This Handbook reflects current Program information, including curricula. Information is subject to change.
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School of Health Professions
Policies and Procedures

2016 - 2017

Last updated July 1, 2016
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Welcome to the EVMS School of Health Professions! The health professions programs offered by EVMS provide training at a progressive, nationally recognized graduate institution and in clinical and community facilities throughout the Hampton Roads area. We are proud to offer a diverse mix of programs that use state-of-the-art classrooms and laboratories essential to the educational process. All programs in the School of Health Professions that are eligible have been individually accredited, and all adhere to the highest professional and ethical standards. EVMS has affiliations with many community partners, including rural and urban clinics, modern hospitals, and other health-care settings. Our faculty have advanced degrees in their area of expertise, supplemented by many years of professional experience in their respective disciplines. Our students are of the highest caliber, and consistently achieve highly competitive scores on licensing and related examinations.

I wish you the best of luck in achieving your professional and educational goals.

Sincerely,

C. Donald Combs, PhD
Vice President and Dean of the School of Health Professions
Professor of Health Professions
BACKGROUND
The EVMS School of Health Professions (SHP) provides an administrative structure for the following academic programs:

- Art Therapy and Counseling (MS)
- Biomedical Sciences (PhD)
- Biomedical Sciences (Medical Master’s) (MS), 1-year and 2-year
- Biomedical Sciences Research (MS)
- Biotechnology (MS)
- Contemporary Human Anatomy (MS)
- Graduate Program in Public Health (MPH)
- Laboratory Animal Science (MS)
- Medical and Health Professions Education (MS)
- Physician Assistant (MPA)
- Surgical Assisting (MSA)
- Pathologists’ Assistant (MS)
- Reproductive Clinical Sciences, (PhD and MS)
- Virginia Consortium Program in Clinical Psychology (PhD)

EVMS serves as the school of record for all programs shown above except Clinical Psychology; other policies and procedures may be applicable for that program based on school of record responsibilities. In addition to the policies and procedures depicted below, each program may have additional grading or other essential requirements that are communicated to students in writing at the initiation of their first semester or at other times as deemed necessary.

GRADING POLICY
This section specifies the general grading policies and procedures used by all of the health professions programs. In addition to the policies listed here, each program may have additional requirements and communicated to students in writing at the initiation of their first semester. Grades at the end of each term are assigned according to the EVMS School of Health Professions grading scale.

GRADING SCALE
All SHP programs for which EVMS serves as the school of record will use the following grading scale for those courses in which grades affect the Grade Point Average (GPA).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Grades not affecting GPA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>AU = Audit</td>
</tr>
<tr>
<td>A−</td>
<td>3.67</td>
<td>I = Incomplete</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>P = Pass</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>W = Official Withdrawal</td>
</tr>
<tr>
<td>B−</td>
<td>2.67</td>
<td>WF = Unofficial Withdrawal</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
</tbody>
</table>
A grading structure that is consistent with program or departmental guidelines will be established for each class by the instructor. These requirements, along with the goals and requirements for each course, the nature of the course content, and the methods of evaluation, are communicated to students at the initiation of each course. Programs are responsible for sending grade reports to students at the end of each term.

**Grade Point Calculation**

The grade point average is calculated by dividing the accumulated number of grade points earned by the accumulated number of credit hours attempted. Grades of “F” and repeats are included, but official withdrawals, audits, and grades on non-credit courses, non-degree credit courses, and pass/fail courses are not. If a student is required to repeat a course or receives permission from a program director to repeat a course, the grade point average will be calculated using only the repeated course grade and the corresponding point value. However, the original grade assigned for that course will remain on the transcript. Grades in courses accepted for transfer credit are not counted in the computation of grade point average.

Students must have a cumulative grade point average of 3.00 or higher for graduation. Students falling below the minimum GPA requirement may be placed on probation or suspended in accordance with procedures established below and by each program.

**Incomplete Grades**

The grade “I” indicates assigned work yet to be completed in a given course or an approved absence from the final examination. When an instructor assigns a grade of “I,” a written agreement is prepared and signed by the instructor and student that specifies the work remaining to be completed and the time frame for doing so. The work should be completed as soon as possible, but not later than the mid-point of the following grading period/semester unless special written approval is granted by the Course Director and Program Director for extraordinary circumstances. The student must petition the Course Director and the Program Director for such an extension at least two weeks before the end of the agreed upon deadline. Unless an extension has been approved by the Course Director and the Program Director, the “I” will convert to either an “F” or the grade as specified in the written agreement after the mid-point of the semester. An “I” grade may not be changed to a “W” under any circumstances.

**Withdrawals**

A student can withdraw from a course up until the mid-point of the grading period/semester and receive a W grade. Withdrawal after the midterm is not permitted without special approval by the Program Director. However, in the event of an illness or severe hardship
beyond the student's control, the student should submit a written petition for permission to withdraw from the course to the instructor and program director no later than the last day of classes. If permission is granted by the Program Director, a grade of W is recorded. If permission is not granted, then the student cannot withdraw from the class. A student who stops attending classes without withdrawing is assigned a WF grade unless the student's performance was failing, in which case a grade of F will be assigned.

**Progress Review**

Regular assessment of students and feedback to them is essential to effective teaching and learning. All possible effort should be extended to identify students whose performance is unsatisfactory and establish remedial intervention. Course instructors and program directors will regularly review the academic progress of their designated students and evaluate the overall progress of each student at the conclusion of each grading term and academic year. Each program will establish policies and procedures for completing assessments, communicating results to students, and documenting outcomes. Procedures for addressing performance deficiencies or circumstances that may prohibit students from successfully completing a program are outlined in subsequent pages in the Performance Deficiencies and Probation Procedures. Programs may have additional remediation policies and procedures and students should contact the appropriate program office or director for this information. Program Directors shall provide periodic reports to the Dean of the School of Health Professions that summarize student progress issues for their respective programs.

**Grade Appeals**

Students may appeal or seek remediation of a grade based on the policies and procedures established by the applicable program. Students who desire an appeal or seek remediation of a grade should first address the issue directly with the appropriate course instructor and follow all program specific policies and procedures. If the issue is not satisfactorily resolved with the course instructor, the student may appeal the decision to the Program Director based on program procedures. If the issue is still not resolved, the student may appeal to the Dean of the School of Health Professions.

Additional information regarding policies and procedures not listed in this Handbook, including elective, pass/fail, and audit course options and procedures for evaluating, dropping a course, and reporting of grades vary for each program and will be communicated to students at the initiation of their first semester and other times as deemed necessary.

