; and other services.

For further information, please see http://go.sdsu.edu/student_affairs/sds/. The Student Ability Success Center is located in Calpulli Center, Suite 3101, and can be reached at 619 594-6473.

ELECTRONIC COMMUNICATIONS

E-MAIL AND INTERNET

If you do not already have an e-mail account, you should obtain one as soon as possible. You may get a computer account by going to the Love Library Computer Labs (LL-220).

Full Internet service is available free in campus computer labs. In addition, campus-wide wireless service is available.

SPH ELECTRONIC MAIL LIST

SPH operates an Electronic Mailing List that provides a bulletin board for announcements of internships, jobs, and general SPH news. After getting e-mail, subscribing to this service is essential. You may subscribe from any e-mail account.

Please see <https://publichealth.sdsu.edu/mailling-lists/graduate/> for instructions on how to subscribe to and unsubscribe from the SPH electronic mailing list.

IMPORTANT NOTE: Subscribing to and unsubscribing from the list is done automatically by the software; you must subscribe/unsubscribe yourself using the same e-mail service for the both operations. **SPH staff CANNOT add or remove subscribers.**

BLACKBOARD

Blackboard is an easy to use on-line course delivery and management system. Using Blackboard's graphical point and click interface, your instructors can post syllabi, readings, and assignments, as well as communicate via e-mail, virtual chats, or discussion boards. Other features of Blackboard include items such as course announcements and calendar, on-line quizzes and surveys, course study groups, on-line file exchange, and much more. Some SPH Divisions, such as Health Management and Policy, provide important information for all students in the Division, such as the HMP Student Manual, via Blackboard.

FEES

You must pay the appropriate registration fees (and tuition, if applicable) before you will be allowed to register for classes each semester. The date by which you need to pay your fees, and your date and time for registering for classes, will be provided in your WebPortal account. Up-to-date information on fees can be obtained from the Class Schedule or the Cashier's web site (<http://bfa.sdsu.edu/fm/co/sfs/>).

FINANCIAL AID

Students needing financial aid should go to <http://studentaffairs.sdsu.edu/ofas2/> or visit the Financial Aid Office, located in the Student Services Building, Room 3615 (619 594-6323) to learn about loans, grants, and other opportunities available to SDSU graduate students.

A limited number of University scholarships are usually available each year. Go to <http://studentaffairs.sdsu.edu/ofas2/scholarship/> for additional information. Also, any notices the SPH receives about other scholarships will be sent out via the electronic mailing list.

Finally, some research assistant opportunities may be available by consulting with individual faculty members.

GRADUATE AFFAIRS

As part of Graduate and Research Affairs, Graduate Affairs is the administrative unit responsible for postbaccalaureate and graduate study at SDSU. The division is composed of academic units that offer graduate study in the University. The faculty of these units provide programs in over 50 fields of study. The Graduate Council, on which sit representatives of the seven academic colleges of the University, has been delegated University-wide jurisdiction over graduate study. The council's responsibilities are broadly defined and include the development of policies on such matters as graduate programs and curricula, graduate student affairs, and graduate student scholarship.

PARKING AND ALTERNATIVE TRANSPORTATION

On-campus parking is by permit only. Purchase or possession of a parking permit does not guarantee a parking space. Parking structures are located on the perimeter of the campus in addition to surface parking lots. The Red & Black Shuttle operates Monday through Thursday from 5:00 p.m. to 10:00 p.m. during the fall and spring semesters. This shuttle drives a loop around campus stopping at 13 shuttle stops and offers convenient pickup locations that give easy access to the campus core. The shuttles run approximately every 10-15 minutes depending on traffic; for more information, see <http://police.sdsu.edu/safety-services-and-programs>. Visitor parking is available in several pay parking lots.

The San Diego Trolley and seven bus routes connect the metropolitan area with service to the SDSU Transit Center. These are routes 11, 14, 115, 215, 856, 936 and 955, and the Green Line trolley. Semester transit passes can be purchased at the Viejas Arena Box Office. San Diego Transit information at 511 or 619 233-3004, or <http://sdmts.com>, will provide further information concerning trolley and bus routes, fares, and services.

PHONE NUMBERS AND EMAIL ADDRESSES FOR FACULTY AND STAFF

Faculty and staff contact information can be obtained from the SPH web site, <http://publichealth.sdsu.edu/people/>. To obtain contact information for part-time faculty who are not included on our web site, please call the SPH Office at 619 594-1254.

ACADEMIC MATTERS

SCHEDULE ADJUSTMENT (ADD/DROP) FOR INDIVIDUAL CLASSES

Students can add and drop classes via SDSU's Web Portal during the schedule adjustment ("add/drop") period. You do not need permission to add or drop classes during the schedule adjustment period. If a class is full, you will need to add yourself to the waiting list. See <http://www.sdsu.edu/portal> and http://arweb.sdsu.edu/es/registrar/schedule_adjustment.html for further information.

IMPORTANT: Check the *GRADUATE BULLETIN* or Class Schedule for the deadline for adding and dropping classes. Students will not be allowed to make ANY schedule changes (excluding total withdrawal from the University for extremely serious, documented cases involving health or accident) after the schedule adjustment period ends (September 10 to add/drop classes for Fall 2018; February 5 to add/drop classes for Spring 2019).

ADVISING

Routine matters may be handled by the Admissions Coordinator.

Each Division has its own Graduate Advisor, which we call the Division Advisor. The role of Division Advisor is different from that of your faculty advisor. The Division Advisor, who is usually the Division Head, is responsible for interpreting the Division's policies. The Division Advisors are:

Epidemiology and Biostatistics	Stephanie Brodine
Health Promotion and Behavioral Science	Eric Walsh-Buhi
Health Management and Policy	Jong-Deuk Baek
Environmental Health	Eunha Hoh
MSW/MPH Program	Jong-Deuk Baek

The SPH also has a school Graduate Advisor, who has signatory authority for various official forms, such as Official Program and Advancement to Candidacy, and serves as the interface between the student, the SPH, and Graduate Affairs. The SPH Graduate Advisor also assists in interpreting academic policy, and can be consulted about general policy and procedure issues. You will be referred to the Graduate Advisor when the Division Advisor or the Admissions Coordinator require additional interpretation of academic policy. The current Graduate Advisor is Dr. Penelope (Jenny) Quintana.

NOTE: After forms have been signed by your Division Advisor, they should be forwarded to the Admissions Coordinator for copying and final processing.

