

**Michigan State University
Division of Public Health**

**Master of Public Health
Student
Handbook
Addendum**

Fall 2018

College of Human Medicine
Michigan State University
East Lansing, Michigan, USA
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**MICHIGAN STATE
UNIVERSITY**

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This addendum is intended to be used in conjunction with the official sources of information on graduate study published by Michigan State University's Graduate School and is, therefore, not a comprehensive document.

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Master of Public Health (MPH) Student Handbook Addendum

This addendum is intended to supplement Revision 10 of the *Master of Public Health Student Handbook* for students admitted to the MPH program fall semester of 2018. Students admitted fall semester of 2018 will be held to the standards discussed in this addendum in addition to the standards previously laid out in the *MPH Student Handbook*.

Responsible Conduct of Research and Scholarship (RCR) Training

Michigan State University requires each graduate student to complete the Responsible Conduct of Research and Scholarship training to be eligible for graduation.

Training in the Responsible Conduct of Research is essential in the preparation of future scholars and professionals. An understanding of the issues concerning the conduct of research in an increasingly complex world has become critical in successfully navigating the research landscape. To help prepare Michigan State University graduate students for their future scholarly work, a plan for providing the foundation of responsible conduct has been developed in coordination with the Graduate School, the Vice President for Research and Graduate Studies Office, and college associate deans for graduate education. The plan is predicated on the principles that a basic understanding of issues is necessary through didactic training and a periodic reinforcement of the principles through discussion. It is the belief that this plan will provide a foundation for all graduate students as well as others pursuing a career in research and will offer the basic information to meet most, if not all, federal agency granting requirements.

*Students who are supported by National Science Foundation (NSF), National Institutes of Health (NIH), or United States Department of Agriculture (USDA) grants may be required to complete additional specific training; they must meet the timeline and content requirements of training for that grant.

*Students engaged in research involving human subjects or animal use must complete the Michigan State University training modules for those subjects before submitting Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approvals. These modules may be completed as part of the training requirements below, or in addition to them, depending on the department/program or college plan.

RCR Training Requirements

Year One

All new graduate and graduate professional students will complete four CITI online modules within the first year of enrollment in their program: Completion of this requirement will be tracked in SABA.

- Introduction to the Responsible Conduct of Research
- Authorship
- Plagiarism
- Research Misconduct

Discussion-Based Training

All graduate and graduate professional students must complete a minimum of six hours of discussion-based training prior to receiving their degrees. These hours can be completed at any point in the graduate program, including during the first two years (e.g., as part of a course). To fulfill the discussion-based training, students may participate in the on-campus workshops offered throughout the academic year by the Graduate School or they may participate in remote teleconference sessions offered by the Master of Public Health program. The RCR Workshop Series schedule can be found on the Graduate School website, <https://grad.msu.edu/rcr>. Students may contact their advisor for more information on the MPH teleconference session schedule.

RCR Training Resources

CITI Program Login Page: <https://www.citiprogram.org/Secure/Welcome.cfm?inst=622>

SABA Training Tracking Login Page: <https://train.ora.msu.edu/Saba/Web/Main>

Professional and Behavioral Standards

This section replaces the *Professionalism Standards* section of Revision 10 of the *Master of Public Health Student Handbook*.

All MPH students are expected to exhibit the professional and behavioral standards discussed in the sections below. Any student who violates the professional or behavioral standards may subject to disciplinary action or dismissal.

Professional

Competence in knowledge and skills, professional communication, confidentiality, and withholding personal judgments are all examples of the principles of professionalism expected by the Master of Public Health program. Professionalism and professional ethics are terms that signify certain scholastic, interpersonal, and behavioral expectations. Among the characteristics included are:

- Knowledge
- Competence
- Demeanor
- Attitude
- Mannerism
- Integrity
- Morals
- Professional honesty
- Social responsibility
- Teamwork
- Timeliness

Each student is expected to conduct themselves in a professional manner and to exhibit both the principles and characteristics of a professional student at all times. While a student has an obligation to assist their fellow students in meeting the common goals of their education, the student has an equal obligation to maintain the highest standards of personal integrity.

The permanence and written nature of online postings may cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, postings on D2L and on

social networking sites are subject to the same standards of professionalism as any other personal or professional interaction and will be treated as if made in a public forum.

Behavioral

Each MPH student is expected to uphold ethical behavioral standards while enrolled in the MPH program. Behavioral standards include but are not limited to the following:

- Respectful interactions (virtually, in-person, or over the phone) with others (peers, faculty, staff, etc.)
- Respect human differences and show courtesy and compassion in all situations
- Abide by the MSU Anti-Discrimination Policy, which can be found at https://www.hr.msu.edu/policies-procedures/university-wide/ADP_policy.html
- Be honest and forthright in all interactions
- Refrain from attempting or inflicting physical harm on others
- Refrain from threatening behavior (physical, verbal, and emotional)
- Take personal responsibility for their own actions, decisions, and behavior
- Abide by local, state, and federal laws

Harassment or discrimination in any form will not be tolerated.

