



SAN DIEGO STATE  
UNIVERSITY

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School of Public Health

**2023-2024**

**MASTER'S DEGREE  
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 and division head.

*Eyal Oren, PhD, MS*  
*Director*  
*School of Public Health*

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## ***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 2023-2024 are as follows:

#### Fall Semester

August 21	First day of classes
September 1	Last day to add/drop classes or change grading basis
September 1	Last day to officially withdraw from the university without penalty fee for fall semester 2023. Withdrawal requests after September 1 are accepted by petition only.
September 1	Last day to apply for December 2023 graduation with an advanced degree in my.SDSU (contact College of Graduate Studies if graduation application is not available in my.SDSU).
September 4	Holiday - Labor Day. Faculty/staff holiday. Campus closed.
November 10	Holiday - Veteran's Day Observed. Faculty/staff holiday. Campus closed.
November 22	No classes. Campus open.
November 23 - 24	Holiday - Thanksgiving break. Faculty/staff holiday. Campus closed.
December 11	Last day of classes before final examinations
December 12 - 18	Final examinations
December 21 - 26	Holiday - Winter break. Faculty/staff holiday. Campus closed.

#### Spring Semester

January 1	Holiday - New Year's Day. Faculty/staff holiday. Campus closed.
January 15	Holiday - Martin Luther King, Jr. Day. Faculty/staff holiday. Campus closed.

January 17	First day of classes
January 30	Last day to add/drop classes or change grading basis
January 30	Last day to withdraw officially from the University for spring semester 2024
January 30	Last day to apply for May 2024 and August 2024 graduation with an advanced degree in my.SDSU (contact College of Graduate Studies if graduation application is not available in my.SDSU).
April 1 - 5	Spring Break
April 1	Holiday – Cesar Chavez Day. Faculty/staff holiday. Campus closed.
May 2	Last day of classes before final examinations
May 3 - 9	Final examinations
May 10 - 12	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.

Geysil Arroyo,MPH  
gvarroyo@sdsu.edu

Contact for internship/field practice including questions about policies, prerequisites, approval process, and course credit requirements. Serves as primary Internship Coordinator, advisor, and instructor for BSPH internship/applied practice (PH 497) and MPH/JDP internship/applied practice (PH 650R/650/750/850). Available for student advising, internship site guidance and support, processing/managing Service Learning Agreements.

Briana Cartmill  
619 594-1255  
bcartmill@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.

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.)

Mandi Graham  
619 594-2393  
mlgraham@sdsu.edu

General administrative support to the SPH Joint Doctoral and Master's programs. Point of contact of ISA and SA appointments, keys, reserving rooms on campus, and web updates.

Brad Hubbard  
619 594-2834  
bhubbard@sdsu.edu

Accreditation and Assessment Analyst, provides support for all School-related accreditation and assessment requirements.

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

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

Demetrics (Demi) Reeves  
619 594-3348  
dreeves2@sdsu.edu

Administrative Support Coordinator. Develops and oversees budget planning and processes, Field Practice support, faculty and staff travel liaison, and other critical tasks. Student travel liaison for IRA funds and liaison to student organizations regarding expenditures.

Kayo Watanabe  
619 594-2745  
[kwatanabe@sdsu.edu](mailto: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=9&ent\\_oid=1628&returnto=777](https://catalog.sdsu.edu/preview_entity.php?catoid=9&ent_oid=1628&returnto=777) for Public Health and to <https://catalog.sdsu.edu/content.php?catoid=9&navoid=803> 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=9&navoid=804>

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 2023 must meet all requirements as stated in the 2023-2024 *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 remember to submit any address and/or telephone number changes via my.SDSU.

### 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 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 <https://my.SDSU.edu> . 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 or lecturer (not course related), must 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 or preceptor if internship-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.

- Undergraduate students should contact their advisor(s) at the following email address: phundergrad@sdsu.edu
- Graduate students should contact their advisor directly.