**Satisfactory Academic Progress**

All students in the EVMS School of Health Professions are expected to attain a term Grade Point Average of at least 3.0 to be considered in good academic standing and a cumulative GPA of at least 3.0 to graduate. Students who do not meet these criteria are subject to formal warnings, probation and/or dismissal. Students who receive a warning or are placed on probation must demonstrate sufficient academic progress in the following term, as determined by the program director and faculty, to remain in the program. Students on probation who fail to demonstrate academic progress in the following term will be subject to dismissal. The Program Director
should consider the extent to which a student is performing at a level necessary to attain the knowledge, skills, and competencies required to succeed in the program, including ability to meet the cumulative GPA and other graduation requirements. All programs must review the academic progress of their students on a regular basis and at such intervals deemed appropriate but not less than once at the end of each grading term.

TRANSFER CREDITS
Transfer of credit may be allowed for course work taken at a regionally accredited institution of higher learning, such as the Southern Association of Colleges and Schools, for courses in which a grade of B (3.0) or higher was received or a passing grade was achieved in a pass/fail course. Doctoral programs may accept a maximum of 12 transfer credits, and master’s programs may accept a maximum of 9 transfer credits. Course grades obtained from another institution will not be counted in the GPA. Programs must establish and publish their criteria for accepting transfer credits as well as their policies on accepting experiential learning, advanced placement, and/or professional certificates toward curriculum requirements. It is the responsibility of each program to determine a student’s comprehension of the requisite material and to ensure that the course work and/or learning outcomes are comparable to that offered by the applicable EVMS program. EVMS assumes responsibility for the academic quality of any course work or credit recorded on the institution’s transcript.

Applicants seeking to transfer academic credits or any other type of learning experience into an EVMS program should follow program procedures, including the submission of transcripts and other detailed information such as syllabi, course descriptions, learning objectives, or other materials that will assist the program in determining equivalence of course requirements. Decisions regarding applicability of transfer courses/credits are made by the Program Director in consultation with the faculty as deemed appropriate. Transfer applicants should contact the program for special application or credential requirements. The following programs for which EVMS serves as the school of record do not accept transfer credits: Art Therapy and Counseling, Laboratory Animal Science, Physician Assistant, Medical Master’s, Surgical Assisting, and Reproductive Clinical Sciences.

ASSIGNING CREDIT HOURS
SHP programs use the calculus in the table below to assign course credit hours for all courses, on-site or asynchronous.

<table>
<thead>
<tr>
<th>Type of Course</th>
<th>Credit/Contact Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture, Seminar, Independent Study</td>
<td>1 credit = 15 contact hours</td>
</tr>
<tr>
<td>Laboratory</td>
<td>1 credit = 30 contact hours</td>
</tr>
<tr>
<td>Clinical Rotations, Internship</td>
<td>1 credit = 80 contact hours</td>
</tr>
</tbody>
</table>

Student contact hour workload equivalency for asynchronous courses shall be determined using the following calculus, with hours adjusted proportionately up or down based on the credits awarded and course length:
<table>
<thead>
<tr>
<th>Semester Format</th>
<th>Credit Hours</th>
<th>Total Hour Commitment</th>
<th>Weekly Course Time Commitment</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-week</td>
<td>3</td>
<td>135</td>
<td>8.4 hours</td>
</tr>
<tr>
<td>15-week</td>
<td>3</td>
<td>135</td>
<td>9 hours</td>
</tr>
<tr>
<td>13-week</td>
<td>3</td>
<td>135</td>
<td>10.4 hours</td>
</tr>
<tr>
<td>12-week</td>
<td>3</td>
<td>135</td>
<td>11.3 hours</td>
</tr>
<tr>
<td>10-week</td>
<td>3</td>
<td>135</td>
<td>13.5 hours</td>
</tr>
<tr>
<td>9-week</td>
<td>3</td>
<td>135</td>
<td>15 hours</td>
</tr>
<tr>
<td>8-week</td>
<td>3</td>
<td>135</td>
<td>16.9 hours</td>
</tr>
<tr>
<td>6-week</td>
<td>3</td>
<td>135</td>
<td>22.5 hours</td>
</tr>
</tbody>
</table>

**ACADEMIC AND NON-ACADEMIC DEFICIENCIES**

Procedures for addressing academic and non-academic deficiencies that may impede student progress or prohibit students from successfully completing a program are defined below, including student appeals to ensure appropriate due process. These procedures apply to programs in which EVMS is the school of record.

**Deficiencies**

Deficiencies, which may result in probation or dismissal/termination of a student, include both academic and non-academic areas. The Dean of the School of Health Professions or designee may intervene to address academic and non-academic deficiencies and may impose such remedies as are determined to be in the best interests of EVMS.

a) **Academic Deficiencies** include but are not limited to an inadequate knowledge base; a lack of information gathering ability, problem solving difficulties, poor clinical and technical skills; or errors in judgment.

b) **Non-Academic Deficiencies** include but are not limited to any action or behavior that is considered unacceptable to the training program faculty; poor professional relationships; moral and ethical values unacceptable to the profession; failure to comply with the standards of student behavior including the Code of Student Conduct set forth herein, the rules, regulations and bylaws of EVMS and/or affiliated practicum sites or the laws which govern the healing arts in the Commonwealth of Virginia; and/or a lack of abilities and talents that are necessary for the performance of expected duties for that health profession.

Each academic program has its own criteria for determining when and how to intervene on matters of academic and non-academic deficiencies. Some may require a written or verbal notification and/or warning from an instructor, advisor, or Program Director to convey concern about student performance and/or to inform the student of the risk of probation unless performance improves. In all programs, a student placed on probation will be informed in
writing and his/her performance will be monitored. The written notification must specify if termination in the educational program is a potential outcome of the probationary status. Interventions typically follow the progressive hierarchy of warning, probation, and dismissal.

Probationary status will be defined by the program’s faculty, and the terms of probation must be signed by the Program Director and the student. While on probation, the student will be provided close faculty supervision and may or may not be given credit for the time period during which the probationary status is in effect. If the probationary period is not creditable toward the required time for the educational program, an extension of training time (within timeliness for the degree) may be considered at the discretion of the program director.

If a student’s conduct compromises acceptable standards of patient care or jeopardizes the welfare of patients under his/her care, the Program Director has the option of immediately suspending the student from clinical duties until such time as an appropriate investigation of the allegations can occur. The Dean of the School of Health Professions, the Associate Dean of the School of Health Professions, the Associate Dean for Student Affairs, and the Registrar must all be notified when a student is placed on probation.

Identification and Remediation of Deficiencies
Faculty and other professional staff will promptly notify the Program Director of areas of concern regarding a student’s academic progress, professional behavior and development. Upon notification of a potential problem, the Program Director or designee will investigate the report and develop a remediation plan if warranted. The Program Director or designee will meet with the student to discuss areas of concern, including development of a remediation plan with clear goals and objectives, a specific time frame for completing the plan, and potential outcomes. The plan will be signed by the Program Director and the student. Follow up meetings will occur with the student, key program faculty, and the Program Director. Program faculty and Program Directors should use their reasonable judgment in documenting academic and non-academic student issues including remediation plans, progress reports, and supervision meetings. Written documentation is required if a student receives a warning, is placed on probation, or is dismissed from the program.