- Harassment includes any action (verbal, physical, or sexual) that appears to be disturbing or threatening to others.
- Discrimination includes, but is not limited to, restricting access to university facilities or participation in educational, athletic, social, cultural, or other activities on the basis of age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, weight, etc.

The MPH program retains the right to dismiss any student found to have committed acts of discrimination and/or harassment.

Affected individuals are encouraged to submit harassment or discrimination complaints to the Office of Institutional Equality by visiting, https://oie-msu-gme-advocate.symplicity.com/public_report/index.php/pid336147?.

Academic Performance Policy Update

This section replaces the *Academic Performance* section of Revision 10 of the *Master of Public Health Student Handbook*.

The following represent the minimum academic standards to maintain enrollment in the Master of Public Health program.

- A minimum grade of 3.0 is required in all courses required for the MPH degree or for a graduate certificate.

- Each student must maintain a minimum 3.0 cumulative GPA throughout their MPH coursework.
 - If a student's cumulative GPA drops below a 3.0, they will receive a notification via e-mail from the Graduate School encouraging them to meet with their MPH advisor. If their cumulative GPA drops below a 3.0 for a second semester, the student will be unable to obtain financial aid.
 - A student whose cumulative GPA has dropped below a 3.0 for the second semester in a row, and is ineligible for financial aid, may submit an Student Academic Progress (SAP) appeal request to the Office of Financial Aid, <https://www.finaid.msu.edu/sap.asp>. A Master of Public Health student may only request one SAP appeal throughout their MPH coursework. A second SAP appeal may be considered in exceptional circumstances.

A student who fails a course (earns below a 3.0)* has the opportunity to re-enroll in the course one time to obtain a passing grade. If the student does not pass the course after the second attempt, the student must request approval from their advisor to enroll in the course a third time. If the student fails the course a third time, they will be dismissed from the Master of Public Health program. If the student earns a passing grade after re-enrolling in a course, the passing grade replaces the failing grade when the student's cumulative GPA is calculated, although the failed course and grade still appear on the student's transcript.

*A student who receives a grade of a 2.0 or a 2.5 in a course the first time must contact their advisor to request re-enrollment in the course as they will not be able to re-enroll on their own.

A student who fails to meet these standards will be placed on academic probation with the possibility of dismissal from the MPH program. Students on academic probation are required to work with their MPH advisor on a plan to improve their academic performance.

Provisional Admission

A student who has been admitted to the MPH program on a provisional basis must earn a 3.0 or above in their first two core courses. The student cannot enroll in any elective course while on provisional admission. If the student fails to earn a 3.0 in one or both core courses, their admission will be rescinded. No appeals are accepted.

Academic Standards Committee

The MPH Academic Standards Committee reviews all cases regarding academic standards (probation and dismissal), dismissal appeals, and time limit waiver requests. The committee meets three times per year (at the conclusion of each semester: fall, spring, and summer).

Dismissal Policy Update

This section replaces the *Academic Performance* section of Revision 10 of the *Master of Public Health Student Handbook*.

A student can be dismissed from the Master of Public Health program when they fail to maintain the academic, professional, or behavioral standards of the program and the university. A student who has been dismissed from the MPH program cannot re-apply to the program at any point in the future or take life-long learning credits in the program's courses but is free to apply to other graduate or professional degree programs within the university.

At any point during the dismissal or appeal process, a student is permitted to reach out to the College of Human Medicine student resolution advocate or the university ombudsperson for guidance. The student is encouraged to review the *Graduate Student Rights and Responsibilities* document (<http://splife.studentlife.msu.edu/graduate-student-rights-and-responsibilities>) to familiarize themselves with their rights as a graduate student.

CHM Student Resolution Advocate: <http://studentombudsperson.chm.msu.edu/>
MSU Ombudsperson: <https://ombud.msu.edu/>

Academic, Professional, or Behavioral Dismissals

A student who has been identified as a potential dismissal will be contacted via e-mail with a dismissal warning letter. The student has the right to submit an appeal within ten business days of the date on the dismissal warning letter. All dismissal appeals are reviewed by the Academic Standards Committee which will determine continued probation or final dismissal. Committee decision letters are sent via e-mail and U.S. verified mail.

Appeal of Dismissal

A student who has been dismissed from the MPH program may pursue an appeal. An appeal may be based on the evidence of the case or perceived violations of due process. An appeal consists of a Master of Public Health Appeal form and, if necessary, any documentation supporting the appeal (e.g., medical documentation). Upon review of the appeal, further documentation may be required before a final determination is made.

Grievance

If the student feels there was a violation of due process or good faith assessment of their performance, they may file a grievance in accordance with the grievance section of this handbook.

Time-Limit Dismissal

A student who is approaching the six-year time limit is contacted by their MPH advisor via e-mail as well as traditional mail. If the student wishes to complete their MPH degree, they must contact their advisor within ten business days of the date on the letter. If no effort is made to complete the degree requirements by the time limit, the student is dismissed once the time limit expires. Time limit waiver requests are considered by the Academic Standards Committee on a case-by-case basis.