



SAN DIEGO STATE
UNIVERSITY

School of Public Health

2021-2022

**GRADUATE
STUDENT
HANDBOOK**

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Welcome!

This Handbook has been prepared to be a guide and to assist you. Its contents complement the University policies as described in the *University Catalog* (<https://catalog.sdsu.edu/>).

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. While the policies described in this Handbook apply to all graduate programs in the SPH, most of the information applies to our master's degree programs. Students in the Joint Doctoral Program can find their respective manuals at:

<https://ph.ucsd.edu/jdp/tracks/index.html>

Your graduate school experience will have fewer bumps in the road if you follow these guidelines and keep in touch with your faculty advisor.

Eyal Oren, PhD
Interim Director
School of Public Health

ADMINISTRATIVE MATTERS

ACADEMIC CALENDAR

The academic calendar is available from the web at <https://registrar.sdsu.edu/calendars>. Some important dates to note for the Academic Year 2021-2022 are as follows:

Fall Semester

| | |
|------------------|---|
| August 23 | First day of classes |
| September 3 | Last day to add/drop classes or change grading basis (7:59 p.m. deadline) |
| September 3 | Last day to officially withdraw from the university without penalty fee for fall semester 2021. Withdrawal requests after September 3 are accepted by petition only. |
| September 3 | Last day to apply for December 2021 graduation with an advanced degree in SDSU WebPortal (contact College of Graduate Studies if graduation application is not available in WebPortal). |
| September 6 | Holiday - Labor Day. Faculty/staff holiday. Campus closed. |
| November 11 | Holiday - Veteran's Day Observed. Faculty/staff holiday. Campus closed. |
| November 24 | No classes. Campus open. |
| November 25 - 26 | Holiday - Thanksgiving break. Faculty/staff holiday. Campus closed. |
| December 9 | Last day of classes before final examinations |
| December 10 - 16 | Final examinations |
| December 24 - 29 | Holiday - Winter break. Faculty/staff holiday. Campus closed. |

Spring Semester

| | |
|-------------|--|
| December 31 | Holiday - New Year's Day Observed. Faculty/staff holiday. Campus closed. |
|-------------|--|

| | |
|--------------------|--|
| January 17 | Holiday - Martin Luther King, Jr. Day. Faculty/staff holiday. Campus closed. |
| January 19 | First day of classes |
| February 1 | Last day to add/drop classes or change grading basis |
| February 1 | Last day to withdraw officially from the University for spring semester 2022 |
| February 1 | Last day to apply for May 2022 and August 2022 graduation with an advanced degree in SDSU WebPortal (contact College of Graduate Studies if graduation application is not available in WebPortal). |
| March 18 | NCAA Tournament – Non-Instruction Day. Campus open. |
| March 28 – April 1 | Spring Break |
| March 31 | Holiday – Cesar Chavez Day. Faculty/staff holiday. Campus closed. |
| May 5 | Last day of classes before final examinations |
| May 6 - 12 | Final examinations |
| May 13 - 15 | 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. Processes internship/applied practice schedule numbers. Posts opportunities for jobs, fieldwork internships, etc., to student list-serve. Issues key cards for office and lab keys.

Leticia Cazares
619 594-0766
lcazares@sdsu.edu

Program manager, advisor and instructor for internship/applied practice course credit (PH497/650R/650/750/850). Primary contact for credit requirements, policies and internship site approval process. Available for student advising, field site guidance and support, processing/managing Service Learning Agreements and professional development educational activities and events. Works closely with the Field Placement Coordinator to post opportunities for jobs, internships, etc., to student list-serve.

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 of status, petition for adjustment of academic requirements, etc.). Review of official forms for Graduate Advisor.

Brad Hubbard
619 594-2834
bhubbard@sdsu.edu

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

Ruby Lopez
619 594-1255
rlopez@sdsu.edu

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

Penelope J.E. Quintana
619 594-1688
phgradadvisor@sdsu.edu

SPH Associate Director for Student Affairs and Graduate Advisor for master's degree programs.

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 619 594-6317.

For faculty office locations, phone numbers and e-mail addresses, please see <http://publichealth.sdsu.edu/people/> For faculty not listed, please call 619 594-6317.

UNIVERSITY CATALOG

The current *University Catalog* can be accessed online at <https://catalog.sdsu.edu/> . Go to https://catalog.sdsu.edu/preview_entity.php?catoid=5&ent_oid=729&returnto=373 for Public Health and to <https://catalog.sdsu.edu/content.php?catoid=5&navoid=399> for general requirements for master's degrees. Information on the general requirements for doctoral degrees can be found at <https://catalog.sdsu.edu/content.php?catoid=5&navoid=400>

The importance of the *University Catalog* as a general resource and academic planning guide cannot be stressed enough. Please note that you will be responsible for following the requirements, policies, and regulations in effect at the time of your matriculation into the program in order to graduate (that is, students admitted for Fall 2021 must meet all requirements as stated in the 2021-2022 *University Catalog*). If you have difficulty interpreting the policies and requirements in the *University Catalog*, be sure to contact your Division faculty advisor or the SPH Graduate Advisor for clarification.

CHANGES

Change of Address and Phone Number

Please submit any address changes to the Admissions Coordinator by email at bholmes@sdsu.edu. 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 (bholmes@sdsu.edu) 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, and your conditions must be met before you can be considered a fully classified student. Students admitted conditionally can find their conditions in their admission letter and in WebPortal. Examples of conditions are:

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. It is your responsibility to fulfill the conditions 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).

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

GUIDELINES FOR STUDENT COMMUNICATION WITH FACULTY, STAFF, AND FIELD PLACEMENT PRECEPTORS

Channels of Communication

Students needing to resolve a matter within a course, or with a faculty member, need to complete the steps outlined below. At each step, if the matter remains unresolved, proceed to the next step on the list. After multiple attempts at resolving the matter, if you do not receive a response, please move to the next step.

Step 1. Discuss matter with the instructor of the course or the faculty member if not course related.

Step 2. Meet with your primary academic advisor to discuss the matter. Try to find a resolution before proceeding to the next step. For this and all subsequent steps, it is helpful to have access to or a printout of the communications and/or steps taken with the instructor/faculty member to date.

Step 3. Discuss matter with the Head of your Division or JDP coordinator. If the person you are trying to resolve the issue with is the Division Head, then skip to the next step.

- Division of Epidemiology and Biostatistics: Dr. Humberto Parada hparada@sdsu.edu
- Division of Environmental Health: Dr. Eunha Hoh ehoh@sdsu.edu
- Division of Health Management and Policy: Dr. Tracy Finlayson tfinlays@sdsu.edu
- Division of Health Promotion and Behavioral Science: Dr. Noe Crespo ncrespo@sdsu.edu
- Division of Undergraduate Program: Dr. Jennifer Felner phundergrad@sdsu.edu

Step 4. For graduate students getting the MPH/MS degree, if this matter is not resolved, discuss matter directly with the Associate Director for Student Affairs, Dr. Penelope (Jenny) Quintana (jquintan@sdsu.edu, Hardy Tower 104). Undergraduate and doctoral students skip this step.

Step 5. Discuss matter with the College of Health and Human Services Assistant Dean for Student Affairs, Jason Ramirez jramirez@sdsu.edu

Step 7. The final step for resolution is to see the SDSU Office of the Student Ombudsman who can advise the student regarding procedure to follow for a student grievance. http://go.sdsu.edu/student_affairs/ombudsman/Default.aspx

Sending Email to Instructors/Faculty Members/Staff/Field Placement Preceptors

Please use your SDSU gmail address when sending all email correspondence to SDSU instructors, faculty members or staff in order to limit confusion.