ACADEMIC AND NON-ACADEMIC GRIEVANCE AND APPEAL PROCEDURES
Students in the School of Health Professions have the right to due process involving grievances and appeals:

The student should discuss the grievance with his or her Program Director. If the grievance is not resolved, a student may file a written appeal to the Dean of the School of Health Professions within seven days of the student’s notification of the Program Director’s decision.

Upon receipt of the appeal, the Dean will notify the Registrar accordingly. The Dean or a designee will review all pertinent material and meet with the student. The Dean may convene a Grievance/Appeals Committee composed of Program Directors, faculty, students, and/or chairs of departments not directly involved in the grievance. All testimony, evidence, and
witnesses relevant to the appeal shall be made available to this committee. The student has the right to appear before the committee, present testimony and such witnesses or evidence as is deemed relevant by the committee. The student shall not have the right to be represented by counsel at these committee meetings. The Committee will submit its recommendations to the Dean after the review is completed.

The Dean will notify the student within ten days of his/her decision. The decision may include reinstatement, retention, probation, termination, suspension, special academic assignments, or other interventions deemed appropriate to the situation. The judgment of the Dean concerning the grievance shall be final and binding on all parties with the exception of recommending the termination of a student’s participation in an academic program.

In the case of termination from an academic program, the student may file a written appeal to the EVMS President/Provost within five days of the student’s notification from the Dean of the School of Health Professions. The President/Provost will review all pertinent material and notify the student within ten days of receipt of the appeal of his/her decision. The decision of the President/Provost is final.

**TUITION CHARGES IF GRADUATION REQUIREMENTS ARE NOT COMPLETED ON TIME**

Students who do not complete graduation requirements on time may be charged prevailing tuition rates if they retake a course or if a new course is necessary to finish their program of study. In general, students will not incur additional tuition charges if they complete courses or clinical rotations within approximately 90 days of the original anticipated graduation date.
Eastern Virginia Medical School – Old Dominion University

Graduate Program in Public Health Policies and Procedures

2016-2017
WELCOME

On behalf of the faculty and staff of the joint EVMS-ODU Graduate Program in Public Health, it is my pleasure to welcome you to the MPH program! You are beginning a rewarding educational experience that will prepare you for an important role in promoting and protecting the public’s health.

This Handbook provides information you need to know about the program, what you can expect from us, and what we expect from you. If you have questions not addressed in the Handbook, please contact the Program office by phone or e-mail. We will find an answer for you. We are also here to assist you if you have problems, whether personal or academic, which affect your success in the Program. Please do not hesitate to contact us.

Your successful matriculation through this program requires adherence to the policies, procedures, and regulations stipulated by the MPH Program and EVMS. As important as these resources are, however, they do not substitute for regular contact with your Academic Advisor.

Your success is our passion!

Brian C. Martin, Ph.D., MBA
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Graduate Program in Public Health
Assistant Dean, Admissions and Enrollment
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Associate Chair, School of Community & Environmental Health
Old Dominion University
dshumn@odu.edu
BRIEF PROGRAM HISTORY

The Program is a joint activity of EVMS and ODU. The two institutions submitted a joint application to the State Council on Higher Education for Virginia (SCHEV) in 1997, and a Memorandum of Agreement (MOA) was signed by the institutions in 1998. In 1999, SCHEV approved the Program to grant the Master of Public Health degree.

Since the Program's inception, EVMS has been the school-of-record and primary location of administrative functions (recruitment and marketing, admissions, registration, financial aid, occupational health, student affairs, and student records). The Program includes four concentration tracks: Epidemiology and Health Management/Policy, housed at EVMS, and Global Environmental Health and Health Promotion, housed at ODU. The Program also offers Certificates.

The MPH Program is an academic unit within the EVMS School of Health Professions. The ODU-coordinated Program Tracks function within the School of Community and Environmental Health, an academic unit of the College of Health Sciences on the ODU campus.

The Graduate Program in Public Health at EVMS also offers graduate Certificates, which may be earned by current MPH students and alumni, and by those who have not earned the MPH degree. For information about Certificates, visit www.evms.edu/mph/mph_certificates/.

PURPOSE

Mission
The mission of the joint Graduate Program in Public Health at EVMS and ODU is to train students in order to equip them with vibrant and dynamic public health knowledge and skills for serving health needs of populations and for improving the public’s health.

Vision
The Program fully supports Eastern Virginia Medical School’s institutional vision to become the nation’s most community-oriented school of medicine and health professions. Our MPH degree will help:

Lead in public health research; reach out and cooperate with health-care providers and centers of learning in Hampton Roads; create top-notch professionals who want to remain and practice in the area; and assure that the faculty and students reflect the cultural diversity of the Hampton Roads community and participate in serving its people.

Values
- We believe that students are our first priority.
- We believe that critical application of learning is a lifelong commitment.
- We believe in providing students with the tools for understanding and evaluating ethical conflicts in medicine and public health, and in nurturing their individual development as ethical practitioners.
- We believe that the health of individuals and populations can be improved through
application of the principles of disease and injury prevention and health promotion.

- We believe that individuals who have skills and knowledge in the basic principles of public health can contribute to and provide leadership for the improvement of the public’s health.
- We believe that partnerships between the academic community and practicing public health professionals can enhance the education of students and the practice of public health.
- We believe that public health research should be based upon sound scientific principles and should meet identified needs of the community.
- We believe in being honest, fair, and ethical in all that we do, including recruiting students, faculty, and staff, and in teaching, research and service.
- We recognize and respect the diversity of individuals, both in their backgrounds and their needs.
- We believe in being accountable to the constituencies that support our program: students, alumni, community partners, faculty and staff, institutional administration, and funding agencies

**Goals and Objectives**

- To provide instructional programs to students and local/regional health practitioners that enhance their ability to develop, promote, and strengthen public health practices in Hampton Roads.
- To ensure that all MPH Program graduates can demonstrate knowledge and skill in the core areas of public health.
- To prepare students to practice successfully in diverse health service, academic, and research settings.
- To offer opportunities for faculty and students to develop and participate in research targeted towards improving the public’s health and encourage the faculty to provide expertise in leadership and services to public health agencies, and enhance public health practice on a local, regional, and national basis.
- To collaborate and consult with community agencies and other organizations that are committed to improving the public’s health.
- To evaluate, assess, and improve continuously the education, research and service activities of the MPH Program.