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

- Division of Epidemiology and Biostatistics: Dr. Tianying Wu, [tianying.wu@sdsu.edu](mailto:tianying.wu@sdsu.edu)
- Division of Environmental Health: Dr. Paula Stigler Granados, [pstiglergranados@sdsu.edu](mailto:pstiglergranados@sdsu.edu)
- Division of Health Management and Policy: Dr. Carleen Stoskopf, [stoskopf@sdsu.edu](mailto:stoskopf@sdsu.edu)
- Division of Health Promotion and Behavioral Science: Dr. Emily Schmied, [eschmied@sdsu.edu](mailto:eschmied@sdsu.edu)
- Division of Undergraduate Programs: Dr. Jennifer Felner, [jfelner@sdsu.edu](mailto:jfelner@sdsu.edu)

*Joint Doctoral Program in Public Health Co-Directors*

- Epidemiology Track Co-Director: Dr. Shira Goldenberg, [sgoldenberg@sdsu.edu](mailto:sgoldenberg@sdsu.edu)
- Health Behavior Track Co-Director: Dr. Heather L. Corliss, [hcorliss@sdsu.edu](mailto:hcorliss@sdsu.edu)
- Global Health Track Co-Director: Dr. Elizabeth Reed, [ereed@sdsu.edu](mailto:ereed@sdsu.edu)

Step 4. If this matter is not resolved, then discuss the matter directly with the SPH Associate Director for Student Affairs, Dr. Penelope (Jenny) Quintana ([jquintan@sdsu.edu](mailto:jquintan@sdsu.edu), Hardy Tower 104).

Step 5. If this matter is not resolved, then discuss matter with the SPH Director, Dr. Eyal Oren, [eoren@sdsu.edu](mailto:eoren@sdsu.edu).

Step 6. If this matter is not resolved, then discuss matter with the College of Health and Human Services Assistant Dean for Student Affairs: Jason Ramirez, [jramirez@sdsu.edu](mailto: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 of options, including the procedure to follow for a formal student grievance.

([http://go.sdsu.edu/student\\_affairs/ombudsman/Default.aspx](http://go.sdsu.edu/student_affairs/ombudsman/Default.aspx))

### ***Student Grievance procedures:***

Please see link below for guidance from the SDSU Office of the Student Ombudsman.

[https://newscenter.sdsu.edu/student\\_affairs/ombudsman/grievance-procedures.aspx](https://newscenter.sdsu.edu/student_affairs/ombudsman/grievance-procedures.aspx)

Guidance on Student Grievance procedures:

Students must exhaust informal levels of redress before filing a formal grievance with the Student Grievance Committee (for more information please see [Student Grievance Code](#) and [Student Grievance Committee Procedures](#)).

## ***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 undergraduate or 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 or EMPL ID.

An effective email is:

- Clear in its intent.
- Concise (as short as possible). It is fine to send more than one email if there are two different topics in your email.

- 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# / EMPL 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.

**STUDENT DISABILITY SERVICES**

Student Disability Services (SDS) 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. SDS 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 SDS by providing appropriate documentation in order to determine eligibility.

In addition, SDS 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/](https://newscenter.sdsu.edu/student_affairs/sds/). The Student Disability Services 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

Office Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m.

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 uses 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/courses/61614>

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](https://sdsu.instructure.com) 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](https://community.canvaslms.com/docs/DOC-10593-4212710335)
- Please see <https://publichealth.sdsu.edu/mailling-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**

SDSU uses a "post-pay model" for paying basic tuition and fees. This means that students will pay tuition and fees *after* they have enrolled in classes. Be sure to pay your tuition and fees by the deadline for each semester or you will be disenrolled from your classes. The deadline can be found in your student registration information or in the "Money Matters" section of the Class Schedule. Up-to-date information on tuition

and 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.

## **COLLEGE OF GRADUATE STUDIES**

The College of 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](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 MPH/MS students needing 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 College of Graduate Studies at (619) 594-5213 or [gra@sdsu.edu](mailto:gra@sdsu.edu).

Contact Dr. Penelope (Jenny) Quintana at [phgradadvisor@sdsu.edu](mailto: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 6:00 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 [publichealth@sdsu.edu](mailto:publichealth@sdsu.edu) .