If you are not already a public health professional, this program marks the beginning of your professional career in public health. We expect that you will learn to communicate in a professional manner as part of your graduate education. Below are some guidelines on how to communicate via email with instructors and faculty members. Any email a student sends to instructors/faculty members should follow appropriate Internet and professional etiquette for communication. An email includes a clear subject line and an appropriate salutation. An effective email is concisely and courteously crafted. Remember that instructors/faculty members receive hundreds of emails daily and that it is easy to miss an email without meaning to. **Instructors/faculty members strive to**

respond to emails within 5 business days. Please do not assume responses over the weekend unless previously agreed to. If you do not hear back from the instructor/faculty member within about a week, please send a second email, call their office, or stop by to make an appointment.

Subject Line:

Your subject line should be clear and concise and explain what the email is about. If you are emailing about a course, include the course number in the subject line (e.g., a good subject line would be “PH 640- Final Paper”).

Salutation:

Start the email with an appropriate greeting: usually Dear Professor or Dr. “Last Name”. Do not use “Hi,” “Hey” or “Yo”, as these are considered informal in professional email communication.

Body of Email:

- Start by either reminding the instructor/faculty member who you are (or introducing yourself if you are new to the person you are emailing). Briefly introduce who you are.
- Clearly state the purpose of the email.
- If you have questions, then ask them clearly and courteously.
- Use complete words, not text language, and do not use Emojis.
- Please include your RED ID.

An effective email is:

- Clear in its intent.
- Concise (as short as possible).
- Courteous.
- Free of typos and grammatical errors.
- Sent to one person or as few people as possible. Do not overshare your email with multiple recipients. This can lead to diffusion of responsibility about who should respond to you. If necessary to include others, include them in the CC line to ensure they understand that no action is required on their part.

Close of email:

End your message with a professional closing like “Sincerely,” “Best,” or “Thank you” followed by your first and last name and your major/degree/year in the SPH. This is a good place to include your RED ID# if not included in the body of the text.

More information:

<https://its.sdsu.edu/learning-management-system/student-netiquette/>

STUDENT MAIL FOLDERS

SPH-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. *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 is dedicated to the following: empowering students with disabilities, ensuring they have access to appropriate support and services, and minimizing academic and physical barriers in order to promote retention and graduation. The center is responsible for providing academic accommodations for students with disabilities including, but not limited to, attention deficit disorder, deaf and hard-of-hearing, learning disabilities, physical and chronic disabilities, psychological disabilities, and visual impairments.

Services and accommodations may include housing, note-taking, real-time captioning, sign language interpreters, testing, and textbooks in accessible formats. At SDSU, students initiate contact with the center by providing appropriate documentation in order to determine eligibility.

In addition, the center has the high tech center, which offers computer workstations with assistive technology, hardware, and software. For students who may need additional support through academic coaching, peer mentoring, tutoring, and writing support, the center offers the TRiO-SSS Program, funded through a grant from the U.S. Department of Education. Internship and pre-employment services are available through Workability IV program for students who are U.S. Department of Rehabilitation students. Students with temporary disabilities may request assistance with cart service, note taking, or test taking.

For further information, please see https://newscenter.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

When at all possible, please use your SDSU email address for all school/academic related correspondence. If you have not already done so, obtain your SDSU email address. Instructions can be found at <https://it.sdsu.edu/sdsuid/student-activation.aspx>

To contact a particular professor, advisor, or faculty member, you can locate their contact information here: <https://publichealth.sdsu.edu/people/>

If you have general questions or need help finding academic or personal assistance/support, you can contact the SPH main office in several ways:

Phone: (619) 594-6317

Virtual Office Hours: Monday through Friday, 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m., <https://sdsu.zoom.us/j/92561302549#success>

Email Message via the SPH Graduate Homeroom:

<https://sdsu.instructure.com/courses/61614>

Full Internet service is available free in campus computer labs. In addition, campus-wide wireless service is available. For technical support, contact IT Support Services: <https://it.sdsu.edu/help>

CANVAS LEARNING MANAGEMENT AND COMMUNICATION SYSTEM

San Diego State University has replaced Blackboard with Canvas as the Learning Management System (LMS) for the campus.

Canvas is the primary system for managing and communicating important levels of information:

1. SPH Graduate Homeroom: School-wide announcements, updates, and job/internship opportunities, managed by the office.
2. Division-specific Homerooms: Each division (EH, EPI, HMP, HPBS) maintains their own respective homerooms to provide important information to their students; managed by the Division Head and key faculty.
3. Course Room: Most course instructors will maintain their own room to post the syllabus, assignments, materials, quizzes and grades, managed by the course instructor.

SPH Graduate Homeroom – <https://sdsu.instructure.com>

In the Spring 2021 semester, the SPH began transitioning school announcements, updates, job/internship postings and general SPH news to Canvas. The former SPH Electronic Mail List will only be used for general public information regarding School news and events.

Each fall semester, all incoming and current students are added to the SPH Graduate Homeroom immediately after the semester add/drop date. Once added, students will continue to have access unless the student has not taken classes in over a year. Therefore, even students who take a leave of absence for two semesters will have access and receive all announcements.

IMPORTANT:

- All Canvas notifications will be delivered to students' official SDSU email address, as outlined in SDSU Senate policy. A canvas student guide is here: <https://community.canvaslms.com/docs/DOC-10701>. Canvas is set up with your SDSU ID. Log in at canvas.sdsu.edu or <https://sdsu.instructure.com>
- In order to ensure timely receipt of important information and opportunities, please ensure that you have access to the SPH Graduate Homeroom and set the notification settings to receive daily or weekly alerts when announcements are posted. Students can adjust notifications and add additional communication channels via the Canvas profile settings. Here is a step-by-step guide: community.canvaslms.com/docs/DOC-10593-4212710335
- Please see <https://publichealth.sdsu.edu/mailing-lists/graduate/> for instructions on how to unsubscribe from the SPH electronic mailing list. 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 both operations. SPH staff **cannot** add or remove subscribers.
- If you don't have access to a particular Canvas room, please contact the SPH main office at (619) 594-6317.

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 Student Account Services web site <https://bfa.sdsu.edu/financial/student> .

FINANCIAL AID

Students needing financial aid should go to <https://sacd.sdsu.edu/financial-aid> 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 is usually available each year. Go to <https://sacd.sdsu.edu/financial-aid/scholarships/sdsu-aztec-scholarships> 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 STUDIES

Graduate Studies provides leadership and support to students engaged in over 100 master's, doctoral, and advanced certificate programs at San Diego State. The primary purpose is to ensure the integrity and high quality of graduate degrees and help students with timely completion of their program and graduation. Visit the Graduate Studies website at https://grad.sdsu.edu/current_grad_students to learn about university requirements or policies including Plan A thesis committee forms/approval process, graduation information and deadlines, and general Degree Evaluation information. For assistance with making changes to your Change of Status or program, your Degree Evaluation (Program of Study), Plan A/B (thesis/capstone) guidance, or general graduation requirements, contact the School of Public Health Graduate Advisor, Dr. Penelope (Jenny) Quintana. Contact your division faculty advisor for questions regarding your academic program including your division's Roadmap, schedule planning and course recommendation, Plan A/B (thesis/capstone) and internship guidance.

Contact Graduate Studies at (619) 594-5213 or gra@sdsu.edu.

Contact Dr. Penelope (Jenny) Quintana at phgradadvisor@sdsu.edu

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. Visitor parking is available in several pay parking lots.

The Red & Black Shuttle operates Monday through Friday from 5:30 p.m. to 10:00 p.m. when classes are in session for the fall and spring. The shuttle will not operate on weekends or campus holidays. For more information, see <http://bfa.sdsu.edu/campus/parkingtrans/redblack.aspx>.

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 are available to students, please see <https://bfa.sdsu.edu/campus/parkingtrans/mts> for further information. 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 619 594-6317 or email kbergmann@sdsu.edu.

ACADEMIC MATTERS

SCHEDULE ADJUSTMENT (ADD/DROP) FOR INDIVIDUAL CLASSES

Students can add and drop classes via SDSU's WebPortal 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 University Catalog 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 3 to add/drop classes for Fall 2021; February 1 to add/drop classes for Spring 2022). Also, please note that the instructor for a course has to add you to that course if you are on the waiting list. If you have not been added, please contact them and let them know that you are waiting to be added. They are not automatically notified.