ADVANCEMENT TO CANDIDACY

To become a candidate for the Master of Public Health degree, you must meet the following criteria:

1. be a classified student (see section on Student Status for clarification);
2. have an approved OFFICIAL PROGRAM OF STUDY on file;
3. have completed the core courses (Public Health 601, 602, 603, 604, and 605 for all concentrations except Health Services Administration, where students will substitute PH 641 for PH 605, and Health Promotion, where students will substitute PH 661 and PH 662 for PH 603); and
4. have a grade point average of at least 3.0 (in Official Program and overall), and no grade less than B- in each core course completed.

Master of Science and doctoral degree students must meet slightly different requirements. Please consult the *GRADUATE BULLETIN* for further information.

If you have met the requirements, ADVANCEMENT TO CANDIDACY will be approved at the time you submit your Official Program of Study. Otherwise, Graduate Affairs will generate Advancement to Candidacy forms once per semester and send them to the Graduate Advisor for review and action.

VERY IMPORTANT NOTE: A student may **not** be advanced to candidacy **and** awarded an advanced degree in the same term. Therefore, students must carefully plan out their course of study, complete the core courses, submit an Official Program, and meet other requirements in order to graduate in a timely manner.

AWARDS AND HONORS

The SPH holds an Honors Convocation each year, near the date of the spring Commencement ceremony. Each Division selects one outstanding student for that year, and one of those students is selected as the John J. Hanlon Award winner, the outstanding graduate student for the SPH.

In addition, students select one faculty member to receive the “Golden Apple” award for teaching excellence. Other awards, including the AMI Outstanding Graduating Health Management and Policy Student, are also announced at the Honors Convocation.

CAREER ADVISING

The decision to earn a master’s degree is a big one which is not taken lightly by students or faculty. Graduate students are preparing for advancement or a change in their employment, and they are therefore eager to get career and job search advice. Students are encouraged to discuss career possibilities throughout their time at SDSU.

There are a number of resources for career advisement, starting with your academic advisor, capstone/thesis advisor, or a favorite faculty member with whom you have connected. Make an appointment, visit during office hours, or schedule a meeting over a cup of coffee. It is helpful to let faculty know what you want to talk about so that faculty members can give some thought to what you are interested in and where to start a job search.

Students all have internships at a number of great sites throughout San Diego and beyond. Students are encouraged to discuss career options with their preceptors and gain insight into various jobs and career paths that these important mentors have traveled themselves. Students are encouraged to seek out other professionals at their internship sites. Networking expands students' visibility in their organizations.

Request an informational interview with an individual (or individuals) who has your "dream job." An informational interview is a conversation with someone working in an area that interests you who will give you information and advice; it is *not* a job interview. Most public health professionals are happy to share with students their experience, how they came into their career, and advice on how to get started in that particular field. Don't be bashful, make an appointment, and learn all that you can. Be prepared with questions, as you will be interviewing the person who holds your "dream job," and plan for your meeting to last about 20 to 30 minutes.

Most public health leaders have an impressive professional network of colleagues. Some of those colleagues are friends that were made in graduate school. Be involved with student organizations and begin to build your network of colleagues from amongst fellow students. Join student chapters of professional organizations relevant to your area of study and take advantage of the opportunities to network with current professionals in your area. Attend events sponsored by the SPH and/or SPH Student Council which are attended by SPH alumni and other public health professionals, as well as lectures, receptions, grand rounds, etc. You will be noticed, and you will be continuing to build your network. These efforts should be beneficial to you after you graduate and are seeking employment.

CAREER SERVICES

Students seeking career counseling are urged to take advantage of the services available to them through Career Services, Student Services East, Room 1200 (619 594-6851), http://career.sdsu.edu/student_affairs/career/.

A career counselor is assigned specifically to work with students in the College of Health and Human Services, including SPH students. You can call Career Services to schedule an appointment with this career counselor.

Career counselors assist students in the exploration of their skills, interests and values as they choose a major and develop a career plan. A variety of computerized instruments are used in the career counseling and the job search process. An

extensive Career Library contains occupational/career information, employer reference materials, directories, video and audio tapes, interactive computer assisted programs, and Internet resources for the job search.

A centralized listing of career positions, part-time jobs, campus jobs, volunteer positions, and internships is available electronically and posted also in the Career Library and the Student Employment section of Career Services.

Career fairs are scheduled each semester allowing students to meet employers in an informal setting. A comprehensive career fair is scheduled in September followed by a graduate and professional school day. In the spring a series of specialty fairs are scheduled, including one for summer jobs. Access to a bank of SDSU alumni (through the Career Consultants Network) may also help students explore numerous career possibilities.

COMPUTER ACCESS

Personal computers have become a vital tool in almost every aspect of Public Health work in all of its divisions. Computers have also become essential tools for completing a post-graduate education. While we cannot require all students entering SPH to have a personal computer, it is with great emphasis that we recommend every student possess, or have available, their own relatively new computer. Registered students are entitled to educational discounts on a variety of computers and many popular software packages through the SDSU Bookstore.

SPH operates its own computer laboratory in Hardy Tower Room 222 (HT-222), one floor above the SPH office, exclusively for your use. It consists of 14 Dell All-In-One PCs equipped with the latest statistical, word processing, and data management software. Open hours for the lab are generally 8:30 AM to 4:00 PM, Monday through Friday, except during occasional classes or special examinations. A laser printer is available for use at a nominal charge. There is no staff on duty.

The College of Health and Human Services (CHHS) operates a computer lab in LL-410 that shares its server with our SPH lab thus allowing access to class related files and software from either location. This lab is used exclusively for teaching purposes. SPH students may need to visit either the SPH or CHHS lab from time to time to take classes or obtain data sets or use special statistical software so it is advisable to locate these labs ahead of time. There are also other computer labs on campus. Open-hour schedules for the various campus labs are posted outside each one or on their Web sites; please check each individual location for its open hours.

COURSE SYLLABI AND DEGREE PROGRAM LEARNING OBJECTIVES

Sample syllabi are available at <https://digitallibrary.sdsu.edu/>. Educational objectives for each degree program can be found in the “curriculum” section for each MPH

concentration at <http://publichealth.sdsu.edu/programs/graduate/mph/>. Students should realize that course syllabi and program educational objectives are necessarily dynamic and subject to change. This is to be expected if the curriculum is to remain current and responsive to changing needs of graduates of our programs, and as faculty gain new insights on the courses they teach and the relationship of each course to the overall degree program. In addition, please note that sections of the same course taught by different faculty may differ substantially from those posted. If it is critically important to know what to expect from a given program or course in any given semester, then it is always best to contact the instructor of that course section for the most current syllabus.