# **ACADEMIC MATTERS**

## **SCHEDULE ADJUSTMENT (ADD/DROP) FOR INDIVIDUAL CLASSES**

Students can add and drop classes via <https://my.SDSU.edu> during the schedule adjustment (“add/drop”) period. You do not need permission to drop classes during the schedule adjustment period. If a class is full, you will need to add yourself to the waiting list. Please see <https://registrar.sdsu.edu/students/registration/mysdsu-registration-guide> for details on how to add your classes. Certain classes, such as PH 797, PH 798, PH 650, PH 750, and PH 799A, as well as other restricted classes, are added using a class code sent to you by your instructor (or Graduate Studies, in the case of PH 799A).

**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 1 to add/drop classes for Fall 2023; January 30 to add/drop classes for Spring 2024). 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  
Epidemiology and Biostatistics  
Health Management and Policy  
Health Promotion and Behavioral Science  
MSW/MPH Program  
Global Campus (online programs)

Dr. Paula Stigler Granados  
Dr. Tianying Wu  
Dr. Carleen Stoskopf  
Dr. Emily Schmied  
Dr. Carleen Stoskopf  
Dr. 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](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](mailto: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); and
3. 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 Public Health/MA Latin American Studies, Master of Public Health/Master of Social Work, Master of Science, and doctoral degree students must meet slightly different requirements. For the dual degrees (MPH/MA and MPH/MSW), you must also have an approved thesis proposal on file. For the Master of Science, please consult your chair. Please consult the [University Catalog](#) for further information.

Students are able to track their progress toward graduation and initiate the process for Advancement to Candidacy electronically. Graduate Studies has launched a 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 my.SDSU 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 (linked in your degree audit). 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](https://grad.sdsu.edu/current_grad_students/forms)

If you have any questions, please contact the Graduate Advisor at [phgradadvisor@sdsu.edu](mailto:phgradadvisor@sdsu.edu) or Graduate Studies at 619 594-5213 or [gra@sdsu.edu](mailto: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, Geysil Arroyo, at [gvarroyo@sdsu.edu](mailto:gvarroyo@sdsu.edu) or the SDSU College of Health & Human Services Career Development & Program Coordinator in Career Services.

## **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 in Career Services, (619 594-6851), <https://sacd.sdsu.edu/career>

## **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 do not 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.

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 from previous years 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](mailto: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](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 the Coordinator of Graduate Programs and Evaluations 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 the Coordinator of Graduate Programs and Evaluations in Graduate Studies, SSE 1410, *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 at Orientation to help you with your schedule and to answer questions. If you cannot remember the name of your advisor, ask your division head, who has a list. This advisor 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 if they are willing to be your advisor. If s/he says yes, then notify your original advisor of the change, email Brenda Fass-Holmes ([bholmes@sdsu.edu](mailto: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. Consult the SDSU Academic Calendar to determine when grades will be available. SPH staff cannot respond to requests for grades.

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) 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). You will submit an incomplete agreement through my.SDSU.edu. 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 my.SDSU.edu 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 currently cost \$15 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, which is typically the add/drop date of the semester in which you wish to graduate. 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 <https://my.SDSU.edu> 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.

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](mailto: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\* (APE)**

*\*Also known as INTERNSHIPS, PRACTICUM, or FIELD PRACTICE*

**IMPORTANT:** Please refer to the [SPH Graduate Homeroom on Canvas](#) for the most current information and updates on applied practice requirements, internship approval process, forms, and guidance materials. Alternatively, some of this information can also be found on the online internship system [SPH Connect](#). Please note we are updating the **SPH Applied Practice website**, therefore ensure you focus on reviewing information on the **SPH Graduate Homeroom on Canvas and on SPH Connect**. The online MPH Program and some divisions may have additional applied practice requirements; therefore, students should check with their Faculty Advisor or division Canvas Homeroom.

All MPH/MS students are required to take PH 650R, a course that includes an applied practice experience (APE) or internship of 130 hours and approximately 30 hours in additional coursework (see below for details). The primary purpose of the APE is to provide MPH 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 from the student's Field Site Supervisor **and** Faculty Advisor must be on file with the Applied Practice Coordinator **prior** to starting an internship and registering for a field practice course. Hours completed before the official approval will not count. All students must use the SPH Connect internship management system to submit their internship request. The details of this process are in the *APPLIED PRACTICE/ INTERNSHIPS (PH 650R/650/750/850)* Module of the SPH Graduate Homeroom on Canvas.