ADVISING

Routine matters may be handled by the Admissions Coordinator.

You will be assigned an academic advisor when you enter the program. Your faculty advisor is your first point of contact for academic advising related to your program plan, course schedule and Plan A/B (thesis/capstone) process.

Also, each Division has its own Academic 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:

| | |
|---|-----------------|
| Environmental Health | Eunha Hoh |
| Epidemiology and Biostatistics | Humberto Parada |
| Health Management and Policy | Tracy Finlayson |
| Health Promotion and Behavioral Science | Noe Crespo |
| MSW/MPH Program | Tracy Finlayson |
| Global Campus (online programs) | Jennifer Munday |

The SPH also has one Graduate Advisor for the MPH and MS degrees. There are separate Graduate Advisors for the PhD programs (see SPH website). The SPH

MPH/MS Graduate Advisor serves as the interface between the student, the SPH, and Graduate Studies by interpreting academic policy, and can be consulted about general policy and procedure issues including changes to your program, academic and personal support resources, Plan A/B (thesis/capstone) and graduation. The Graduate Advisor has signatory authority for various official forms, such as Petition for Adjustment of Academic Requirements, Advancement to Candidacy, Change of Program, and Thesis Committee Forms. You will be referred to the Graduate Advisor when the Division Advisor or the Admissions Coordinator require additional interpretation of academic policy. The Graduate Advisor is Dr. Penelope (Jenny) Quintana.

NOTE: Electronic forms (E-forms) are now available to submit any petitions or change requests to your program. Online forms make it easier for students to submit forms and reduce processing time.

Please thoroughly review the webpage and Student User Guide for more information on E-forms and instructions: http://grad.sdsu.edu/current_grad_students/forms

If you have any questions related to the Graduate Advisor role and related policies and procedures, please contact the Graduate Advisor at phgradadvisor@sdsu.edu.

ADVANCEMENT TO CANDIDACY

To become advanced to candidacy 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 completed the core courses (Public Health 601, 602, 603, 604, and 605 for all concentrations except Health Management and Policy, where students will substitute PH 641 for PH 605, and Health Promotion and Behavioral Science, 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. For the Master of Science, you must also have an approved thesis proposal on file. Please consult the *University Catalog* for further information.

Effective Fall 2019, students are now able to track their progress toward graduation and initiate the process for Advancement to Candidacy electronically. Graduate Studies has launched a new resource for students and advisors to track progress toward graduation. **This resource is called the Degree Evaluation (or Degree Audit Report) and replaces the Program of Study (POS).** The report can be found in your WebPortal account under the “Degree Evaluation” menu item. When you click on the Degree Evaluation, your coursework and other degree requirements will be converted into a customized report. The Degree Evaluation is now your official guide for tracking

progress toward graduation. For more information see the Degree Evaluation section of this handbook.

If you have reviewed your Degree Audit Report and you believe you have met the requirements, you may submit the Advancement to Candidacy Request E-form. Your eligibility for advancement to candidacy will be reviewed by the Graduate Advisor, and you will be notified of the action taken on your request.

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, monitor their Degree Evaluation Report, reach out to the graduate advisor with any challenges or concerns, and meet other requirements in order to graduate in a timely manner.

Please thoroughly review the webpage and Student User Guide for more information on the Degree Audit Report, Advancement to Candidacy Request, and other E-forms: https://grad.sdsu.edu/current_grad_students/forms

If you have any questions, please contact the Graduate Advisor at phgradadvisor@sdsu.edu or Graduate Studies at 619 594-5213 or gra@sdsu.edu.

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 advising, both on campus and at the SPH, 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 your faculty advisor

know what you want to talk about so that they can give some thought to what you are interested in and where to start a job search.

Students may have internships at a number of excellent 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 outside 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 building your network. These efforts should be beneficial to you after you graduate and are seeking employment.

For additional resources or public health career guidance, contact the Applied Practice and Professional Development Advisor, Leticia Cazares, at lcazares@sdsu.edu or the SDSU College of Health & Human Services Career Development & Program Coordinator, Natalia Peddycoart at npeddycoart@sdsu.edu

CAREER SERVICES

Students seeking more comprehensive career counseling support, job search workshops, or information on upcoming job/internship fairs are urged to take advantage of the services available to them through Career Services, Student Services East, Room 1200 (619 594-6851), <https://sacd.sdsu.edu/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. Services include reviewing resumes and giving interview advice.

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.

Students are encouraged to register on Handshake. A centralized listing of career positions, part-time jobs, campus jobs, volunteer positions, and internships is available electronically.

Career fairs are scheduled each semester allowing students to meet employers in an informal setting. A comprehensive career fair is usually 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.

Contact the SDSU College of Health & Human Services Career Development & Program Coordinator, Natalia Peddycoart at npeddycoart@sdsu.edu .

COMPUTER ACCESS

Personal computers have become a vital tool in almost every aspect of Public Health work in all of its divisions. Computers also are 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. The SDSU Library is open 24 hours on most days of the year if you need access to a computer, <https://library.sdsu.edu/> .

SPH operates its own computer laboratory in Hardy Tower Room 222 (HT-222), one floor above the SPH office, exclusively for your use. The computers are 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/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.

ECONOMIC CRISIS RESPONSE TEAM

Are you a student in an immediate economic crisis? Did something unexpected happen, causing you to need food or housing immediately? Are you eating only once a day because you don't have enough money to buy food? Are you struggling to find a safe, stable place to live?

Resources are available to assist students experiencing an immediate food or housing crisis. Please see the website for the Economic Crisis Response Team at <https://sacd.sdsu.edu/ecrt> for further information and to request assistance, or email ecrt@sdsu.edu.

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

SDSU has an exchange agreement with UCSD. This is a great learning opportunity which allows SPH students to take elective classes at UCSD 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 UCSD Catalog, including a listing of electives, and the Academic Calendar, can be accessed at https://catalog.ucsd.edu/front/courses.html?_ga=2.106142791.551149101.1628189492-949178232.1590773115. Please note that UCSD is on a quarter system.

For issues regarding transfer of courses from UCSD, contact your faculty advisor or Dr. Penelope (Jenny) Quintana, the Graduate Advisor.

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

- 1) Obtain "Graduate Student Exchange Approval Form" from Cristina Sanchez in Graduate Studies, 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).
- 3) Student must submit a Petition for Adjustment of Academic Requirement (PAAR), which must include the specific course(s) to be taken at UCSD and transferred, and the requirement(s) the course(s) will fulfill (elective, prescribed elective, etc.). When submitting a PAAR the student should be aware they are not exceeding course transfer limits, as courses taken as part of the SDSU/UCSD exchange agreement count as elective courses and are units used towards transfer limits.
- 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 Studies 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 for academic advising related to your program plan, course schedule, Plan A/B (thesis/capstone) process and general completion 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 or on Zoom 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 she/he/they were 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 (bholmes@sdsu.edu) 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

If your course instructor uses Canvas for your class, you should be able to monitor your grades as you progress through the semester. You will be able to obtain your final grades online shortly after the end of the semester at <http://www.sdsu.edu/portal> . Consult the SDSU Academic Calendar 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 (PH 601, PH 602, PH 603, PH 604, and PH 605 for EPI and EH students; PH 601, PH 602, PH 661, PH 662, PH 604, and PH 605 for HPBS students; and PH 601, PH 602, PH 603, PH 604, and PH 641 for HMP students) 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 in your program may be repeated without special permission from Graduate Studies. 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 (this appears as an incomplete charged – IC - on your transcript). 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 \$10 and are usually transmitted directly between institutions when a student is transferring to another college. Students can visit <https://registrar.sdsu.edu/> for information about ordering official transcripts.