**ACCREDITATION**

The Graduate Program in Public Health is fully accredited by the Council on Education for Public Health (CEPH), the national accrediting body for Schools and Programs in Public Health. The Program is a full member of the Association of Schools and Programs of Public Health (ASPPH).
KEY PROGRAM CONTACT INFORMATION

Program Director: Brian C. Martin, Ph.D., MBA
Email: martinbc@evms.edu

Program Co-Director: Deanne Shuman, BSDH, MS, Ph.D.
Email: dshumn@odu.edu

Administrative Office: Phone: 757-446-6120
Fax: 757-446-6121
Email: MPHINFO@evms.edu

Physical Address: Eastern Virginia Medical School
Graduate Program in Public Health (MPH)
Harry T. Lester Hall
651 Colley Ave, Room 415
Norfolk VA 23507

Mailing Address: Eastern Virginia Medical School
Graduate Program in Public Health (MPH)
Post Office Box 1980
Norfolk VA 23501-1980

Hours of Operation: Monday -Friday (8:30 a.m. – 5:00 p.m.)

GRADUATION REQUIREMENTS

To receive the Master of Public Health degree, a candidate must have satisfactorily completed all required academic courses (43 credit hours) with a minimum overall Grade Point Average of 3.0, paid all indebtedness to EVMS and ODU, and completed a clearance certificate and exit interviews with the Program Director, EVMS Registrar, and EVMS Financial Aid Director.

Time to Complete Degree

The MPH Program is structured so that full-time students complete degree requirements in 2 years (5 terms). Course requirements may be found in the Curriculum section on page 16. Full-time is defined as a minimum of 9 credit hours in fall/spring terms, and a minimum of 6 credit hours in the summer term. Part-time students have up to 6 years from date of matriculation to complete degree requirements. The number of credit hours completed in a given term may impact financial aid eligibility (please contact Financial Aid for more information).

Satisfactory Academic Progress

Students must maintain a cumulative grade point average (GPA) of at least 3.0 to remain in
good academic standing. Failure to maintain at least a 3.0 GPA will result in a written warning. Failure to increase the GPA to 3.0 or higher within one term after the written warning will result in probation. Failure to increase the GPA to 3.0 or higher within one term after being placed on probation may result in dismissal from the program. Dismissal decisions will be made by the Program Director, in consultation with faculty.

**Delayed Graduation**

A student who has not completed all degree requirements by the date scheduled for his/her class commencement ceremony may participate in the ceremony if it is anticipated that the student will complete the requirements within one term after the ceremony.

**REGISTRATION**

**Registration Procedure**

Prior to the end of each term, students who have not completed the degree requirements must register for the next term’s classes. An email notification will be sent to all students notifying them of the dates of the registration period. During the registration period all students should meet with their advisors to discuss their progress toward completion of the MPH degree. All students will register for classes through the EVMS Visual Zen (VZ) online registration system. Upon submitting an online registration form the registration is held in a pending status until reviewed and approved by the student’s advisor. Students will not be added to course rosters until the registration has been approved. If the student’s advisor has a question or concern regarding the submitted registration, the advisor will contact the student directly.

**Academic Advisor**

Students are assigned an Academic Advisor upon matriculation into the Program. The Academic Advisor also serves as the Community Practicum Advisor, unless the student or Faculty Advisor request a change.

The process for changing the Community Practicum Advisor is:

1. Student discusses the potential change, including the rationale for the request, with their Academic Advisor.
2. Academic Advisor agrees with the request, and a potential Community Practicum Advisor is identified.
3. Academic Advisor contacts the potential Community Practicum Advisor and discusses the request. If agreed, the new Community Practicum Advisor notifies MPH Program staff of the change.
4. The new Community Practicum Advisor meets with the student to discuss the Practicum.

**NOTE:** The new Community Practicum Advisor may or may not become the student’s Academic Advisor.
Non-Degree Seeking (Non-Matriculating) Students

Non-degree seeking students can take MPH courses during any semester as long as their non-degree seeking application and subsequent registration is completed prior to the specified deadlines and they are approved for admission. Non-degree seeking students are not eligible for financial aid and must pay tuition prior to the start of the semester. If a non-degree seeking student seeks to enter and is accepted into the MPH program as a degree-seeking student, the credit hours for courses completed from the approved MPH Program schedule will be applied toward the MPH degree. Non-degree seeking students can only become degree-seeking students during the fall application cycle. Please see page 23 regarding transfer credits for non-degree seeking (non-matriculating) students.

Auditing a Course

A student, alumnus, or EVMS employee may elect to audit an EVMS-based course that is part of the MPH curriculum for the knowledge gained or personal satisfaction, but not for academic credit. Any course that is elected to be carried as an audit will be subject to a $150 registration fee. Regular attendance is expected, but neither tests nor examinations are required. No grade will be recorded. The student’s record will be marked “audit” by the course so selected. A student may not audit a course and subsequently seek advanced placement credit for the same course. A student may audit a course and register for the same course for credit in a subsequent term. Any course elected for audit cannot be changed to that of credit status. Registration for the audit option must be selected through the normal registration process. Alumni or EVMS employees who are not currently enrolled in the EVMS-ODU MPH Program will need to submit an MPH non-degree seeking online application to collect basic information, such as name and address, in order to generate current computer log-on credentials prior to registering to audit a course. Students receiving financial aid should be aware that registering for audit status may affect their financial aid eligibility. Audit requests are reviewed at the close of the term registration period and approved as space permits as to not limit the number of seats available to degree seeking students.

Course Drop/Add Procedure

To withdraw from a course, a Course Add/Drop Form must be completed and submitted for approval. A student can withdraw from a course up until the mid-point of the grading period/semester and receive a ‘W’ grade. Withdrawal after the midterm is not permitted without special approval by the Program Director. If a course is dropped within the first two weeks of a full-semester course, or first week of a condensed course, the course will be removed from the student’s transcript. If a course is dropped after this time a grade of ‘W’ will be assigned to the student’s transcript. In the event of an illness or severe hardship beyond the student’s control, the student should submit a written petition for permission to withdraw from the course to the instructor and Program Director no later than the last day of class. If permission is granted by the Program Director, a grade of ‘W’ is recorded. If permission is not granted, then the student cannot withdraw from the class. A student who stops attending class without withdrawing is assigned a ‘WF’ grade unless the student’s
performance was failing, in which case a grade of ‘F’ will be assigned.

Students may add a course during the term if the course has only met once. Once a course meets twice students can no longer add that course to their schedule without permission from the course instructor and the Program Director.