Foundations of Public Health asynchronous course on Canvas, is a prerequisite course for some students, see below:

**Effective Fall 2023, here is who is required to take Foundations of Public Health**

**ONLY** the following students are required to complete the Foundations of Public Health asynchronous course on Canvas before requesting to register for PH 650R and the other Field Practice Courses:

1. Continuing MPH students (Fall 2022 cohorts **and prior**)
2. MS-EPI students (Fall 2021 cohorts **and later**)
3. JDP students (Fall 2021 cohorts **and later**)

MPH and MS-EHS students starting in Fall 2023 (and later) are not required to complete the Foundations of Public Health asynchronous course and will learn this information in their required coursework.

This requirement is waived for those students who have a Bachelor's OR Master's Degree in Public Health from a [CEPH-accredited program](#) as of 2018 (such as our SDSU PH undergraduate degree). Please email Geysil Arroyo ([gvarroyo@sdsu.edu](mailto:gvarroyo@sdsu.edu)), Internship Coordinator/ Applied Practice Advisor (MPH and MS students) or Mandi Graham ([mlgraham@sdsu.edu](mailto:mlgraham@sdsu.edu)), Administrative/Doctoral Program Coordinator for details about the waiver process.

The Foundations of Public Health asynchronous course on Canvas is 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, only the students falling into one of the three categories mentioned above will be invited (via email to their SDSU Gmail address) to join the Foundations of Public Health asynchronous course on Canvas. There, you will be able to access all videos of pre-recorded lectures, readings, and quizzes.

Please email Geysil Arroyo ([gvarroyo@sdsu.edu](mailto:gvarroyo@sdsu.edu)), Internship Coordinator/ Applied Practice Advisor, if you think you fall into one of the three categories mentioned above and do not receive an invite via email or get access within a week after the Fall semester add/drop date (September 1, 2023).

### **Effective Fall 2023, here is who is not required to take Foundations of Public Health**

**MPH Students in the 2023 Cohort:** Since Foundations of Public Health is now mapped to PH 601 and 604 for MPH students, the MPH cohort that enters this Fall 2023 (and moving forward) WILL NOT need to complete the Foundations online modules because the ALL MPHs will learn this information by completing PH 601 and 604 as part of their degree plan.

**MS-EHS Students in 2023 Cohort:** Since Foundations of Public Health is now mapped to PH 601 and 604, which are required courses in the MS-EHS degree plan, the MS-EHS cohort that enters this Fall 2023 (and moving forward) WILL NOT need to complete the Foundations online modules because ALL MS-EHS students will learn this information by completing PH 601 and 604 as part of their degree plan.

### *APE Objectives*

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 Education Experience (IPE) 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 students. Per the Council on Education for Public Health (CEPH) requirements, this course consists of an (a) internship and (b) Interprofessional Education Experience (IPE) module:
  - a. Internship (also referred to as applied practice, practicum, field placement or field practice) – This involves working at least 130 hours 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.
  - b. Interprofessional Education Experience (IPE) module – 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 is an opportunity for the student 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 communities. This module will be administered via the Canvas learning management system.

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

2. PH 650A or F\* (3 units) – This is an elective course that consists of an internship only (160 hours per 3-unit elective). This is an option for Epidemiology students (PH 650A) and Health Promotion and Behavioral Sciences students (PH 650F) 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 a required course for students entering the MPH program in the Fall 2023 and later. The course consists of an internship only (160 hours per 3-unit elective). Usually this is taken after PH 650R 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:** MPH students entering Fall 2023 and later are required to take 6 units of internship (PH 650R and PH 750A, D, E, or F). Earlier students must take 3 units of PH 650R (Epidemiology and HPBS) or 6 units (PH 650R and PH 750D or E (Environmental Health and HMP)).