GRADUATION

To graduate, you must complete all the required course work and the thesis (or research project, capstone, 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! Prior to graduation an end-of-year survey is sent out from the School to all graduating students to receive feedback on the educational experience and establish a way to maintain contact post-graduation. Please complete this survey to help with our quality and our accreditation. Spring or summer graduates will continue to have access to the SPH Graduate Homeroom through the end of August.

Active students can access the application for graduation in their WebPortal accounts. Inactive students can pick up at the application for graduation from the Graduate Studies 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 *University Catalog* or CLASS SCHEDULE for these dates.

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

For more information and deadlines see the Graduate Studies office website: <https://gra.sdsu.edu/> For guidance, contact the SPH Graduate Advisor at PHgradadvisor@sdsu.edu

GLOBAL HEALTH OPPORTUNITIES

Please visit the link at <https://publichealth.sdsu.edu/student-resources/international-opportunities/> to find out about Global Health opportunities.

There are formal courses offered in countries such as Peru, Costa Rica, Columbia, Vietnam and India. Students may also participate in day programs in Tijuana, Mexico, close to San Diego. We also have formal partnerships with other Public Health programs around the world, and many faculty offer research experiences on their own projects.

APPLIED PRACTICE EXPERIENCE (INTERNSHIPS/FIELD PRACTICE)

NOTE: Please refer to the **SPH Graduate Homeroom** for further information on applied practice requirements, internship approval process, forms and guidance materials. Alternatively, some of this information can also be found on the SPH Applied Practice website. The online MPH Program and some divisions may have additional applied practice requirements; therefore, students should check their division Road Map and confirm with their assigned faculty advisor.

NOTE: Students must complete the Foundations of Public Health Module before registering for PH 650R. See *Foundations of Public Health* section in this handbook for more information.

All MPH/MS students are required to take PH 650R, a course that includes applied practice experience (APE) or internship of 120 hours (hours will increase to 130 hours for students requesting Spring 2022 credit) and approximately 30 hours in additional coursework (see below for details). The primary purpose of the APE is to provide SPH students with an integrative public health learning experience, where they have the opportunity to apply and integrate the skills and knowledge they have acquired through their coursework to real world experiences. Internships are completed in a community environment which may include, but is not limited to, hospitals, managed care organizations, government agencies, community organizations, research institutions, advocacy and policy programs, and private institutions.

IMPORTANT: Official approval must be on file with the Applied Practice Coordinator **prior** to starting an internship. Hours completed before the official approval will not count.

PREREQUISITE: Foundations of Public Health ONLINE Module

Prior to registering for an applied practice/internship course, all MPH, MS and JDP students are required to complete the Foundations of Public Health modules, a collection of online modules designed to provide students with foundational knowledge in the profession and science of public health and factors related to public health. This self-paced module via Canvas consists of five pre-recorded lectures, readings and quizzes (estimated time for all activities is approximately 10 hours).

Each Fall semester, new incoming, returning and current students will be invited (via email to your SDSU gmail address) to join the Foundations of Public Health Canvas Course. There you will be able to access all videos of pre-recorded lectures, readings and quizzes.

If you do not receive the invite or have access within a week after the fall semester add/drop date (approximately September 3 – 5), please contact Leticia Cazares at lczares@sdsu.edu .

APE Objectives and Competencies

Experiences will vary, but overall, the internship/practicum should help you achieve the following objectives:

1. Apply classroom knowledge to real world work experience by aligning internship work/duties with the SPH learning objectives and public health competencies.
2. Obtain hands-on experience in the design, development and/or implementation of a project(s) that aims to address a public health issue and results in tangible products. Examples of products include: surveys (quantitative or qualitative), focus group and interview plans/questions, GIS maps, program evaluation reports, scientific posters, policy evaluations, grant proposals, health promotion materials, marketing ads or digital content, social media or outreach plans, training/education curriculum, etc.
3. Gain public health professional and interprofessional (IPE) development experience by working and collaborating with diverse populations and groups including community members, leaders and government officials across sectors and throughout the world.
4. Develop cultural competencies and global leadership skills to meet evolving public health needs.

Field Practice Courses

1. PH 650R (3 units) – This is required for all MPH/MS students. The course consists of an internship and Interprofessional Education Experience modules:
 - Internship (also referred to as applied practice, practicum, field placement or field practice) – This involves working at least 120 hours (hours will increase to 130 hours for students requesting Spring 2022 credit) in a community/field setting on a project/program that will help the student attain MPH foundational and concentration-specific competencies necessary for a career in public health. The project/site must be approved prior to starting the internship and/or registering for this course. It must be planned, supervised, and evaluated.
 - Interprofessional Education Experience (IPE) – Consists of pre-recorded lectures, readings, quizzes. In addition, students will need to partner with a

student or professional from a different discipline to develop a presentation. Estimated time for all activities is approximately 20 hours. This experience will offer the experience to work inter-professionally and gain an understanding of the roles and responsibilities of other professional disciplines (i.e., nursing, social work, etc.), communicating effectively across teams, merging professional expertise, and collaborating to improve health outcomes for our communities.

2. PH 650A or F* (3 units) – An elective course that consists of an internship only (160 hours per 3-unit elective). This is an option for Epidemiology and Health Promotion students who want additional elective units for the same PH 650R internship project or a different one within their first year of the program. A student may register for these additional units at the same site and in the same semester as PH 650R.
3. PH 750 A, D, E, or F* (3 units) – This is an elective course that consists of an internship only (160 hours per 3-unit elective). Usually this is taken after PH 650R and/or PH 650 A or F and should include more advanced skill application.

*PH 650/750 Course Letters: A = Epidemiology students; D = Environmental Health students; E = Health Management and Policy students; F = Health Promotion and Behavioral Sciences students.

IMPORTANT: You are allowed up to 12 units TOTAL to go towards your degree. For example: PH 650R (3 units) + PH 650F (3 units) + PH 750F (6 units). The project/site must be approved **prior** to starting the internship and/or registering for this course.

NOTE:

- Students currently working in a public health field may request PH 650R/750 credit for a paid job or internship. Students must petition for credit with the SPH Applied Practice Advisor. Approval is based on an agreed re-assignment of duties/responsibilities outside of currently-assigned duties for the duration of the internship.
- All courses are managed via the Canvas learning management system. All registered students will have access to the canvas room for their respective course credit. A syllabus, forms, and assignments will be available.
- Students registering for PH 650R will need to complete an Internship Agreement that includes identifying the Public Health Competencies and Products they will achieve/develop by the end of their internship. This is due within two weeks of starting the internship.

Planning for PH 650R (Required) and PH 750

Students should typically complete a minimum of 15 required units and/or 2 semesters of her/his program prior to starting an internship. Due to accreditation requirements and expectations, all students must complete the online coursework in

Foundations of Public Health prior to starting an internship (see Foundations of Public Health and Interprofessional Education section in this Handbook for more information). Students should complete the online coursework within their first semester.

Careful attention and sufficient time should be invested in selecting the right field placement 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 sent through the SPH Graduate Homeroom on Canvas. In addition, a repository of job and internship listings are available on the SPH Job/Internship Hub. You may also find internships through consulting faculty in your department and asking second-year students. Going to professional or collaborative meetings in your field as a student member is also very helpful in networking. Another great resource is the Handshake internship/job database accessible through the SDSU Career Services: <https://sdsu.joinhandshake.com/login>

For guidance, steps on obtaining approval and registering for these courses see Applied Practice Registration Process on Canvas.

For additional questions, contact the Applied Practice Coordinator, Leticia Cazares, lcazares@sdsu.edu.

FOUNDATIONS OF PUBLIC HEALTH AND INTERPROFESSIONAL EDUCATION (IPE)

Per the Council on Education for Public Health (CEPH) requirements, all graduate students (MPH, MS, and JDP) must complete foundational training in one or both of the following areas prior to graduation:

1. Foundations of Public Health (MPH required to complete prior to PH 650R; MS and JDP students required to complete for candidacy) – An online module designed to provide students with foundational knowledge in the profession and science of public health and factors related to public health. Includes self-paced lectures, readings, and quizzes. Estimated time for all activities is approximately 10 hours. This module will be administered via the Canvas learning management system.