All course add/drop requests for a given term, after the semester has started, must be submitted by completing the add/drop form. **Students are strongly encouraged to review the Student Accounts Receivable Policy on the EVMS website prior to submitting a course drop request. The date a course is dropped will have a direct impact on the amount of tuition owed for the course.**

**GRADING**

Students receive course letter grades using the system outlined below. Most 1-credit courses will be graded on a Pass/Fail basis. **A grade less than 70 (below C-) in any course is not considered as successfully passing, which means that the course must be repeated.** When the course is repeated and a grade of “C-“ or higher is achieved, the GPA will be calculated using the higher grade. The original course and grade will appear on the transcript.

**Grades Affecting GPA**

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point Average</th>
<th>Grade Scale</th>
<th>Grades Not Affecting GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>100-94</td>
<td>AU Audit</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>93-90</td>
<td>I Incomplete</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>89-87</td>
<td>P Pass</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>86-84</td>
<td>W Official Withdrawal</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>83-80</td>
<td>E Enrolled</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>79-77</td>
<td>WF Unofficial Withdrawal</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>76-74</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>73-70</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>69-67</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>66-64</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td>63-60</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>59 or less</td>
<td></td>
</tr>
</tbody>
</table>

**STUDENTS RECEIVING AN “F” IN ANY COURSE MAY BE DISMISSED FROM THE PROGRAM.**

**Late Assignments**

Assignment deadlines and expectations are included in the syllabus for each course and questions regarding late assignments should be addressed directly to the course instructor.

**Withdrawal from the Program**

Students may withdraw from the MPH Program at any time. Withdrawals may be of four types:
1) Voluntary Withdrawal - at the request of the student
2) Medical Withdrawal - on recommendation of a physician
3) Academic Withdrawal - by action of an academic review or progress committee
4) Administrative Withdrawal - by action of the Provost or a Dean acting in their behalf

When a student withdraws, is asked to withdraw, or takes a leave of absence from the Eastern Virginia Medical School (EVMS), he or she must complete a Leave of Absence/Withdrawal Form available at http://www.evms.edu/education/additional_resources/registrar/. The Registrar will sign and forward the Request to all appropriate parties. For more information on the refund of any unearned tuition or fees, refer to the student withdrawal refund policy located in the Student Finances section below.

Upon determination of student's withdrawal date, EVMS will calculate and refund any unearned tuition and fees within 30 days. Depending upon the withdrawal date, the student may be required to repay all or part of the financial assistance he/she received. For information about the financial impact of a withdrawal, please see the Student Finances Section of this handbook.

**Student Withdrawal Refund**

When a student contemplates withdrawing from EVMS, he/she must first consult with the Associate Dean for Student Affairs (for M.D. students) or the respective Program Director (for health profession students). Upon approval, when a student withdraws or is asked to withdraw from EVMS, he/she must complete a Leave of Absence/Withdrawal Form which is available from the EVMS Registrar's web page and included in the Appendix to this Handbook. The Office of the Registrar will sign and forward the Request to all appropriate parties. The date listed on the Leave of Absence/Withdrawal Form will be considered the withdrawal date. The student will not be officially withdrawn until the Accounts Receivable Office receives notification of the withdrawal and has completed. If a student withdraws without notifying the program, the withdrawal date will be the last known date of attendance. Once the completed Leave of Absence/Withdrawal Form is received by Accounts Receivable, EVMS has 30 days to calculate and refund any unearned tuition and fees. Depending upon the withdrawal date, the student may be required to repay all or part of the financial assistance he received.

**Withdrawal and Readmission**

Students who withdraw/are withdrawn from EVMS and wish to reapply as a student in the School of Health Professions or School of Medicine must apply through the Admissions process as a new student.

**Leave of Absence**

A leave of absence may be granted in accordance with Federal Title IV Refund Regulations (see the Student Finances section of this handbook. A Leave of Absence/Withdrawal Form (see http://www.evms.edu/education/additional_resources/registrar/) must be completed
and signed by the student. If however, due to unforeseen circumstances, a student is prevented from completing the Leave of Absence/Withdrawal Form, the institution may grant the student's request for a leave of absence provided that it documents the reason for its decision and then later collects the signed form from the student. Health professions students should complete the form and present it to the appropriate program director. The program director shall review and sign the form, either approving or disapproving the request, and then forward the form to the Associate Dean for Student Affairs. Medical students should complete the form and present it directly to the Associate Dean for Student Affairs.

A leave of absence will be granted for up to 12 months. In exceptional circumstances, consideration will be given for an extension, up to a maximum of 24 months. At the end of the requested leave of absence, the student must return or is considered to have withdrawn for financial aid purposes. Please refer to EVMS Withdrawal Refund Policy. Privileges granted to students on leave of absence are as follows:

1. The use of library and other learning resources
2. Attendance at and participation in classroom activities, excluding laboratories and activities with patient contact. A student may not participate in the professional skills program or sit in for examinations and will not, under any circumstances, receive credit, including elective credit, for any work done while on leave of absence.

**Student Liability Coverage While on Leave of Absence**

The professional liability that EVMS carries covers EVMS faculty, physicians and students while providing health care services in association with their duties at EVMS. Students are covered while they are enrolled as a student at EVMS and are participating in school approved programs—whether academic or in the community. If an individual is not enrolled as a student at EVMS, the professional liability would not extend to cover them. If a student remains enrolled, but is temporarily out on a leave of absence, the coverage would extend to cover such a student as soon as they began to function again under EVMS approved programs or academics.

Students may withdraw from the MPH Program at any time. Any potential refund for courses being taken during the term of withdrawal will be determined by the EVMS Student Accounts Receivable Policy. At the time of withdrawal, a student must complete a Leave of Absence/Withdrawal form, a clearance form, and an exit interview. The date of withdrawal is determined by the date the Leave of Absence/Withdrawal form is submitted.

Students who do not maintain continuous enrollment must submit a Leave of Absence (LOA) for any term without course registration. An approved LOA is valid for up to 180 calendar days, and only one LOA may be submitted per calendar year. In a case where a student is absent from the Program for more than the approved 180 days, or where a student requests a second leave during the same calendar year, the student will be administratively withdrawn from the Program. Once withdrawn, a student must be readmitted/reinstated in order to return to the Program.
**Dismissal from the Program**

A student may be dismissed from the MPH Program for failing to maintain academic requirements or for honor code violations.

**READMISSION/REINSTATEMENT**

When a student has been dismissed from the program for failing to meet the academic requirements, readmission will be considered only with a recommendation from the faculty or Program Director. The student’s petition for readmission should be supported by a statement from the faculty/Program Director that justifies a readmission decision. Students dismissed from the Program for honor code violations will not be considered for readmission. Students re-entering the Program are subject to a criminal background check.

**APPEALS AND GRIEVANCE**

A student may appeal any decision made by the MPH Program as stipulated in the EVMS School of Health Professions policies and procedures.

**ATTENDANCE**

All MPH students are expected to meet attendance requirements identified in course syllabi.