**Reminder:** Official approval from the student's Field Site Supervisor **and** Faculty Advisor must be on file with Geysil Arroyo ([gvarroyo@sdsu.edu](mailto:gvarroyo@sdsu.edu)), Internship Coordinator/ Applied Practice Advisor, **prior** to starting an internship and registering for a field practice course. Hours completed before the official approval will not count. However, you may start counting your hours before registering in the class (for example, if you start approved internship partway through one semester or in summer you may add it the following semester). All students must use the [SPH Connect](#) internship management system to submit their internship request. The details of this process are in the *APPLIED PRACTICE/ INTERNSHIPS (PH 650R/650/750/850)* Module of the SPH Graduate Homeroom on Canvas.

NOTE:

- Students currently working in the public health field may request PH 650R/750 credit for a paid job or internship. All students must use the SPH Connect internship management system to submit their internship request and petition for credit with Geysil Arroyo ([gvarroyo@sdsu.edu](mailto:gvarroyo@sdsu.edu)), Internship Coordinator/ Applied Practice Advisor. If the student has been employed for 1 year or more, approval is based on an agreed re-assignment of duties/responsibilities outside of currently assigned duties for the duration of the internship.
- All field practice 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 and PH 750 will need to submit their internship request via SPH Connect. This submission entails identifying the Public Health Competencies and Products (Products need to be identified only for PH 650R) the students will achieve/develop by the end of their internship.

Planning for PH 650R (required course) and PH 750 (required for Fall 2023 new students and later)

**Students should typically complete a minimum of 15 required units and/or 2 semesters of their program prior to starting an internship.**

Due to accreditation requirements and expectations, the students falling into one of the following three categories (1) Continuing MPH students – Fall 2022 cohorts and prior, (2) MS-EPI students, and (3) JDP students – Fall 2021 cohorts and later, must complete the online coursework in Foundations of Public Health prior to starting an internship.

**IMPORTANT:** Because the online coursework in Foundations of Public Health represents foundational knowledge and skills, as well as serves as a degree milestone, we recommend that students complete the online modules within their first semester. If a student falls into one of the three categories mentioned above, they should complete the online coursework in Foundations of Public Health within their first semester and prior to registering for PH 650R.

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 student's Faculty Advisor before making a final selection. Internship opportunities will be sent through the SPH Graduate Homeroom on Canvas and/or the [SPH Internship/Job Hub](#). In addition, a repository of job and internship listings are available on the SPH Job/Internship Hub. Students may also find internships through consulting faculty in their 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.

For updates, internship/job opportunities, guidance, steps on obtaining approval and registering for the Field Practice Courses see the *APPLIED PRACTICE/ INTERNSHIPS (PH 650R/650/750/850)* Module of the [SPH Graduate Homeroom on Canvas](#).

For additional questions, send an email to [SPHspecialregistration@sdsu.edu](mailto:SPHspecialregistration@sdsu.edu) or to Geysil Arroyo ([gvarroyo@sdsu.edu](mailto:gvarroyo@sdsu.edu)), Internship Coordinator/ Applied Practice Advisor.

## **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 the Registrar's Office website

[https://registrar.sdsu.edu/students/academic\\_status/leave\\_of\\_absence](https://registrar.sdsu.edu/students/academic_status/leave_of_absence). 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

[https://registrar.sdsu.edu/students/academic\\_status/leave\\_of\\_absence](https://registrar.sdsu.edu/students/academic_status/leave_of_absence).

**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](mailto:margaret.henderson@sdsu.edu), 619 594-0996.



## **DEGREE EVALUATION**

The College of Graduate Studies has launched an 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 <https://my.SDSU.edu> under the “Degree Evaluation” menu item. When you click on the Degree Evaluation to run an audit, your coursework and other degree requirements will be converted into a customized report. The Degree Evaluation/audit is 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](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 online tracking system along with the E-forms, students are able to initiate the Advancement to Candidacy process in a 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 my.SDSU: [https://grad.sdsu.edu/current\\_grad\\_students/degree\\_completion](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](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](https://grad.sdsu.edu/grad_advisors/eForm_Student_Guide.pdf)

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

## **CHANGES**

Electronic forms (E-forms) are now available to submit any petitions or change requests to your degree evaluation. 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](http://grad.sdsu.edu/current_grad_students/forms) .