IMPORTANT: This module must be completed prior to registering for PH 650R. Because the online courses represent foundational knowledge and skills, as well as serve as a for degree milestones, we recommend that students complete the online modules within their first semester.

2. Interprofessional Education Experience (IPE) – Only MPH students are required to complete for candidacy. The IPE course is an online module designed to offer the experience of working across disciplines (i.e., social work, nursing, etc.) and communicating effectively across teams, merging professional expertise, and

collaborating to improve health outcomes for our communities. The module consists of pre-recorded lectures, readings, quizzes. Students will need to partner with a student or professional from a different discipline to develop a presentation. Estimated time for all activities is approximately 20 hours. This module will be administered via the Canvas learning management system.

NOTE: The Interprofessional Development module must be completed as part of the PH 650R course.

IMPORTANT: For MS and MPH students who enrolled prior to 2021, failure to complete the online coursework can delay graduation. For JDP students, policies described above are effective as of the Fall 2021 cohort.

Students may waive the foundations requirement if they received a CEPH-accredited bachelor's degree in public health or MPH degree since 2018. Please contact the Applied Practice Coordinator (MPH and MS students), Leticia Cazares (lcazares@sdsu.edu), or SDSU JDP Coordinator (JDP students), Brad Hubbard (bhubbard@sdsu.edu), for details about the waiver process.

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 Advisor and the Dean of Graduate Studies 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) (you must be a graduate student). ILL orders are placed online and require a separate account and password. Computer and Internet access, plus computer accounts and server space are also available in the Library through the Student Computer Labs. At least 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 Public Health Librarian is Margaret Henderson, margaret.henderson@sdsu.edu, 619 594-0996.

DEGREE EVALUATION (FORMERLY PROGRAM OF STUDY)

The College of Graduate Studies has launched a new electronic resource for students and advisors to track progress toward graduation. This resource is called the Degree Evaluation (or Degree Audit Report). The report can be found in your WebPortal account under the “Degree Evaluation” menu item. When you click on the Degree Evaluation, your coursework and other degree requirements will be converted into a customized report. This tool replaces the “POS Review” tool that was previously used in WebPortal. The Degree Evaluation is now your official guide for tracking progress toward graduation. It is highly recommended that students review their progress frequently, especially after grades post to make sure that all courses are being applied appropriately and grades are correct. The College of Graduate Studies uses this system to send out notices and make determinations about advancement to candidacy and graduation. Certain changes can be made using E-forms: https://grad.sdsu.edu/current_grad_students/forms; however, it is recommended that you first consult with the Graduate Advisor or the Graduate Studies office.

With this new online tracking system along with the new E-forms, students are able to initiate the Advancement to Candidacy process in a more timely and efficient way. Once the Degree Evaluation Report indicates that all requirements have been fulfilled, students may submit the online Advancement to Candidacy Request. Your request will be forwarded to the graduate advisor, who will make a recommendation and return it to Graduate Studies. You will be notified of the decision on your Advancement to Candidacy Request. Important: students must be advanced in the semester **prior to** the semester they wish to graduate. Students must meet with their faculty advisor to review their Degree Audit Report each semester and prior to graduation to ensure they meet all requirements.

For more information, see the Graduate Studies webpage on the Degree Evaluation which includes a guide for accessing and navigating the Degree Evaluation in WebPortal: https://grad.sdsu.edu/current_grad_students/degree_completion

NOTE: Any exceptions to degree requirements stated in the *University Catalog* must be requested by submitting a Petition for Adjustment of Academic Requirements, which is now electronic https://grad.sdsu.edu/current_grad_students/forms. For more information, please refer to the Student E-Forms User Guide: https://grad.sdsu.edu/grad_advisors/eForm_Student_Guide.pdf

If you have any questions, please contact the graduate advisor at phgradadvisor@sdsu.edu or Graduate Studies at 619 594-5213 or gra@sdsu.edu.

CHANGES

Electronic forms (E-forms) are now available to submit any petitions or change requests to your program. For forms without the 'Submit Electronically' option, please download and complete the PDF version of the form. Online forms will make it easier for students to submit forms and reduce processing time.

Please thoroughly review the webpage and Student User Guide for more information and instructions: http://grad.sdsu.edu/current_grad_students/forms .

If you have any questions, please contact your graduate advisor at phgradadvisor@sdsu.edu or Graduate Affairs at 619 594-5213 or gra@sdsu.edu .

READERS FOR COURSES

Some courses use readers of collected articles and other materials selected by the instructor, rather than or in addition to textbooks. 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 PH 897 and PH 898.)

INTEGRATED LEARNING EXPERIENCE (ILE)

THESIS (Plan A)

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. be advanced to candidacy; and
3. enroll before the end of the Add/Drop period of the semester you will file your thesis.

Once the first two criteria have been met, you can submit the Thesis Committee Approval Form https://grad.sdsu.edu/current_grad_students/forms and obtain the schedule number for enrolling in thesis from the Graduate Studies 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). 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 Studies' 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 forms for the Human Research Protection Program, which is located on the third floor of the Gateway Center building (619 594-6622), https://research.sdsu.edu/research_affairs/human_subjects .

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/ThesisandDissertation.aspx>. In addition, the prescribed bibliographic format for theses in Public Health is APA 7th ed. (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.

PLAN B ILE (PH 798; sometimes PH 797)

Students are required to sign up for Plan B supervision units (PH 798, or PH 797 for HMP) with the Chair and Plan B committee member(s), if any, in consultation with the Chair during the semester in which they are graduating. Registration is through the SPH website <https://publichealth.sdsu.edu/student-resources/field-practice-research-special-studies/>. The add code is sent by the School of Public Health after the application has been accepted.

The Integrative Learning Experience options for Plan B vary by Division in the SPH. For example, a Plan B product could be a capstone project or a scientific manuscript in Epidemiology. A Plan B could be a scientific manuscript, systematic review, or capstone project in Health Promotion and Behavioral Science. A Plan B could be a scientific manuscript, comprehensive exam and literature review, or capstone project in Health Management and Policy. Supervision of and signatures required for the Plan B also vary by Division but typically involve a chair and a committee member. Students must also apply to graduate through WebPortal https://sunspot.sdsu.edu/pls/webapp/web_menu.login and pay the fee.

The deadline for Plan B final approval/completion of all requirements is typically the first week of May (dates can be found at https://registrar.sdsu.edu/calendars/academic_calendars and https://grad.sdsu.edu/current_grad_students). Dates that your Plan B product final draft is due to your Plan B chair are decided by the department/chair. In general, please allow several weeks turnaround time per draft. The student must pass the Plan B by having the final product approved by this date and all other requirements completed. The student must supply the accepted Plan B product to the Chair for upload. The Chair will upload the Plan B and inform Brenda Fass-Holmes through the Google Form used for this purpose and confirm that the student has completed all Plan

B requirements by the due date for the semester. The student grade for the supervision units (PH 798 or PH 797) will be CR.

*Students: Please note that for your chair/supervisor to turn in your Plan B passing notice, they will need the following (email to your chair/supervisor OK): **your Red ID, your SDSU ID (email), your degree and concentration, the title of your Plan B, a file copy of the Plan B product in MS word or .pdf, the file name, and the date that you were approved.**

If the deadline for Plan B final approval/completion of all requirements is missed (dates can be found at https://registrar.sdsu.edu/calendars/academic_calendars and https://grad.sdsu.edu/current_grad_students), then the student will receive a grade of No Credit (NC) or Report of Progress (RP). A No Credit grade is given when the student has failed to make sufficient progress towards the Plan B, will need significant supervision to finish the Plan B, and did not meet Chair expectations (for example, the student was not able to present on the Capstone presentation date). For a No Credit grade, the student will have to enroll in PH 798 / PH 797 again in a future semester in order to graduate. An RP grade is typically given when the product is substantially complete and needs only minor revisions. In order to graduate after a RP grade is received, the grade(s) must be changed to CR by the chair or supervising faculty member.