ELECTIVES

The SPH offers a variety of elective courses. These should be selected in consultation with your faculty advisor. Students are encouraged to take more than the minimum number of electives required for the degree, and to take extra elective units in other areas of interest (for example, a student in Epidemiology who also has an interest in Environmental Health is welcome to take extra elective units in Environmental Health).

ELECTIVE CLASSES AT UCSD MEDICAL SCHOOL

SDSU has an affiliation agreement with the UCSD Medical School. This is a great learning opportunity which allows SPH students to take elective classes at the Medical School at no extra charge. Enrollment is on a space-available basis and requires the permission of the instructor. UCSD is on the quarter system (usually 11 weeks).

The School of Medicine Catalog, including a listing of electives, and the Academic Calendar, can be accessed at <http://meded-portal.ucsd.edu/>. Please note that UCSD is on a quarter system, and that the School of Medicine academic calendar may be somewhat different than that for UCSD as a whole.

For program of study issues regarding transfer of courses from UCSD Medical School, contact your faculty advisor, Dr. Penelope (Jenny) Quintana, the Graduate Advisor, or Brenda Fass-Holmes.

SPH students who desire to enroll in elective classes at the UCSD Medical School must follow these procedures:

- 1) Obtain "Graduate Student Exchange Approval Form" from Cristina Sanchez in Graduate and Research Affairs, SSE 1410.
- 2) In order to be eligible, the student must have an SDSU GPA of at least 3.0 (note: first-year students are not eligible to take electives at UCSD Medical School).
- 3) Student must have an approved Official Program of Study on file, which must include the units to be taken at UCSD Medical School and transferred.

4) Student must obtain all required signatures and submit the form to Cristina Sanchez *at least one month prior to the start of the term at UCSD.*

5) After class is completed, student must arrange for UCSD transcript to be sent to Graduate Affairs in order to receive transfer credit.

FACULTY ADVISORS

You will be assigned a faculty advisor from your Division to help you with your schedule and to answer questions. This person is your first line of advice and information. Appointments must be made personally with your advisor or division head and cannot be made through the SPH office. Check the SPH web site for the phone number and/or email address of your advisor.

NOTE: Faculty will be in their offices during designated hours. If you have difficulty reaching your advisor in her/his office or by phone or email, leave a message in the faculty mailboxes.

Sometimes a student may wish to have a different faculty advisor than the one s/he was originally assigned. A student may wish to switch advisors for any number of reasons (for example, research interests more in line with the student's own interests, better rapport, etc.). Students should know that they are welcome to change to another advisor, and the process is fairly simple. Approach the faculty member you would like to have as your advisor, and ask him or her if s/he is willing to be your advisor. If s/he says yes, then notify your original advisor of the change, and also leave a note in Brenda Fass-Holmes' mailbox or send her an email with the information about the change in advisor.

Should you wish to switch advisors but feel uncomfortable about requesting a change, or encounter any difficulty in finding a new advisor, please contact the Graduate Advisor, Dr. Quintana, and she will assist you in obtaining a new faculty advisor.

GRADES

You will be able to obtain your grades on-line shortly after the end of the semester at <http://www.sdsu.edu/portal>. Consult the Class Schedule to determine when grades will be available. SPH staff cannot respond to requests for grades.

The SPH office will not mail papers to students. If you want a paper mailed to you, it is your responsibility to provide your instructor with a self-addressed stamped envelope.

Restrictions — No course in which a grade below a "C" was earned can be used to satisfy the requirements for a Master's degree. Grades in core courses must be B- or higher.

GPA — Your SDSU GPA is calculated based on all courses numbered 300 and above completed since you took your first program course.

Repeated courses — Only one course on your program may be repeated without special permission from Graduate Affairs. If a course needs to be repeated, the two grades will be averaged when computing the GPA.

Incompletes — Automatically become grades of "F" if not completed within one year. It is your responsibility to ensure that the appropriate faculty member submits a change of grade after you have met all requirements for your "incomplete" course. NOTE: You may not enroll in the course a second time to satisfy the conditions of the incomplete.

Transcripts — Students can obtain unofficial copies of their SDSU transcripts on the web by going to <http://www.sdsu.edu/portal> and clicking on "Unofficial Transcripts" to view and/or print their unofficial SDSU transcripts. Unofficial transcripts are used primarily for student reference. "Unofficial" transcripts report the same course and grade information as the official transcripts; however, they are not considered official because they do not have the official university seal imprinted on them and they are not suitable for transfer purposes.

Official transcripts cost \$7 and are usually transmitted directly between institutions when a student is transferring to another college. Students can visit <http://arweb.sdsu.edu/es/registrar/> for information about ordering official transcripts.

GRADUATION

To graduate, you must complete all the required course work and the thesis (or research project or comp exam) with a 3.0 GPA in the program courses and overall (including core classes, prerequisites, and courses out of the department), and you must apply for graduation. Be sure to apply well in advance of the deadline!

Active students can access the application for graduation in their Web Portal accounts. Inactive students can pick up at the application for graduation from the Graduate Affairs office (Student Services East, Room 1410). The application for graduation must be submitted with the appropriate fee prior to the deadline. There are other deadlines to meet if you wish to graduate in May (or any other graduation month) -- be sure to consult the *GRADUATE BULLETIN* or *CLASS SCHEDULE* for these dates.

NOTE: Under no circumstances will late applications for graduation be accepted.

INTERNATIONAL OPPORTUNITIES

The SPH has an International Health Committee, the purpose of which is to (a) "internationalize" the curriculum of the SPH relative to international health issues and

(b) add variety to research and practice opportunities by developing and maintaining cooperative agreements for student and faculty exchange with international schools of public health.

The SPH has cooperative agreements with the following schools of public health. Students may take classes at these institutions and receive credit toward their MPH at SDSU. Research opportunities also exist at these and other international schools of public health. Contact the faculty listed in parenthesis after the school for guidance.

- University of Chile, School of Medicine, School of Public Health, Santiago, Chile (Dr. Greg Talavera)
- UABC, School of Medicine, Masters of Public Health, Tijuana, Mexico (Dr. Stephanie Brodine)
- University of Applied Sciences, Magdeburg, Germany (Dr. John Elder)

Our affiliation with Project Concern International facilitates student experiences in other countries.