If you have any questions, please contact your graduate advisor at [phgradadvisor@sdsu.edu](mailto:phgradadvisor@sdsu.edu) or Graduate Affairs at 619 594-5213 or [gra@sdsu.edu](mailto: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, see instructions here <https://registrar.sdsu.edu/students/registration> . SDSU uses a “post-pay” model for basic tuition and fees, which means you will pay tuition and fees *after* you have enrolled in classes. Be sure to pay your tuition and fees by the deadline for each semester, or you will be disenrolled from your classes.

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

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

These instructions are for supervision classes for Fall 2023 only.

For this process, you will need your **EMPL ID** and the **number of units** you will enroll in. For Special Study units not associated with your ILE, you will also need a short description of the activities. Typically for the ILE you enroll in units with our chair, and sometimes your committee; ask your chair.

The process you need to follow is:

1. Submit the [SPH Class Permissions Google request form](#)
2. Email your faculty directly to obtain a 4-digit Class Number
  - a. Use the following template for emailing faculty: "I am a [class level] student in the [XXX degree program]. I am requesting to be added to your [PH class number and name] for [#] units for Fall 2023. My

EMPL ID is [9-digit number beginning with 1]. Please send me the 4-digit Class Number so I can enroll. Thank you."

3. Once you have the Class Number, follow [the Student Specific Permissions guide](#) to search for and enroll in the class
  - a. Note: You are using a Student Specific Permission, so you will leave the General "Permission Number" blank
4. Finally, check in [my.sdsu.edu](http://my.sdsu.edu) to make sure your class is added
  - a. The last day to add a class in Fall 2023 is September 1, 2023. Since you need permission from faculty, please check on this no later than August 28th and email your faculty again if needed.

## **INTEGRATED LEARNING EXPERIENCE (ILE)**

### ***THESIS (Plan A)***

You can enroll in PH 799A (Thesis) the semester you will complete the thesis research. You must be enrolled in PH 799A or PH 799B in the semester in which you turn in the thesis. (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](https://grad.sdsu.edu/current_grad_students/forms) and obtain the schedule number for enrolling in thesis in an email or 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](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](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 be sent to [IACUC@sdsu.edu](mailto:IACUC@sdsu.edu) . More information and required forms can be obtained from the Division of Research Affairs Web site: [http://research.sdsu.edu/research\\_affairs/animal\\_care](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/sdsuthesisdissertation> . In addition, the prescribed bibliographic format for theses in Public Health is journal style for manuscript form or APA (author-year system of referencing), described in the Publication Manual of the American Psychological Association, available from the SDSU Bookstore. <https://www.montezumapublishing.com/portals/0/docs/Program%20Requirements.pdf> 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 my.SDSU.edu after following these instructions:

These instructions are for supervision classes for Fall 2023 only.

For this process, you will need your **EMPL ID** and the **number of units** you will enroll in. For Special Study units not associated with your ILE, you will also need a short description of the activities. Typically for the ILE you enroll in units with our chair, and sometimes your committee; ask your chair.

The process you need to follow is:

1. Submit the [SPH Class Permissions Google request form](#)
2. Email your faculty directly to obtain a 4-digit Class Number
  - b. Use the following template for emailing faculty: "I am a [class level] student in the [XXX degree program]. I am requesting to be added

to your [PH class number and name] for [#] units for Fall 2023. My EMPL ID is [9-digit number beginning with 1]. Please send me the 4-digit Class Number so I can enroll. Thank you."

3. Once you have the Class Number, follow [the Student Specific Permissions guide](#) to search for and enroll in the class
  - a. Note: You are using a Student Specific Permission, so you will leave the General "Permission Number" blank
4. Finally, check in [my.sdsu.edu](https://my.sdsu.edu) to make sure your class is added
  - b. The last day to add a class in Fall 2023 is September 1, 2023. Since you need permission from faculty, please check on this no later than August 28th and email your faculty again if needed.

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 their my.SDSU.edu and pay the fee. If the student does not graduate, the application will roll over and no additional fee is due.