If the student turns in the approved Plan B product to the Chair after the Plan B deadline above, but before the last day of the semester, if division guidelines allow this (typically near May 19 in Spring, dates for each semester can be found at https://registrar.sdsu.edu/calendars/academic_calendars), then the Chair will inform Brenda Fass-Holmes through the Google Forms that the student passed Plan B. In this case, the student will be eligible to graduate in summer if the student has met other requirements, such as applying for graduation, but will not need to enroll in any units or pay a fee or tuition. The grade will remain as RP until the Chair and committee member(s) have had a chance to change the grade. This must occur before the beginning of August for summer graduation so the student should remind them and check if this is done.

If the student misses the deadline of the last day of the semester to turn in the approved Plan B product, then the grade will be NC or RP on supervision units (PH 798 or PH 797). If RP, this will need to be changed to CR grade before the student can graduate. If the deadline is missed, the student must work with the Chair and committee member(s) to develop a plan to complete the Plan B product (please see form called **Plan for Completion of Plan B Integrated Learning Experience**). Please note that the faculty are not paid in the summer or over winter break. Therefore, the student cannot assume that they will be available to supervise the Plan B product after the semester in which they agreed to serve. Student must check with all committee members about their availability and willingness to serve and meet with student as part of any completion plan. The student must report progress to date, barriers to timely completion in the past, and planned completion semester and year and plans for

completion by that time, and the form must be signed by the Chair of the Plan B. The Chair will send a copy of the form to Brenda Fass-Holmes for placement in the student's file. The Plan should be submitted and approved before the end of the semester in which the student did not graduate, and at latest prior to the end of the add period for the semester in which the student plans to graduate. If graduation is not achieved, then a new form must be submitted for each potential semester of graduation.

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 <https://sacd.sdsu.edu/student-health-services> 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 <https://sacd.sdsu.edu/cps>.

ECONOMIC CRISIS RESPONSE TEAM

Resources are available to assist students experiencing an immediate food or housing crisis. Please see the website for the Economic Crisis Response Team at <https://sacd.sdsu.edu/ecrt> for further information and to request assistance, or email ecrt@sdsu.edu.

HEALTH INSURANCE

Life without health insurance carries serious risk to your health, wellness, and personal finances. To ensure that all graduate students carry adequate health coverage, San Diego State University has introduced the comprehensive Graduate Student Insurance Program (GSHIP). GSHIP expands your coverage options to include an excellent health

insurance plan the university has contracted with the insurance carrier Anthem, designed and priced for our graduate student population.

The federal Affordable Care Act (ACA) requires taxpayers and their dependents to carry health insurance. In California, those who have not obtained health insurance must pay a \$750 tax penalty. Beginning with the Fall 2021 semester, all SDSU graduate students will be required to provide proof of ACA-compliant health insurance coverage. Students with existing health insurance through an employer, family member, or any other source are required only to provide evidence of coverage once per year.

Dedicated SDSU staff are available to counsel students without health care coverage (or temporarily between plans), and provide advice on selecting among a range of health insurance options. Those struggling to afford any of the available options may be eligible for financial support from SDSU [ECRT](#).

For more information, please see https://grad.sdsu.edu/current_grad_students/gship.

IMMUNIZATIONS

Entering students are required to present proof of immunizations to Student Health Services at San Diego State University by the first day of their first semester at SDSU. Please see <https://sacd.sdsu.edu/student-health-services/immunizations> for up-to-date information on immunization requirements.

If you have questions about the immunization requirements, call 619-594-4325 or email immunizations@sdsu.edu.

SDSU SMOKE FREE POLICY

SDSU is a completely smoke-free campus. Smoking, including smoking non-nicotine products, vaping, or smokeless tobacco product use, is not permitted in or outside any buildings, including Viejas arena and auxiliary buildings, or anywhere on campus property, including in parking areas.

Visit <https://smokefree.sdsu.edu/> 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 by those 21 years of age or older is permitted at designated campus locations and events only with prior approval of the Vice President for Student Affairs.

On campus property, and in surrounding neighborhoods, the sale, distribution, knowing possession, and use of dangerous drugs or narcotics are prohibited. Students are also forbidden by State and Federal laws to sell, distribute, possess, or use those drugs. SDSU does not permit the possession or use of marijuana even with a medical recommendation.

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 University 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

Channels of Communication

Students needing to resolve a matter within a course, or with a faculty member, need to complete the steps outlined below. At each step, if the matter remains unresolved, proceed to the next step on the list. After multiple attempts at resolving the matter, if you do not receive a response, please move to the next step.

Step 1. Discuss matter with the instructor of the course or the faculty member if not course-related.

Step 2. Meet with your primary academic advisor to discuss the matter. Try to find a resolution before proceeding to the next step. For this and all subsequent steps, it is helpful to have access to or a printout of the communications and/or steps taken with the instructor/faculty member to date.

Step 3. Discuss matter with the Head of your Division or JDP coordinator. If the person you are trying to resolve the issue with is the Division Head, then skip to the next step.

- Division of Epidemiology and Biostatistics: Dr. Humberto Parada hparada@sdsu.edu
- Division of Environmental Health: Dr. Eunha Hoh ehoh@sdsu.edu
- Division of Health Management and Policy: Dr. Tracy Finlayson tfinlays@sdsu.edu
- Division of Health Promotion and Behavioral Science: Dr. Noe Crespo ncrespo@sdsu.edu
- Division of Undergraduate Program: Dr. Jennifer Felner phundergrad@sdsu.edu

Step 4. For graduate students getting the MPH/MS degree, if this matter is not resolved, discuss matter directly with the Associate Director for Student Affairs, Dr. Penelope (Jenny) Quintana (jquintan@sdsu.edu, Hardy Tower 104). Undergraduate and doctoral students skip this step.

Step 5. Discuss matter with the College of Health and Human Services Assistant Dean for Student Affairs, Jason Ramirez jramirez@sdsu.edu

Step 7. The final step for resolution is to see the SDSU Office of the Student Ombudsman who can advise the student regarding procedure to follow for a student grievance. <https://sacd.sdsu.edu/student-ombudsman>

MISCONDUCT

Section 41301, Title 5, California Code of Regulations, Standards for Student Conduct

Applies to SDSU students on campus, off campus in the surrounding community, off campus at SDSU sponsored events, and online sites.

The University is committed to maintaining a safe and healthy living and learning environment for students, faculty, and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

(a) Student Responsibilities

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and contribute positively to student and university life.

(b) Unacceptable Student Behaviors

The following behavior is subject to disciplinary sanctions:

- Dishonesty, including:
 - a. Cheating, plagiarism, or other forms of academic dishonesty that are intended to gain unfair academic advantage.
 - b. Furnishing false information to a University official, faculty member, or campus office.
 - c. Forgery, alteration, or misuse of a University document, key, or identification instrument.

- d. Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
- Unauthorized entry into, presence in, use of, or misuse of University property.
 - Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
 - Participating in an activity that substantially and materially disrupts the normal operations of the University, or infringes on the rights of members of the University community.
 - Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus University related activity.
 - Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
 - Conduct that threatens or endangers the health or safety of any person within or related to the University community, including physical abuse, threats, intimidation, harassment, or sexual misconduct.
 - Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:
“Hazing” includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term “hazing” does not include customary athletic events or other similar contests or competitions.
A group of students acting together may be considered a ‘student organization’ for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
 - Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, (except as expressly permitted by law and University regulations) or the misuse of legal pharmaceutical drugs.
 - Use, possession, manufacture, or distribution of alcoholic beverages (except as expressly permitted by law and University regulations), or public intoxication while on campus or at a University related activity.