Some faculty members are pursuing public health projects in other countries, including a project providing primary and basic public health care in Mexican migrant worker camps. Contact Dr. Stephanie Brodine for more information on how to become involved.

FIELD PRACTICE / INTERNSHIPS

NOTE: Please refer to the **SPH Field Practice website** and ***Field Practice Manual*** for additional information on field practice requirements, policies and procedures. The manual and additional guidance materials can be downloaded at <http://publichealth.sdsu.edu/student-resources/field-practice/>.

Field Practice, also referred to as practicum, fieldwork or internship, is a required and essential component of graduate professional education, including programs leading to the Master of Public Health degree. The purpose of field practice is to create opportunities for students to apply their knowledge and skills in a practice environment: community agencies, schools, public health departments, medical care organizations, business and industry, etc.

All MPH students are required to complete a minimum of three (3) units of field practice (PH 650R). One unit of field practice credit equates to approximately 60 hours in the field experience; that is, students should expect to devote a minimum of 180 hours for each 3-unit PH 650 or PH 750. Some divisions may have additional requirements; therefore, the student should check her/his individual Program of Study (POS) and confirm with her/his faculty advisor.

Enrolling in PH 650 (Field Practice) and PH 750 (Advanced Field Practice)

Students should complete a minimum of 15 core units and/or 2 semesters of her/his program prior to starting an internship. Careful attention and sufficient time should be invested in selecting the right site; therefore, it is recommended that site research take place at least three to four months in advance and should be discussed with the faculty advisor before making a final selection. Internship opportunities will be posted to the SPH website (click on Current Sites/Projects) and sent through the SPH list serve.

Students may enroll in PH 650 (first internship) or PH 750 (continued or advanced internship) only after selecting an internship site AND completing/submitting the required documents: **Field Placement Planning Form (FPPF)** and other applicable documents. Upon receipt of all required documents, the Field Placement Coordinator will process the request by collecting and reviewing all required documentation and obtaining approval from the faculty advisor. Upon approval, the student will be notified and instructed to submit the on-line Field Practice Enrollment Application in order to process a schedule number. The student must then register using the schedule number on WEBPORTAL. A minimum of two weeks should be given to the approval process.

For questions on field practice requirements and the enrollment process, contact the Field Placement Coordinator, Karen Bergmann, 619 594-2393, kbergmann@sdsu.edu.

LEAVES OF ABSENCE

A one semester leave of absence may be granted when necessary due to personal, educational, military, or employment reasons. Students are permitted to take up to four semesters of approved leave of absence and must apply at the beginning of the particular semester they wish to be absent from school. If they wish to take leave for additional semesters, they must do so on a semester-by-semester basis. Students may access the leave of absence form at <http://www.sdsu.edu/portal>. Approval from the student's graduate adviser and the Dean of Graduate Affairs is required. Educational leaves of absence will be granted only to students who have completed a minimum of one semester at San Diego State University. Leaves will not be granted to students who have been disqualified or students who have specific registration holds. For more information, visit <http://arweb.sdsu.edu/es/registrar/leave.html>.

Students who do not register for a fall or spring semester and do not file for a leave of absence will lose matriculation, and will be required to reapply for admission.

LIBRARY

The Library supports the curricular and research needs of the School of Public Health through the development of collections and the provision of services designed to facilitate access to information from home or campus.

The library website (<http://library.sdsu.edu>) links to the Library Catalog or PAC (books, journals, videos, DVDs, theses, and government documents), over 130 online journal databases, and research tips. For journal articles, books, theses, and conference proceedings the Library does not own (or if they are checked out), we will get them for you for free through Interlibrary Loan (ILL). ILL orders are placed online. Computer and Internet access, plus computer accounts and server space are also available in the Library through the two Student Computer Labs. One of these labs is open 24 hours a day through the school year.

Reference Librarian assistance is available in person, via email, and through virtual chat (24/7). More information about this is available on the website. *Please feel free to stop by if you have any questions, book recommendations, or require some searching tips.* The Health Sciences Librarian is Margaret Henderson, margaret.henderson@sdsu.edu, 619 594-0996.

PROGRAM OF STUDY

You can file an OFFICIAL PROGRAM OF STUDY (list of all classes that will be taken to fulfill degree requirements) after you have completed 12 units of study, and you must file before completing the last 9 units. You are strongly encouraged to submit your program after your first or second semester of study. Steps to completing your PROGRAM OF STUDY are as follows:

1. Make an appointment with your faculty advisor to discuss your program.
2. A computerized version of the program of study form is available at <https://publichealth.sdsu.edu/student-resources/program-of-study-forms/>. Refer to the Public Health section of your *GRADUATE BULLETIN* (available online) for requirements for the School and for your Division.
3. List the core courses first, and then the required courses for your division. Refer to the list of prescribed electives and choose the indicated number of courses. Use the same process for electives. Note: Specific classes must be listed (for example, you cannot list "prescribed elective" or "elective"; you must indicate a specific course number and title -- "PH XXX Specific Course Name").
4. Thesis (or project for students in Health Promotion and Environmental Health) is listed under "Thesis or Comprehensive" - check Plan A for thesis or project or Plan B for review paper and comprehensive exam (including journal format).
5. Enter any waived courses in the waiver block (most students will not have waived courses).
6. Enter any prerequisites that you have not yet completed in the prerequisite block.

7. Add all units and enter total. For MPH degree students, the total must be exactly 51 units (56 units for students in Health Management and Policy). MS students must submit an official program of 36 units. MSW/MPH students should check with their faculty advisor for further instructions. MPH/MA Latin American Studies students must submit an official program of not less than 63 units.
8. Take a draft copy of your official program with you to the appointment with your faculty advisor. Once you obtain his/her approval, you are ready to complete the final copy of the official program. **NOTE:** All programs must be typed neatly and accurately. Grades should not be entered.
9. Sign and then submit your typed program to your faculty advisor for his/her signature, and then take your program to HH 129 for completion and processing (signature of the school's Graduate Advisor). If you have met the requirements for Advancement to Candidacy, this will be indicated on the form by the Graduate Advisor.
10. Wait for your copy of the approved form to be returned to you in the mail. Please be patient, since it may be as long as six to eight weeks before you receive it.

A few more things to know about Official Programs . . .

Should you need to change your official program after it has been filed, use the PETITION FOR ADJUSTMENT OF ACADEMIC REQUIREMENTS FOR THE MASTER'S DEGREE form.