**NON-ACADEMIC ISSUES**

Students are expected to comply with all EVMS policies at all times, including but not limited to the EVMS Code of Conduct, Code of Student Conduct, Standards of Conduct for the Teacher-Learner Relationship, Honor Code, and program technical standards. Disciplinary action related to non-academic matters may include warning, counseling, corrective action plan, probation, or dismissal based on the circumstances and judgment of the Program Director.

**PROFESSIONALISM AND SCHOLARLY REQUIREMENTS**

**Writing Style (APA, AMA, etc.)**

The American Journal of Public Health and biomedical journals utilize the American Medical Association/AMA Citation Style for references; therefore, AMA is the writing style to be used for writing assignments in the MPH Program, unless otherwise directed by a course instructor.

**Plagiarism**

The work of others must be properly cited in all assignments, including oral presentations. Plagiarism is a Class II Offense in the EVMS Honor Code and is taken very seriously.
TECHNOLOGY REQUIREMENTS

Students admitted to the MPH Program must be able to use computers for word processing, presentations, communications, and information retrieval. Students lacking such ability are expected to obtain training in these subjects prior to matriculation into the Program.

Computer Standards

Each student must have a personal laptop capable of running the necessary software and applications used in our curriculum. The standards listed below are the minimum necessary for a student to successfully participate in the MPH program.

All computer related support, troubleshooting, and updates will be the student’s responsibility; it is strongly recommended to purchase a service plan with your computer.

The Office of Financial Aid offers students a method of increasing their cost of attendance budget in order to assist in reimbursement of their laptop purchase, if needed. Full details are available online at: http://www.evms.edu/education/financial_aid/cost_of_attendance/budget_increase_guidelines/. Please take time to carefully read the guidelines. If you have questions about financial aid or the budget increase process, please contact the EVMS Office of Financial Aid at finaid@evms.edu or 757.446.5804.

EVMS-ODU GRADUATE PROGRAM COMPUTING MINIMUM REQUIREMENTS

- **Laptop**
  - NOTE: Netbooks, iPads and other tablets are not viable choices to fulfill the computing requirements.
  - Processor: minimum dual core
  - RAM: minimum 4 GB
  - Screen resolution: 1024 x 768
  - Either an internal CD/DVD drive or an external USB CD/DVD drive
  - Wireless card that supports 802.11 a/b/g/n (additional support for 802.11ac is preferred)

- **Operating System**
  - Windows 7, 8, 8.1, 10 (32 or 64 bit) Home Premium or higher is recommended
  - MAC OSX 10.8.x, 10.10.4 or 10.11
  - **MAC OPERATING SYSTEMS ARE NOT OFFICIALLY SUPPORTED AT EVMS**

- **Browser**
  - PC: Microsoft Internet Explorer version 9 and Mozilla Firefox
  - MAC: Safari versions 9.0.3 or higher and Mozilla Firefox
  - **DO NOT USE BETA VERSIONS OF THESE BROWSERS**

- **Other Items**
  - Laptop cannot be more than 2 years old
A warranty and service plan matching the duration of the program is recommended

- Microsoft Office 2010 Standard Edition or Higher
  - AVAILABLE FREE THROUGH ODU VISIT: [http://www.odu.edu/ts/software-services/office365#tab180365=0](http://www.odu.edu/ts/software-services/office365#tab180365=0)
- External Storage device for data backup

**Epidemiology Track Students**

- SAS software will be used in the Epidemiology curriculum and is provided by the MPH program.
- SAS will only work in a Windows environment, if you have a MAC computer you can install Windows by the following methods:
  - Dual booting using [Boot Camp](https://support.apple.com/en-us/HT201378) (Click link to go to Apple’s website about Boot Camp)
  - Virtual Machine software such as VMware Fusion or Parallels.

  - **COMHELP DOES NOT PROVIDE SUPPORT WITH PARALLELS OR VMWARE FUSION.** Students can receive a discount on these items on the EVMS portal. Go to the following page for more information: [https://evms.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi_mnuMain=df783b53-081b-de11-9c12-0030485a8df0](https://evms.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi_mnuMain=df783b53-081b-de11-9c12-0030485a8df0)

- For more information about SAS system requirements visit [http://support.sas.com/resources/sysreq/](http://support.sas.com/resources/sysreq/)

**ODU System Recommendations**

Visit ODU’s Technology Guidelines page for more information: [http://www.odu.edu/academics/student-computing/guidelines](http://www.odu.edu/academics/student-computing/guidelines)

**Distance Learning**

Online classrooms for students at a distance will be held within the Adobe Connect application. This cross platform program (Windows, Mac, iOS, Android) will allow students to attend class virtually from a distance. The login link to the class will be posted on the Blackboard course site from which students can log in. Students will be assigned their username and password via email prior to their first online course meeting.

Students can check their connection speed and their version of flash at:


Adobe will run a system test on your equipment and make sure everything is compatible.

A compatible computer or mobile device will be needed to log in to view lectures. A web camera and microphone will be required for group meetings between in class and distance students, delivering presentations, and one-on-one meetings with professors. Most camera and microphone/headset will be compatible with Adobe Connect, however we suggest the following:
Plantronics Audio 655 USB Multimedia Headset

Logitech HD Pro Webcam C920 (if the computer does not have a built in camera)

The recordings of the online sessions will be posted in the Blackboard course site after class has concluded each night.

If you have selected to take this course at a distance, instructions about logging into and using the Adobe Connect Online Classroom system will be sent to you from the EVMS Distance Learning Center.

**LOGIN POLICY:** Only those signed up as a distance student have access to the live Connect classroom. If you are an in-class student and need access, contact your professor and TA for permission to access the live class (please include Distance Learning (DL) on these emails). Once the professor has granted permission, the DL team will make the necessary changes and email instructions for logging in.

**Please note – 24-hour notice is needed for access to be granted.**

**EMERGENCY ACCESS:** When an unforeseen event occurs (less than 24 hour notice) that will require an in-class student to be absent from the classroom and there is a videostream option for the class the student must contact their instructor and TA to receive permission to attend class via videostream. Then, the instructor will need to email the Distance Learning Department (Distancelearning@evms.edu) to request the student to be added to the videostream section. The Distance Learning Department request that notices be submitted by email as soon as possible by the instructor.

**ASSISTANCE NEEDED:** If students are having any issues, need a password reset or would like to set up a time to test their equipment with the EVMS Distance Learning Department at distancelearning@evms.edu or 757-446-0588.

**Disruption of Distance Learning Delivery**

In rare circumstances, the ability of EVMS to deliver live-streaming may be significantly disrupted, to such an extent that distance students are not able to access a course. In those instances, the faculty member primarily responsible for the course will record a lecture covering the same material and make the recording available to distance students **within 48 hours of the interrupted course date.** The faculty member will be supported in this effort by Distance Learning.