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](https://registrar.sdsu.edu/calendars/academic_calendars) and [https://grad.sdsu.edu/current\\_grad\\_students](https://grad.sdsu.edu/current_grad_students) ) for May graduation, and early August or early December for summer and fall graduation. 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 is OK): **your EMPL 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](https://registrar.sdsu.edu/calendars/academic_calendars) and [https://grad.sdsu.edu/current\\_grad\\_students](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 (dates for each semester can be found at [https://registrar.sdsu.edu/calendars/academic\\_calendars](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](mailto:ecrt@sdsu.edu).

## ***HEALTH INSURANCE***

Life without health insurance carries serious risk to your health, wellness, and personal finances.

SDSU graduate students must have health insurance or can opt out if they have insurance through another means. Detail are given at <https://grad.sdsu.edu/current-students/insurance> . 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-students/insurance>

## ***IMMUNIZATIONS***

Entering students are required to present proof of immunizations, including the COVID-19 vaccination and booster, to Student Health Services at San Diego State University. 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](mailto: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**

Current rules for student conduct are given at <https://sacd.sdsu.edu/student-rights/student-conduct>

## **GRIEVANCES**

### ***Channels of Communication***

Students needing to resolve a matter within a course, or with a faculty member or lecturer (not course related), must 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 or preceptor if internship-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.

- Undergraduate students should contact their advisor(s) at the following email address: phundergrad@sdsu.edu
- Graduate students should contact their advisor directly.

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

- Division of Epidemiology and Biostatistics: Dr. Tianying Wu, [tianying.wu@sdsu.edu](mailto:tianying.wu@sdsu.edu)

- Division of Environmental Health: Dr. Paula Stigler Granados, pstiglergranados@sdsu.edu
- Division of Health Management and Policy: Dr. Carleen Stoskopf, stoskopf@sdsu.edu
- Division of Health Promotion and Behavioral Science: Dr. Emily Schmied, eschmied@sdsu.edu
- Division of Undergraduate Programs: Dr. Jennifer Felner, [jfelner@sdsu.edu](mailto:jfelner@sdsu.edu)

*Joint Doctoral Program in Public Health Co-Directors*

- Epidemiology Track Co-Director: Dr. Shira Goldenberg, PhD, rshaffer@sdsu.edu
- Health Behavior Track Co-Director: Dr. Heather L. Corliss, PhD, hcorliss@sdsu.edu
- Global Health Track Co-Director: Dr. Elizabeth Reed, ScD ereed@sdsu.edu

Step 4. If this matter is not resolved, then discuss the matter directly with the SPH Associate Director for Student Affairs, Dr. Penelope (Jenny) Quintana 9jquintan@sdsu.edu, Hardy Tower 104).

Step 5. If this matter is not resolved, then discuss matter with the SPH Director, Dr. Eyal Oren, eoren@sdsu.edu.

Step 6. If this matter is not resolved, then 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 of options, including the procedure to follow for a formal student grievance.

([http://go.sdsu.edu/student\\_affairs/ombudsman/Default.aspx](http://go.sdsu.edu/student_affairs/ombudsman/Default.aspx))

***Student Grievance procedures:***

Please see link below for guidance from the SDSU Office of the Student Ombudsman.

[https://newscenter.sdsu.edu/student\\_affairs/ombudsman/grievance-procedures.aspx](https://newscenter.sdsu.edu/student_affairs/ombudsman/grievance-procedures.aspx)

Guidance on Student Grievance procedures:

Students must exhaust informal levels of redress before filing a formal grievance with the Student Grievance Committee (for more information please see [Student Grievance Code](#) and [Student Grievance Committee Procedures](#)).