Should you need to make a change in the academic requirements of your official program either during the filing process or after it has been filed, use the PETITION FOR ADJUSTMENT OF ACADEMIC REQUIREMENTS FOR THE MASTER'S DEGREE form.

The Petition for Adjustment form can be obtained from the Graduate Affairs web site http://grad.sdsu.edu/current_grad_students/forms, picked up in HH 129, or from the bottom drawer of the student mail folder file cabinet, and require the signature of the school's Graduate Advisor.

NOTE: You are encouraged to file your Official Program as early in your academic career as possible, and no later than the end of your second semester of study.

READERS FOR COURSES

Some courses use readers of collected articles and other materials selected by the instructor, rather than or in addition to text books. Information on readers, where they can be purchased, and the cost, will be provided to you by the instructor.

REGISTRATION

SDSU students register on-line, <http://www.sdsu.edu/portal>. Students will not be permitted to register until fees are paid. Payment of fees by itself does not constitute registration. A student is considered registered when: 1) fees have been paid, and 2) at least one course has been added prior to the first day of classes.

RESEARCH (PH 797) and SPECIAL STUDY (PH 798)

Students may enroll for Special Study and Research units only after completion of a formal contract with a specific faculty member. These contracts and instructions for enrolling may be obtained online at <http://publichealth.sdsu.edu/student-resources/special-studies/>. These courses may not be added after the Add/Drop Period. Failure to complete the required contract will result in a grade of NC (no credit) for the course.

(For doctoral students, these classes are numbered 897 and 898.)

THESIS

You can enroll in PH 799A (Thesis) the semester you will complete the thesis research. (Be advised, however, that a thesis typically takes more than one semester to complete; therefore, it is advisable to enroll in PH 797, Research, to obtain credit for your thesis project efforts prior to the semester you enroll in PH 799A.)

To enroll in PH 799A (Thesis) you must:

1. be a classified student;
2. have an approved Program of Study on file;
3. be advanced to candidacy; and
4. enroll before the end of the Add/Drop period of the semester you will file your thesis.

Once the first three criteria have been met, you can obtain an enrollment form and the schedule number for enrolling in thesis from the Graduate Affairs office (Student Services East, Room 1410). If you do not finish your thesis during the semester that you are enrolled in PH 799A, you will have to enroll in PH 799B (Thesis Extension) and three units of PH 797 the following semester. You must be enrolled in either PH 799A or PH 799B during the semester you turn in your thesis. Again, you are encouraged to enroll in PH 799A only in the semester that you are confident you will complete your thesis.

Detailed information about thesis procedures, deadlines, and so forth can be obtained from Graduate Affairs' web site, http://grad.sdsu.edu/current_grad_students/forms. We encourage you to visit this site.

If your research will involve human subjects, you will need to obtain approval *before* you begin your work by completing a form for the Institutional Review Board, which is located on the third floor of the Gateway Center building (619 594-6622), <https://newscenter.sdsu.edu/researchaffairs/hrpp.aspx?>.

If your research involves work with live vertebrate animals, you will need approval from the Institutional Animal Care and Use Committee before purchasing, capturing, or otherwise using any vertebrate animals. Work closely with your academic advisor to ensure compliance with all regulations governing animal use. Questions about the project approval process can also be answered by Christine Cook in the Division of Research Affairs (Gateway Center, 3rd floor), 594-0905. More information and required forms can be obtained from the Division of Research Affairs Web site: http://research.sdsu.edu/research_affairs/animal_care.

Format -- In order to incorporate skills in scientific writing, which will benefit all students professionally, and increase the likelihood of publishing thesis research in scientific journals, we have modified the master's thesis guidelines. SPH students may use the SDSU thesis format, or format for journal submission. **In all cases, students must seek guidance from their Chair as to the preferred format.** The journal submission format does not require any less work than the traditional thesis style, simply a different format. For the traditional thesis submission, information on formatting, thesis review, and publishing is available from Montezuma Publishing <http://www.montezumapublishing.com/thesis1/ThesinandDissertation.aspx>. In addition, the prescribed bibliographic format for theses in Public Health is APA (author-year system of referencing), described in the Publication Manual of the American Psychological Association, available from the SDSU Bookstore. If you have any questions, call or see your faculty advisor or Division Advisor.

WITHDRAWALS

Current students withdrawing from the university prior to the schedule adjustment deadline should go through the official withdrawal procedures in the Office of the Registrar. Dropping all courses does not constitute an official withdrawal. All new students withdrawing prior to the schedule adjustment deadline are required to reapply and be readmitted to the university for future semesters.

After the schedule adjustment deadline, withdrawals are only permitted for extremely serious, fully-documented cases involving health or accident. You must obtain the necessary paperwork and information on other required documentation from the Office of the Registrar.

HEALTH MATTERS

STUDENT HEALTH SERVICES

Student Health Services (SHS) is staffed by fully licensed and certified health professionals who are dedicated to the college community. No-cost or low-cost medical services include outpatient evaluation and treatment of common medical problems, preventive care, health counseling, immunizations and psychiatric treatment. Specialty care services including Dentistry, Optometry and Orthopedics are available for additional fees. All services are provided in SHS offices in the Calpulli Center. See <http://shs.sdsu.edu/index.asp> for additional information.

COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services offers individual and group counseling for the typical college student who wants assistance in coping with, and successfully resolving, the problems they face in everyday life. Issues relating to intimate relationships, self-esteem, personal independence, conflict, anxieties, self-confidence and academic performance are difficult and common obstacles for most college students.

Individual counseling services are designed for students who can benefit from short-term counseling. If a student's situation requires longer term therapy, referrals can be made to off-campus resources.

Counseling and Psychological Services is located in Calpulli Center, Suite 4401, and can be reached at 619 594-5220. Additional information about C&PS is available at http://go.sdsu.edu/student_affairs/cps/Default.aspx.

HEALTH INSURANCE

Health in general and health insurance in particular is often the last thing on a student's mind, but accidents and illnesses do happen even to the most careful, robust people. It is important to remember that Student Health Services does not offer overnight or weekend care and that no urgent care is provided when the clinic is closed. It is the responsibility of the individual student to get the care needed during those times. It is also important to realize that students are financially responsible for any medical costs incurred by them. Students are strongly urged to maintain medical insurance coverage. Students who don't have major medical insurance already can obtain insurance information at <https://www.csuhealthlink.com/portal/translator.aspx?companyid=279&statecode=CA>.