While such a disruption may affect the ability of Distance Learning and/or the faculty member to notify students immediately, every effort will be made to notify students as soon as possible.

This policy applies only to courses live-streamed through EVMS, and does not apply to courses live-streamed through ODU. Information about ODU policies and procedures may be found at https://online.odu.edu/policies-and-student-responsibilities. You may also contact ODU at 1-800-968-2638.
CURRICULUM (Course Sequence)

The following course sequence will allow full-time students to complete the MPH degree in two years (5 terms):

<table>
<thead>
<tr>
<th>Year 1 – Fall Term (10 credits)</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EPIDEMIOLOGY</strong></td>
<td><strong>HEALTH MANAGEMENT</strong></td>
<td><strong>HEALTH PROMOTION</strong></td>
<td><strong>GLOBAL ENVIRONMENTAL HEALTH</strong></td>
</tr>
<tr>
<td>600: Intro. to Public Health (1 cr.)</td>
<td>600: Intro. to Public Health (1 cr.)</td>
<td>600: Intro. to Public Health (1 cr.)</td>
<td>600: Intro. to Public Health (1 cr.)</td>
</tr>
<tr>
<td>614: Principles of Epidemiology (3 cr.)</td>
<td>614: Principles of Epidemiology (3 cr.)</td>
<td>614: Principles of Epidemiology (3 cr.)</td>
<td>614: Principles of Epidemiology (3 cr.)</td>
</tr>
<tr>
<td>615: Public Health Administration &amp; Management (3 cr.)</td>
<td>615: Public Health Administration &amp; Management (3 cr.)</td>
<td>615: Public Health Administration &amp; Management (3 cr.)</td>
<td>615: Public Health Administration &amp; Management (3 cr.)</td>
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<table>
<thead>
<tr>
<th>Year 1 – Spring Term (9 credits)</th>
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</thead>
<tbody>
<tr>
<td><strong>EPIDEMIOLOGY</strong></td>
<td><strong>HEALTH MANAGEMENT</strong></td>
<td><strong>HEALTH PROMOTION</strong></td>
<td><strong>GLOBAL ENVIRONMENTAL HEALTH</strong></td>
</tr>
<tr>
<td>613: Principles of Environmental Health (3 cr.)</td>
<td>613: Principles of Environmental Health (3 cr.)</td>
<td>613: Principles of Environmental Health (3 cr.)</td>
<td>613: Principles of Environmental Health (3 cr.)</td>
</tr>
<tr>
<td>612: Statistical Reasoning (3 cr.)</td>
<td>612: Statistical Reasoning (3 cr.)</td>
<td>612: Statistical Reasoning (3 cr.)</td>
<td>612: Statistical Reasoning (3 cr.)</td>
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<tr>
<th>Year 1 – Summer Term (6 credits)</th>
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</thead>
<tbody>
<tr>
<td><strong>EPIDEMIOLOGY</strong></td>
<td><strong>HEALTH MANAGEMENT</strong></td>
<td><strong>HEALTH PROMOTION</strong></td>
<td><strong>GLOBAL ENVIRONMENTAL HEALTH</strong></td>
</tr>
<tr>
<td>624: SAS for Data Management (3 cr.)</td>
<td>727: Organizational Management (3 cr.)</td>
<td>650: Health Promotion &amp; Education Methods and Materials (3 cr.)</td>
<td>602: Environmental Health Administration &amp; Law (3 cr.)</td>
</tr>
<tr>
<td>711: Epidemiology Methods I (3 cr.)</td>
<td>Elective (3 cr.)</td>
<td>670: Cultural Issues in Health Promotion (3 cr.)</td>
<td>Elective (3 cr.)</td>
</tr>
</tbody>
</table>
COMPETENCIES
At the conclusion of the degree program, all students should have knowledge and skills in the basic public health sciences, analysis, and communication, as measured by the following competencies. In addition, students will master a set of skills and knowledge specific to their track.

Basic Public Health Sciences Skills

- Assess and understand the health status of populations, determinants of health and illness, factors contributing to health promotion and disease prevention, and factors influencing the use of health services
- Design, implement and/or interpret health status indicators and screening or surveillance programs for specific risk factors
- Develop a plan to address community health goals, including interventions based upon disease states, behavioral sciences, health education, wellness strategies and an understanding of environmental factors affecting human health
- Develop and implement a plan, including a budget, to research or address a public health issue or problem in a community setting
- Synthesize the historical development, structure, funding, and market dynamics of public, private, and not-for-profit health agencies

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### Year 2 – Fall Term (9 credits)

<table>
<thead>
<tr>
<th>EPIDEMIOLOGY</th>
<th>HEALTH MANAGEMENT</th>
<th>HEALTH PROMOTION</th>
<th>GLOBAL ENVIRONMENTAL HEALTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>718: Epidemiology Methods II (3 cr.)</td>
<td>721: Healthcare Strategy (3 cr.)</td>
<td>660: Program Planning &amp; Evaluation (3 cr.)</td>
<td>776: Global Health (3 cr.)</td>
</tr>
<tr>
<td>702: Biostatistics II (3 cr.)</td>
<td>723: Policy &amp; Politics of Health (3 cr.)</td>
<td>630: Social Marketing (3 cr.)</td>
<td>566: Environmental Risk Assessment &amp; Decision Analysis (3 cr.)</td>
</tr>
<tr>
<td>715: Current Issues in Epidemiology (3 cr.)</td>
<td>733: Financing Healthcare (3 cr.)</td>
<td>672: Policy &amp; Politics (3 cr.)</td>
<td>Elective (3 cr.)</td>
</tr>
</tbody>
</table>

### Year 2 – Spring Term (9 credits)

<table>
<thead>
<tr>
<th>EPIDEMIOLOGY</th>
<th>HEALTH MANAGEMENT</th>
<th>HEALTH PROMOTION</th>
<th>GLOBAL ENVIRONMENTAL HEALTH</th>
</tr>
</thead>
<tbody>
<tr>
<td>737: Infectious &amp; Chronic Disease Epidemiology (3 cr.)</td>
<td>768: Conflict Resolution &amp; Negotiation (3 cr.)</td>
<td>691: Grant Writing OR 695: Health Disparities &amp; Social Justice (3 cr.)</td>
<td>Elective (3 cr.)</td>
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<td>768: Practicum (3 cr.)</td>
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<td>771: Capstone (3 cr.)</td>
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• Identify and evaluate structure types and management practices in health care institutions and organizations
• Identify the chemical, physical and biological factors that affect health and the environment
• Identify, and formulate ways to address, ethical issues in public health practice and research
• Develop and adapt approaches to health problems that consider cultural differences