- Theft of property or services from the University community, or misappropriation of University resources.
- Unauthorized destruction or damage to University property or other property in the University community.
- Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals (without the prior authorization of the campus president) on campus or at a University related activity.
- Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
- Misuse of computer facilities or resources, including:
 - a. Unauthorized entry into a file, for any purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another's identification or password.
 - d. Use of computing facilities, campus network, or other resources to interfere with the work of another member of the University Community.
 - e. Use of computing facilities and resources to send obscene or intimidating and abusive messages.
 - f. Use of computing facilities and resources to interfere with normal University operations.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Violation of a campus computer use policy.
- Violation of any published University policy, rule, regulation or presidential order.
- Failure to comply with directions of, or interference with, any University official or any public safety officer while acting in the performance of his/her duties.
- Any act chargeable as a violation of a federal, state, or local law that poses a substantial threat to the safety or well-being of members of the University community, to property within the University community or poses a significant threat of disruption or interference with University operations.
- Violation of the Student Conduct Procedures, including:
 - a. Falsification, distortion, or misrepresentation of information related to a student discipline matter.
 - b. Disruption or interference with the orderly progress of a student discipline proceeding.
 - c. Initiation of a student discipline proceeding in bad faith.
 - d. Attempting to discourage another from participating in the student discipline matter.

- e. Attempting to influence the impartiality of any participant in a student discipline matter.
- f. Verbal or physical harassment or intimidation of any participant in a student discipline matter.
- g. Failure to comply with the sanction(s) imposed under a student discipline proceeding.
- h. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

(Students residing in university Residence Halls are responsible for additional and contractual community standards as published in the Student Housing License Agreement)

(c) Application of this Code

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from school while a disciplinary matter is pending. Conduct that threatens the safety or security of the campus community, or substantially disrupts the functions or operation of the University is within the jurisdiction of this Article regardless of whether it occurs on or off campus. Nothing in this Code may conflict with Education Code section 66301 that prohibits disciplinary action against students based on behavior protected by the First Amendment.

(d) Procedures for Enforcing this Code

The Chancellor shall adopt procedures to ensure students are afforded appropriate notice and an opportunity to be heard before the University imposes any sanction for a violation of the Student Conduct Code.

Source: <http://www.sa.sdsu.edu/srr/judicial/StudentConductCode.html>

NONDISCRIMINATION POLICIES

California State University does not discriminate on the basis of age, genetic information, marital status, medical condition, nationality, race or ethnicity (including color and ancestry), religion (or religious creed), and veteran or military status - as these terms are defined in CSU Executive Order 1097 - in its programs and activities, including admission and access. Federal and state laws, including Title VI of the Civil Rights Act of 1964 and the California Equity in Higher Education Act, prohibit such discrimination. CSU Executive Order 1097 Revised August 14, 2020, (or any successor policy) is the systemwide procedure for all complaints of discrimination, harassment or retaliation made by students against the CSU, a CSU employee, other CSU students or a third party.

California State University does not discriminate on the basis of disability (physical and mental) - as this term is defined in CSU Executive Order 1097 - in its programs and

activities, including admission and access. Federal and state laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, prohibit such discrimination. Students should address inquiries concerning San Diego State University's compliance with all relevant disability laws to the director of the Student Ability Success Center, Calpulli Center, Room 3101, San Diego State University, CA 92182, or call 619-594-6473 (TDD: 619-594-2929).

California State University does not discriminate on the basis of gender (or sex), gender (including transgender) identity, gender expression, or sexual orientation - as these terms are defined in CSU policy - in its programs and activities, including admission and access. Federal and state laws, including Title IX of the Education Amendments of 1972, prohibit such discrimination. The California State University is committed to providing equal opportunities to all CSU students in all campus programs, including intercollegiate athletics.

Title IX of the Education Amendments of 1972 protects all people regardless of their gender, gender identity, gender expression or sexual orientation from gender discrimination, which includes sexual harassment and violence:

- **Sex Discrimination or Gender Discrimination** means an adverse action taken against a student by the CSU, a CSU employee, or another student because of gender or sex (including sexual harassment, sexual misconduct, domestic violence, dating violence, and stalking) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); *California Education Code* §66250 et seq., and/or California Government Code §11135.
- **Sexual Harassment**, a form of sex discrimination, is unwelcome verbal, nonverbal, or physical conduct of a sexual nature that includes, but is not limited to, sexual advances, requests for sexual favors, and any other conduct of a sexual nature where:
 1. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a complainant's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the university; or
 2. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the complainant, and is in fact considered by the complainant, as limiting his or her ability to participate in or benefit from the services, activities or opportunities offered by the university; or
 3. The conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in

the shoes of the complainant, and is in fact considered by the complainant, as creating an intimidating, hostile or offensive environment.

Sexual harassment could include being forced to engage in unwanted sexual contact as a condition of membership in a student organization; being subjected to video exploitation or a campaign of sexually explicit graffiti; or frequently being exposed to unwanted images of a sexual nature in a classroom that are unrelated to the coursework.

Sexual harassment also includes acts of verbal, non-verbal or physical aggression, intimidation or hostility based on gender or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

CSU Executive Order 1097 covers unwelcome conduct of a sexual nature. While romantic, sexual, intimate, personal or social relationships between members of the university community may begin as consensual, they may evolve into situations that lead to sexual harassment or sexual misconduct, including dating or domestic violence, or stalking, subject to this policy. Claiming that the conduct was not motivated by sexual desire is not a defense to a complaint of harassment based on gender.

- **Sexual Misconduct:** All sexual activity between members of the university community must be based on affirmative consent. Engaging in any sexual activity without first obtaining affirmative consent to the specific activity is sexual misconduct, whether or not the conduct violates any civil or criminal law. Sexual activity includes, but is not limited to, kissing, touching intimate body parts, fondling, intercourse, penetration of any body part, and oral sex. It also includes any unwelcome physical acts, such as unwelcome sexual touching, sexual assault, sexual battery, rape, and dating violence. When based on gender, domestic violence or stalking also constitute sexual misconduct. Sexual misconduct may include using physical force, violence, threat or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication) to engage in sexual activity. Men as well as women can be victims of these forms of sexual misconduct. Sexual activity with a minor is never consensual when the complainant is under 18 years old, because the minor is considered incapable of giving legal consent due to age.
- **Sexual Assault** is a form of sexual misconduct and is an attempt, coupled with the ability, to commit a violent injury on the person of another because of that person's gender or sex.
- **Sexual Battery** is a form of sexual misconduct and is any willful and unlawful use of force or violence upon the person of another because of that person's gender or sex as well as touching an intimate part of another person against that person's will and for the purpose of sexual arousal, gratification, or abuse.

- **Rape** is a form of sexual misconduct and is non-consensual sexual intercourse that may also involve the use of threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Any sexual penetration, however slight, is sufficient to constitute rape. Sexual acts including intercourse are considered non-consensual when a person is incapable of giving consent because they are incapacitated from alcohol and/or drugs, is under 18 years old, or if a mental disorder or developmental or physical disability renders the person incapable of giving consent. The respondent's relationship to the person (such as family member, spouse, friend, acquaintance, or stranger) is irrelevant. (See complete definition of consent below.)
- **Acquaintance Rape** is a form of sexual misconduct committed by an individual known to the victim. This includes a person the victim may have just met; i.e., at a party, introduced through a friend, or on a social networking website. (See above for definition of rape.)
- **Affirmative Consent** means an informed, affirmative, conscious, voluntary, and mutual agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other participant(s) to engage in the sexual activity. Lack of protest or resistance does not mean consent nor does silence mean consent. Affirmative consent must be voluntary, and given without coercion, force, threats, or intimidation.
 - The existence of a dating or social relationship between those involved, or the fact of past sexual activities between them, should never by itself be assumed to be an indicator of affirmative consent. A request for someone to use a condom or birth control does not, in and of itself, constitute affirmative consent.
 - Affirmative consent can be withdrawn or revoked. Consent to one form of sexual activity (or sexual act) does not constitute consent to other forms of sexual activity. Consent given to sexual activity on one occasion does not constitute consent on another occasion. There must always be mutual and affirmative consent to engage in sexual activity. Consent must be ongoing throughout a sexual activity and can be revoked at any time, including after penetration. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
 - A person who is incapacitated cannot give affirmative consent. A person is unable to consent when they are asleep, unconscious, or is incapacitated due to the influence of drugs, alcohol, or medication so that they could not understand the fact, nature, or extent of the sexual activity. A person is incapacitated if they lack the physical and/or mental ability to make informed, rational decisions.