***MISCONDUCT***

41301, Title 5, California Code of Regulations

**(a) Campus Community Values**

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 should choose behaviors that contribute toward this end. 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) Grounds for Student Discipline**

Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

- Cheating and Plagiarism
- Computer Use Policy
- Residence Halls (Guide to Living Policies and Regulations)
- Student Organization Policies

The following are grounds upon which student discipline may be based:

1. Dishonesty, including:
  - A. (1) Cheating that is intended to gain unfair academic advantage.
  - A. (2) Plagiarism that is intended to gain unfair academic advantage.
  - A. (3) Other forms of academic dishonesty that are intended to gain unfair academic advantage.
  - B. Dishonesty, including: Furnishing false information to a University official, faculty member, or campus office.
  - C. Dishonesty, including: Forgery, alteration, or misuse of a University document, key, or identification instrument.
  - D. Dishonesty, including: Misrepresenting oneself to be an authorized agent of the University or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of University property.
3. Willful, material and substantial disruption or obstruction of a University-related activity, or any on-campus activity.
4. 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.
5. 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.

6. Disorderly, lewd, indecent, or obscene behavior at a University related activity, or directed toward a member of the University community.
7. Conduct that threatens or endangers the health or safety of any person within or related to the University community, including
  - A. physical abuse, threats, intimidation, or harassment.
  - B. sexual misconduct.
8. Hazing, or conspiracy to haze. Hazing is defined as any method of initiation or pre-initiation in to a student organization, or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university, or other educational institution in this state. (Penal Code 245.6) and in addition, any act likely to cause physical harm, personal degradation or disgrace resulting in physical or mental harm to any former, current or prospective student of any school, community college, college, university or other educational institution. The term "hazing" does not include customary athletic events or school sanctioned events. Neither the express or implied consent of a victim of hazing, nor the lack of active participation in a particular hazing incident is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
9. 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).
10. 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.
11. Theft of property or services from the University community, or misappropriation of University resources.
12. Unauthorized destruction, or damage to University property or other property in the University community.
13. 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.
14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
15. 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 resource to send obscene or intimidating and abusive messages.
  - F. Misuse of computer facilities or resources, including: 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.
16. Violation of any published University policy, rule, regulation or presidential order.
17. 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.
18. 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.
19. 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.

20. 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.

## ***NONDISCRIMINATION POLICIES***

Information on SDSU's Nondiscrimination Policy and Complaint Procedures may be accessed at

<https://catalog.sdsu.edu/content.php?catoid=9&navoid=789#nondiscrimination-policy-and-complaint-procedures>

## ***CHEATING AND PLAGIARISM***

Students should be aware of University policies on cheating and plagiarism, including disciplinary action for offenses, which can be found at <https://sacd.sdsu.edu/student-rights/academic-dishonesty/cheating-and-plagiarism>

## ***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 Sara Bageant. 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](mailto: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. Carleen Stoskopf [stoskopf@mail.sdsu.edu](mailto:stoskopf@mail.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 \$90, 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!

## **ASPPH PUBLIC HEALTH CONNECTIONS LINKED IN GROUP**

The Association of Schools and Programs of Public Health (ASPPH) is the voice of academic public health, representing schools and programs accredited by the Council on Education for Public Health (CEPH). Their new LinkedIn group provides an opportunity for public health students from ASPPH member institutions to connect and engage with one another, in addition to having a safe space to gain career guidance from ASPPH member faculty and staff. They are currently testing the group as a trial run to see if it is beneficial to public health students, as you all are the future of public health.

ASPPH welcomes you to request to [join the group](#) and to please introduce yourself and ask academic/career-related public health questions!

## **DELTA OMEGA**

Founded in 1924, Delta Omega is the honorary society for graduate studies in public health. It celebrates excellent academic achievement, devotion to public health principles and outstanding service in public health.

Since Delta Omega's establishment in 1924, the meaning and scope of public health has broadened tremendously. While it is still seriously concerned with problems of environmental sanitation and communicable disease control, public health action has come to embrace all aspects of health and disease in populations. These include the planning, organization, and support of health promotion, disease prevention, and medical care. Basic to modern public health are the social sciences as well as the natural sciences—both in the United States and internationally.

The School of Public Health at SDSU maintains its own local Delta Omega chapter, which is one chapter in the larger [National Delta Omega Organization](#). Information about our local chapter is available from Dr. Penelope (Jenny) Quintana, [jquintan@sdsu.edu](mailto:jquintan@sdsu.edu), or Dr. Eyal Oren, [eoren@sdsu.edu](mailto:eoren@sdsu.edu).