IMMUNIZATIONS

Measles, Mumps, and Rubella (MMR) Requirements: MMR is required for all new and readmitted students born on or after January 1, 1957. Requirements may be satisfied by providing proof of at least one MMR immunization or a blood test (titer) showing immunity. While only one MMR vaccination is currently required, two are highly recommended.

This immunization requirement must be met during your first semester at SDSU, or an I-Hold will be placed on your registration for the second semester of classes.

First-time enrollees aged 18 or under are required to present proof of immunity to hepatitis B during their first semester. Hepatitis B vaccination requires a 3-dose series of injections over a 4-6 month period. Students must provide proof of immunity or begin the vaccine series prior to the registration deadline for their second semester or they will not be able to register. (Students who begin the series must complete it prior to the registration deadline for their third semester or they will not be able to register for future classes.)

Students may fulfill the immunization requirements by bringing or sending medical documentation or laboratory evidence as proof of immunity to Student Health Services. Students may also receive the vaccines at Student Health Services for a fee.

Meningococcal Disease and College Students (ACIP Recommendations)

Meningococcal infection is one cause of meningitis, a potentially fatal inflammation of the cover of the brain and spinal cord. Permanent brain damage, hearing loss, learning disability, limb amputation, kidney failure or death can result from the infection. College freshmen, especially those who live in residence halls, are at a modestly increased risk for meningococcal disease compared to other persons of the same age. A safe vaccine is available at Student Health Services that is effective in preventing 70% of the disease caused by meningococcal bacteria in the United States. Vaccination does not eliminate risk for all meningococcal disease. Other students wishing to reduce their risk of meningitis can also choose to be vaccinated.

SDSU SMOKE FREE POLICY

SDSU is a completely smoke-free campus. Smoking is not permitted in or outside any buildings, including Viejas arena and auxiliary buildings, or in parking areas.

Visit http://newscenter.sdsu.edu/smoke_free/policy.aspx? for more information on the SDSU Smoke-Free Policy and smoking cessation programs.

STUDENT CONDUCT

ACADEMIC ETHICS

The faculty and students of the SPH have the joint responsibility for maintaining the academic integrity and high standard of conduct of this institution.

An ethical code is based upon the support of both faculty and students who must accept the responsibility to live honorably and to take action when necessary to safeguard the academic integrity of this university.

Students enrolled in the SPH assume an obligation to conduct themselves in a manner appropriate to SDSU's mission as an institution of higher education. A student is obligated to refrain from acts which he or she knows, or under the circumstances has reason to know, impair the academic integrity of the university. Violations of academic integrity include, but are not limited to: cheating; plagiarism (including plagiarism from web sites); knowingly furnishing false information to any agent of the university for inclusion in the academic records; violation of the rights and welfare of animal or human subjects in research; misconduct as a member of either school or university committees or recognized groups or organizations.

ALCOHOL AND SUBSTANCE ABUSE

Campus standards of conduct prohibit the unlawful possession, use, or distribution of drugs and alcohol by students on University property or as any part of the University's activities. To enforce SDSU's commitment to these principles, the University will exercise the full measure of its disciplinary powers and cooperate completely with governmental authorities in criminal and civil actions. The University does not accept alcohol or substance abuse as an excuse, reason, or rationale for any act of abuse, harassment, intimidation, violence, or vandalism.

Possession or consumption of distilled liquor on University property is prohibited at all times. Possession, consumption, or sale of beer or wine is permitted at designated campus locations and events only with prior approval of the Vice President for Student Affairs.

On campus property, the sale, distribution, knowing possession, and use of dangerous drugs or narcotics are prohibited. You are also forbidden by State and Federal laws to sell, distribute, possess, or use other drugs.

As a student at SDSU, you are responsible for your behavior and are fully accountable for your actions. Violation of this policy statement will not go unchallenged within the SDSU community. Any University student may be expelled, suspended or placed on probation for violating University regulations regarding alcohol and drugs. Additionally, using alcohol and drugs negatively affects your academic performance.

Students who possess, use, or distribute substances such as marijuana, cocaine, methamphetamines, or other hallucinogens and narcotics, or who violate statutes regarding alcoholic beverages, are subject to arrest, imprisonment, or a fine according to State law. The SDSU Department of Public Safety is empowered to enforce all State and Federal laws, including public drunkenness, driving under the influence, and possession of alcohol by a minor.

CONDUCT

At San Diego State University, students are invited to be active members of the educational community. As with any community, its members serve a vital role in determining acceptable standards of conduct, which include:

- Academic conduct that reflects the highest level of honesty and integrity.
- Actions that are civil, courteous and respectful of all members of the campus community, their property, and the property of the University.
- Social behavior that encourages responsibility, and discourages the unlawful use of alcohol, illicit drugs and weapons.
- Group behavior that promotes mutual respect, equality and safety of its members, and opposes those acts that harass, intimidate or haze its members.

The following Statement of Student Rights and Responsibilities clarifies the rights, freedoms and responsibilities afforded to all students at San Diego State University, which include but are not limited to:

- The rights afforded to all San Diego State Students as described in officially promulgated campus policies and procedures.
- The right to be free from sexual harassment, and physical threats and discrimination on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation, and national origin.
- The right to expect that confidential educational records will not be disclosed to others, except as permitted by state and federal law.
- The right to due process in disciplinary proceedings as described in 41301-41304 of Title V of the California Code of Regulations.
- The right to petition for redress of grievances.
- The right to expect professional conduct from faculty in the assignment and evaluation of academic work.
- The right to receive assistance and service from members of the University administrative staff.
- The right to learn in an academic environment that is free of inappropriate interruption, due to the use of electronic communication devices during class, or other activities that might be considered distracting to others.
- The freedom of inquiry, conscience, responsible expression, and association.
- The responsibility to exercise the above mentioned rights and freedoms in a manner that will not violate University rules and regulations or infringe on the rights of other students, faculty and staff.

- The responsibility to treat all members of the campus community with civility, respect, and courtesy.
- The responsibility to hold others accountable for their actions when they violate University rules and regulations that negatively influences our campus community.
- The responsibility to complete, on schedule, the requirements and meeting the standards of any course taken.
- The responsibility to become an active learner, fully engaged in both intellectual and human growth.
- The responsibility to contribute to the overall welfare and common good of all students, faculty and staff at San Diego State University.

GRIEVANCES

If a student believes that a professor's treatment is grossly unfair or that a professor's behavior is clearly unprofessional, the student may bring the complaint to the proper University authorities and official reviewing bodies by following the *Procedures for Handling Student Grievances Against Members of the Faculty*, adopted by the Faculty Senate. A copy of the procedures may be obtained from the Ombudsman's Office in the Student Services Building.