- Whether an intoxicated person (as a result of using alcohol or other drugs) is incapacitated depends on the extent to which the alcohol or other drugs impact the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. A person's own intoxication or incapacitation from drugs or alcohol does not diminish that person's responsibility to obtain affirmative consent before engaging in sexual activity.
- A person with a medical or mental disability may also lack the capacity to give consent.
- Sexual activity with a minor (a person under 18 years old) is not consensual, because a minor is considered incapable of giving legal consent due to age.
- It shall not be a valid excuse that a person affirmatively consented to the sexual activity if the respondent knew or reasonably should have known that the person was unable to consent to the sexual activity under any of the following circumstances:
 - The person was asleep or unconscious;
 - The person was incapacitated due to the influence of drugs, alcohol, or medication, so that the person could not understand the fact, nature, or extent of the sexual activity;
 - The person was unable to communicate due to a mental or physical condition.
- It shall not be a valid excuse that the respondent believed that the person consented to the sexual activity under either of the following circumstances:
 - The respondent's belief in affirmative consent arose from the intoxication or recklessness of the respondent;
 - The respondent did not take reasonable steps, in the circumstances known to the respondent at the time, to ascertain whether the person affirmatively consented.
- **Consensual Relationship** means a sexual or romantic relationship between two persons who voluntarily enter into such a relationship. While sexual and/or romantic relationships between members of the university community may begin as consensual, they may evolve into situations that lead to discrimination, harassment, retaliation, sexual misconduct, dating, or domestic violence, or stalking.
 - A university employee shall not enter into a consensual relationship with a student or employee over whom they exercise direct or otherwise

significant academic, administrative, supervisory, evaluative, counseling, or extracurricular authority. In the event such a relationship already exists, each campus shall develop a procedure to reassign such authority to avoid violations of this policy.

- This prohibition does not limit the right of an employee to make a recommendation on the personnel matters concerning a family or household member where the right to make recommendations on such personnel matters is explicitly provided for in the applicable collective bargaining agreement or MPP/confidential personnel plan.
- **Domestic Violence** is abuse committed against someone who is a current or former spouse, current or former cohabitant, someone with whom the respondent has a child, someone with whom the respondent has or had a dating or engagement relationship, or a person similarly situated under California domestic or family violence law. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. It does not include roommates who do not have a romantic, intimate, or sexual relationship. Factors that may determine whether persons are cohabiting include, but are not limited to (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as spouses, (5) the continuity of the relationship, and (6) the length of the relationship. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress, or injury.
- **Dating Violence** is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met; i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.
- **Stalking** means engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to fear for their or others’ safety, or to suffer substantial emotional distress. For purposes of this definition:
 - Course of conduct means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property;

- Reasonable person means a reasonable person under similar circumstances and with the same protected status(es) as the complainant;
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- See further information in San Diego State University's sexual violence prevention and education statement, Title IX Notice of Nondiscrimination (which includes facts and myths about sexual violence), and Victim's Rights and Options Notice, at http://oerc.sdsu.edu/Title_IX_Notice.html.

Whom to Contact If You Have Complaints, Questions, or Concerns

Title IX requires the university to designate a Title IX coordinator to monitor and oversee Title IX compliance. The campus Title IX coordinator is available to explain and discuss the university's complaint process, including the investigation and hearing process; the availability of reasonable supportive measures (both on and off campus regardless of whether the person chooses to report the conduct); the right to file a criminal complaint (for example, in cases of sexual misconduct); how confidentiality is handled; other related matters. **If you are in the midst of an emergency, call the police immediately by dialing 9-1-1.**

SDSU Title IX Coordinator

Jessica Rentto, jrentto@sdsu.edu
Administration, Room 320
619-594-6017

SDSU Deputy Title IX Coordinator

Dr. Lee Mintz, lmintz@sdsu.edu
Student Services West, Room 1604
619-594-3069

SDSU Police Department

police@sdsu.edu
5350 55th Street
619-594-1991

U.S. Department of Education, Office for Civil Rights (OCR)

800-421-3481 (main office), or 415-486-5555 (California office), or
800-877-8339 (TDD) or ocr@ed.gov (main office), or
ocr.sanfrancisco@ed.gov (California office)

CHEATING AND PLAGIARISM

Institutions of higher education are founded to impart knowledge, seek truth, and encourage one's development for the good of society. University students shall thus be intellectually and morally obliged to pursue studies with honesty and integrity. In preparing and submitting materials for academic courses and in taking examinations, a student shall not yield to cheating or plagiarism, which not only violate academic standards but also make the offender liable to penalties explicit in Section 41301 of Title 5, *California Code of Regulations* as follows:

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 that must be campus related.

Cheating

Cheating is defined as the act of obtaining, or attempting to obtain, credit for academic work by the use of dishonest, deceptive, or fraudulent means. Examples of cheating include, but are not limited to:

- a. copying, in part or in whole, from another's test or other examination;
- b. discussing answers or ideas relating to the answers on a test or other examination without the permission of the instructor;
- c. obtaining copies of a test, an examination, or other course material without the permission of the instructor;
- d. using notes, cheat sheets, or other devices considered inappropriate under the prescribed testing condition;
- e. collaborating with another or others in work to be presented without the permission of the instructor;
- f. falsifying records, laboratory work, or other course data;
- g. submitting work previously presented in another course, if contrary to the rules of the course;
- h. altering or interfering with the grading procedures;
- i. plagiarizing, as defined; and
- j. knowingly and intentionally assisting another student in any of the above.

Plagiarism

Plagiarism is defined as the act of incorporating ideas, words, or specific substance of another, whether purchased, borrowed, or otherwise obtained, and submitting same to the university as one's own work to fulfill academic requirements without giving credit to the appropriate source. Plagiarism shall include but not be limited to:

- a. submitting work, either in part or in whole, completed by another;
- b. omitting citations for ideas, statements, facts, or conclusions that belong to another;
- c. omitting quotation marks when quoting directly from another, whether it be a paragraph, sentence, or part thereof;
- d. close and lengthy paraphrasing of the writings of another;
- e. submitting another person's artistic works, such as drawings, musical compositions, paintings, photographs, or sculptures; and
- f. submitting as one's own work papers purchased from research companies.

Disciplinary Action

Cheating and plagiarism in connection with an academic program at the university may warrant two separate and distinct courses of action that may be applied concurrently in response to a violation of this policy: (a) academic sanctions, such as grade modifications; and (b) disciplinary sanctions, such as probation, suspension, or expulsion.

Academic sanctions are concerned with the student's grades and are the responsibility of the instructor involved. Disciplinary sanctions are concerned with the student's records and status on campus and shall be the responsibility of the university president or designated representative. The Director of the Center for Student Rights and Responsibilities shall be the president's representative in matters of student discipline.

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 *University Catalog*).

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 Studies to review the case to date; and may also result in the Assistant Dean of Graduate Studies 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 Studies 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 Studies and, if the Dean of Graduate Studies concurs, she/he will authorize the dismissal. This ends all appeals of the student within Graduate Studies. The student may wish to avail themselves of the Ombudsman's office for further advice.

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 Sahar Nafez-Sabzwari. 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. Contact Dr. Brandy Lipton blipton@sdsu.edu for more information on ACHE/SOHL.

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!