MISCONDUCT

Inappropriate conduct by students or by applicants for admission is subject to discipline on the San Diego State University campus. The Office of Judicial Procedures coordinates the discipline process and establishes standards and procedures in accordance with regulations contained in Sections 41301 through 41304 of Title 5, *California Code of Regulations*. These sections are as follows:

41301. Expulsion, Suspension and Probation of Students.

Following procedures consonant with due process established pursuant to Section 41304, any student of a campus may be expelled, suspended, placed on probation or given a lesser sanction for one or more of the following causes which must be campus related:

- (a) Cheating or plagiarism in connection with an academic program at a campus.
- (b) Forgery, alteration or misuse of campus documents, records, or identification or knowingly furnishing false information to a campus.
- (c) Misrepresentation of oneself or of an organization to be an agent of the campus.
- (d) Obstruction or disruption, on or off campus property, of the campus educational process, administrative process, or other campus function.

- (e) Physical abuse on or off campus property of the person or property of any member of the campus community or of members of his or her family or the threat of such physical abuse.
- (f) Theft of, or nonaccidental damage to, campus property, or property in the possession of, or owned by, a member of the campus community.
- (g) Unauthorized entry into, unauthorized use of, or misuse of campus property.
- (h) On campus property, the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction or analysis.
- (i) Knowing possession or use of explosives, dangerous chemicals or deadly weapons on campus property or at a campus function without prior authorization of the campus president.
- (j) Engaging in lewd, indecent, or obscene behavior on campus property or at a campus function.
- (k) Abusive behavior directed toward, or hazing of, a member of the campus community.
- (l) Violation of any order of a campus President, notice of which had been given prior to such violation and during the academic term in which the violation occurs, either by publication in the campus newspaper, or by posting on an official bulletin board designated for this purpose, and which order is not inconsistent with any of the other provisions of this Section.
- (m) Soliciting or assisting another to do any act which would subject a student to expulsion, suspension or probation pursuant to this Section.

NONDISCRIMINATION POLICIES

Discrimination Prohibited

San Diego State University shall maintain and promote a policy of nondiscrimination on the basis of race, religion, color, sex, age, disability, marital status, sexual orientation, gender identity and expression, national origin, pregnancy, medical condition, and covered veteran status. This policy incorporates by reference the requirements of Federal Executive Orders 11246 and 11375 as amended; Titles VI and VII of the Civil Rights Act of 1964 as amended; Title IX of the Educational Act of 1972; the Rehabilitation Act of 1973, secs. 503–504; the Americans with Disabilities Act; the Vietnam Era Veterans Readjustment Assistance Act of 1974, sec. 402; Equal Pay Act of 1963 as amended; Age Discrimination Acts of 1967 and 1978; and other applicable

federal statutes as well as pertinent laws, regulations, and executive directives of the State of California, including regulatory procedures set forth in Title 5 of the California Code of Regulations. Persons covered by these regulations shall be considered members of protected groups. Students may file a complaint if they have reason to believe they have been discriminated against on the basis of any of the above-prohibited reasons. Procedures for filing complaints are available in the Office of the Ombudsman, Student Services, Room 1105, 619 594-6578, and the Office of Employee Relations and Compliance, Administration Building, Room 228, 619 594-6464.

Prohibition of Sex Discrimination

San Diego State University is committed to providing equal opportunities to men and women students in all CSU education programs and activities including intercollegiate athletics under Title IX. Any inquiries regarding discrimination in any educational program or activity can be directed to the Office of the Ombudsman, Student Services, Room 1105, 619 594-6578, or the Office of Employee Relations and Compliance, Administration Building, Room 228, 619 594-6464.

Sexual Harassment is Prohibited Sex Discrimination

San Diego State University is committed to creating and maintaining a positive learning and working environment for its students and employees and will not tolerate sexual harassment. It is discrimination prohibited under the Civil Rights Act of 1964; *California Education Code*; and CSU Executive Order 345. Sexual harassment is defined by its behaviors and their consequences, and the gender or sexual orientation of the harasser or the harassed is irrelevant to that definition. For any inquiries, or to file a complaint, students are directed to the Office of the Ombudsman, Student Services, Room 1105, 619 594-6578, or the Office of Employee Relations and Compliance, Administration Building, Room 228, 619 594-6464.

Disability Discrimination Prohibited

No otherwise qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic or other postsecondary education program receiving federal funds. A student is considered qualified who meets the academic and technical standards requisite to admission or participation in the education programs or activities of SDSU. San Diego State University is committed to providing reasonable accommodation for students with disabilities to permit them to carry out their educational responsibilities. Requests for assistance and accommodation can be directed to the Director, Student Disability Services, Calpulli Center, Suite 3101, 619 594-6473.

PLAGIARISM

Plagiarism is formal work publicly misrepresented as original; it is any activity wherein one person knowingly, directly, and for lucre, status, recognition, or any public gain resorts to the published or unpublished work of another in order to represent it as one's own. Work shall be deemed plagiarism: (1) when prior work of another has been demonstrated as the accessible source; (2) when substantial or material parts of the source have been literally or evasively appropriated (substance denoting quantity; matter denoting qualitative format or style); and (3) when the work lacks sufficient or unequivocal citation so as to indicate or imply that the work was neither a copy nor an imitation. This definition comprises oral, written, and crafted pieces. In short, if one purports to present an original piece but copies ideas word for word or by paraphrase, those ideas should be duly noted.

San Diego State University is a publicly assisted institution legislatively empowered to certify competence and accomplishment in general and discrete categories of knowledge. The President and faculty of this University are therefore obligated not only to society at large but to the citizenry of the State of California to guarantee honest and substantive knowledge in those to whom they assign grades and whom they recommend for degrees. Wittingly or willfully to ignore or to allow students' ascription of others' work to themselves is to condone dishonesty, to deny the purpose of formal education, and to fail the public trust.

The objective of university endeavor is to advance humanity by increasing and refining knowledge and is, therefore, ill served by students who indulge in plagiarism. Accordingly, one who is suspected or accused of disregarding, concealing, aiding, or committing plagiarism must, because of the gravity of the offense, be assured of thorough, impartial, and conclusive investigation of any accusation. Likewise, one must be liable to an appropriate penalty, even severance from the University and in some cases revocation of an advanced degree, should the demonstrated plagiarism clearly call into question one's general competence or accomplishments.

PROCEDURE FOR DUE PROCESS POLICY FOR GRADUATE STUDENTS

The purpose of this procedure is to provide graduate students in the School of Public Health at San Diego State University with information regarding an appeal process should they be dismissed from the program or disciplined in any manner. This procedure applies only to discipline and dismissal from the graduate program. There are other University-wide procedures for appealing grades, thesis issues, harassment, etc. (these procedures can be found in the *GRADUATE BULLETIN*).

1. The first step of appeal available to the student is to confer with the Graduate Advisor. The Graduate Advisor will provide a notification statement for the faculty person involved.
2. Should agreement not be reached at that point, the student's next step is to confer with the Director of the School.

3. If a problem is not resolved, the Director of the School will bring the matter to the attention of a SPH faculty advisory committee. The student may present a written or an oral rebuttal to charges that have been presented. The student may bring to such a hearing any witnesses or data that may substantiate and support the appeal. In accordance with University policy, legal representation is not allowed.

The advisory committee will inform the student, in writing, of its decision, and if there is still no resolution, the advisory committee will forward all relevant materials to the Assistant Dean of the College of Health and Human Services (CHHS) or a designee for further action. The Director will notify the Assistant Dean of the CHHS of the School's recommendation.

Once the formal request for dismissal reaches the College, the Assistant Dean of the CHHS will inform the student, in writing, that there is a request from the Department for dismissal from the graduate program.

Should the matter not be resolved at the College level, the process for appeal at the University level includes:

1. A meeting with the Assistant Dean of Graduate Affairs to review the case to date; and may also result in the Assistant Dean of Graduate Affairs calling together the Student Affairs Committee of the Graduate Council to hear the student appeal and make recommendations to the Graduate Dean.
2. Procedures for testimony before the Student Affairs Committee will be the same as those of the departmental committee, EXCEPT that the Student Affairs Committee will focus its review of the case on due process issues at the departmental level. If the Assistant Dean of Graduate Affairs and/or the Student Affairs Committee determines that the student has received due process, then the recommendations for support of the dismissal will be forwarded to the Dean of Graduate Affairs and, if the Dean of Graduate Affairs concurs, she/he will authorize the dismissal. This ends all appeals of the student within Graduate Affairs. The student may wish to avail themselves of the Ombudsman's office for further advice.

SEXUAL HARASSMENT POLICY

The California Education Code at section 212.5 states in part that "sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting under any of the following conditions:

1. Submission to such conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
2. Submission to, or rejection of, such conduct by the individual is used as the basis for employment or academic decisions affecting the individual.

3. The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment."

Sexual harassment is a violation of several state and federal laws including the California Education Code, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. Sexual harassment is specifically prohibited in the California State University system by Executive Order 345 which became effective in 1981.

If repeated, pervasive or sufficiently severe, the following may constitute sexual harassment:

- | | |
|--|--|
| ✓ jokes of a sexual nature | ✓ suggestive gestures |
| ✓ derogatory comments of a sexual nature | ✓ slurs of a sexual nature |
| ✓ impeding or blocking movements | ✓ unwelcome touching |
| ✓ displaying sexually suggestive pictures or objects | ✓ graphic verbal commentaries about an individual's body |

Students who think that they have been sexually harassed may file a Discrimination and Sexual Harassment Complaint Form at the Office of the Ombudsman. A preliminary review of the complaint will commence immediately. All students who have been sexually harassed are strongly encouraged to file formal complaints. However, students who are not ready to file formally, but who wish to discuss incidents of sexual harassment in a confidential setting, may do so with a counselor from Counseling and Psychological Services (Calpulli Center, Suite 4401, 619 594-5220) or Student Health Services (Calpulli Center, 619 594-4325).

Retaliation is prohibited. It is illegal to retaliate against anyone reporting or thought to have reported sexual harassment or who is a witness or otherwise is involved in a sexual harassment proceeding. Encouraging others to retaliate also is illegal. Examples include, but are not limited to, retaliatory grading, evaluation, assignment or ridicule, threats and withholding information to which a person is entitled.

Sanctions imposed for sexual harassment or retaliatory behavior by a faculty or staff member include, but are not limited to, reprimand, suspension, demotion, and dismissal (loss of tenure). The sanctions imposed for sexual harassment or retaliatory behavior by a student include, but are not limited to, probation, suspension, and expulsion. Furthermore, harassers have been held by courts to be *personally* liable to pay millions of dollars in damages.

Questions about sexual harassment and/or SDSU's sexual harassment policy can be directed to:

Office of the Ombudsman
Student Services East, Room 1105
619 594-6578

Office of Employee Relations and Compliance
Administration Building, Room 228
619 594-6464

ORGANIZATIONS

SPH STUDENT COUNCIL

The SPH Student Council is involved in many aspects of the SPH. The council's principal role is as the mechanism of student feedback to the faculty and school administration. The council participates in the governance of the school, assists with a speaker series, offers guidance for the School's convocation ceremony, sponsors fundraisers, organizes SPH student participation in a variety of local events, and tries to foster a sense of community among all SPH students.

The current SPH Student Council President is Madison Anderson. Please see <https://publichealth.sdsu.edu/student-resources/student-organizations/council/> for information about the SPH Student Council. The SPH Student Council can be reached by e-mail at sdsusph.studentcouncil@gmail.com.

The College of Health and Human Services has an active Student Council that holds regular bi-weekly meetings. Each club within the College, including the SPH Student Council, is eligible to send a representative to the meeting. Regular representation ensures optimal information sharing and makes clubs eligible for funds the College Council receives from Associated Students. Every year the College Council participates in a variety of community events which reflect the College mission.

AMERICAN COLLEGE OF HEALTHCARE EXECUTIVES/SAN DIEGO ORGANIZATION OF HEALTHCARE LEADERS

The Division of Health Management and Policy sponsors a student chapter of the American College of Healthcare Executives (ACHE) and its local affiliate, the San Diego Organization of Healthcare Leaders (SOHL). The student group promotes professional development of students and serves as a liaison with the local health care management community. The chapter organizes various student events through the academic year.

AMERICAN PUBLIC HEALTH ASSOCIATION

You are strongly encouraged to join the American Public Health Association, which is “the” organization for public health professionals (and professionals-to-be). Students may join APHA for a discount rate of \$85, which includes access to the *American Journal of Public Health* and *The Nation's Health*. For more information or to join APHA, please see <https://www.apha.org>. In addition to the other benefits of membership, you can make great contacts, which may be very beneficial when it is time for you to look for a job!