Analytic Skills

• Define and assess a public health problem utilizing appropriate quantitative and qualitative data and pertinent literature
• Explain strengths, limitations and uses of various study designs
• Describe the appropriate use of statistical tests
• Develop and evaluate public health data, drawing appropriate inferences in scientific and health policy terms and identifying gaps in data sources
• Identify appropriate data sources for investigating a health problem or issue
• Interpret basic statistical results presented in medical and public health literature

Communication Skills

• Write a research or intervention plan describing a problem, possible interventions, and expected results
• Present accurate and effective demographic, statistical, and scientific information to professional, lay, and media audiences, using appropriate graphs and tables
• Lead, participate in, and obtain input from groups to address a health issues
• Use a computer to analyze data and provide summary results in written and graphic form
• Develop ways to use the media to communicate important public health information

Epidemiology Track

• Formulate a hypothesis and questions to be answered by a study
• Identify and apply appropriate epidemiologic methods to address a research question
• Demonstrate uses and limitations of different epidemiologic study designs
• Address concepts of cause, confounding, bias, and data quality in epidemiologic research
• Use appropriate biostatistical methods to analyze data
• Use computer systems and concepts to manage and analyze health data
• Select appropriate data collection methods
• Develop and evaluate public health data systems
• Explain the epidemiology of selected chronic and infectious diseases, injuries, and health behaviors
• Draw appropriate inferences from epidemiologic data in scientific and health policy terms
• Apply epidemiologic concepts to a wide variety of health problems

Health Management/Policy Track

• Evaluate and explain existing health care systems and practices
• Analyze economic trends as they relate to health issues
• Identify and explain policy options and their administrative, legal, social, and political implications
• Estimate and evaluate costs, efficacies, and benefits associated with alternative policy options
• Prepare policy statements and develop strategies for policy implementation and evaluation
• Identify methods for establishing collaborative relationships with constituent groups and community leaders
• Assess organizational structure, processes and performance for a health program or service
• Develop and evaluate quality improvement methods for a health program or service
• Identify, implement and evaluate best practices in human resource management
• Identify, contrast and evaluate methods for marketing and promotion of health services
• Prepare a proposal for grant or contract funding

Global Environmental Health Track

• Explain and identify Environmental Stressors as they pertain to the chemical, physical and biological agents affecting human health and well being
• Explain the process by which environmental policy and laws and regulations are developed
• Outline the mechanisms by which disease-causing agents are spread through the environmental
• Identify the methods utilized in detecting and measuring pathogenic agents
• Demonstrate the processes of anticipation, evaluation and control procedures used to protect public health and maintain environmental quality.
• Describe how risks are identified, evaluated, assessed, and managed in the environment and in public health settings
• Be able to quantify and characterize risks, differentiate between the uncertainty and probability, and define the various risk models
• Explain and apply the principles of exposure assessment, dosimetry and pharmacokinetics to various models
• Understand risk perception, public interaction, and the best practices of risk communication
• Evaluate and explain the mechanisms of toxicants, routes of exposure, and biotransformation within an organism
• Define and quantify the dose/response relationship and how it can be applied to toxicity studies
• Demonstrate an understanding of the basic mechanisms of carcinogenesis, mutagenesis, teratogenesis, and the effects of toxins on specific target organs
• Apply exposure data to mathematical models to assess risks and extrapolate toxic effects
• Evaluate and explain the official roles of the principal agencies and branches of government at various levels in managing environmental health programs
• Identify, contrast and evaluate the major Federal Environmental Statutes and evaluate the major Federal Environmental Statutes and their Virginia counterparts, where applicable, that affect human health and protect the environment

Health Promotion Track

• Assess individual and community needs for health education and health promotion
• Plan effective health education and health promotion strategies, interventions, and programs
• Implement health education and health promotion strategies, interventions, and programs
• Conduct evaluation and research related to health education and health promotion
• Administer health education and health promotion strategies, interventions, and programs
• Serve as a health education and health promotion resource person
• Communicate and advocate for health and both health education and health promotion

COMMITTEE SERVICE

Student input in the MPH Program is essential and, where appropriate, student representation is included on MPH Committees. Students wishing to volunteer for Committee service should contact the Program Director. The Committees which include student participation are: Program Planning & Evaluation, Community Advisory Committee, and Student Advisory Committee.

ELECTRONIC MAIL COMMUNICATION

Students MUST use their EVMS email address when communicating with EVMS faculty, staff, and departments via email. Official announcements, such as class cancellations and opening and closing of registration periods, are sent to EVMS email addresses only. Students enrolled in courses taught by ODU faculty MUST use their ODU email accounts to communicate with ODU faculty and staff. All MPH students are required to check their EVMS and ODU email at least once a week.

FACULTY OFFICE HOURS AND ADVISING

Upon entrance to the Program, each student will be assigned a faculty advisor from their track. The academic advisor’s role is to assist the student in the selection of courses, to monitor the student’s progress, and to provide appropriate guidance and assistance when
problems arise. **Students should arrange meetings with their advisor as needed, but at a minimum of once per term.**

During the term in which a faculty member is teaching a course in the MPH program, s/he will have regular office hours and will inform students of these hours in the course syllabus.

**IDENTIFICATION CARDS**

All students in the joint EVMS/ODU MPH Program will receive two identification cards, one for each institution.

EVMS identification cards will be issued during EVMS Orientation and must be worn at all times while on campus. Proper identification is required to enter EVMS buildings and to check out books in the library. Lost identification cards must be reported as soon as possible to the campus security office in Lewis Hall and to the MPH Program Office. The MPH Program Office will then advise Human Resources that a student has lost a badge and the student must report to the EVMS Human Resources Office located in Smith Rogers Hall, 358 Mowbray Arch, Norfolk, VA (located behind the Chrysler Museum off of Olney Road) to have another made. There will be a fee for issuance of a replacement. Please call the Human Resources Office at 446-6043 for hours to appear to have photos taken for replacement badges.

ODU identification cards will also be issued during Orientation. The ODU ID card is a multi-functioning campus card. In addition to serving as a form of identification to access University facilities, the card serves as a stored value campus debit card. Adding money to your Monarch Plus account will allow you to make purchases in several on-campus locations such as most vending machines, all dining locations, the University Bookstore, Monarch TechStore, and the Health Center. You can also make purchases using Monarch Plus at some off campus locations such as Subway, Shell/Miller Mart, 7-11, and Tropical Smoothie, just to name a few. For more information on how to use your card or to report your card lost or stolen visit the ODU Card Center’s website: https://csgoldweb.odu.edu/cardcenter/student.htm

**LIBRARY PRIVILEGES**

Students utilize their EVMS identification card for EVMS library privileges and their ODU identification card for ODU library privileges. At the EVMS library, MPH students may also obtain a consortium card that permits students to use libraries at Norfolk State University and the College of William and Mary.

**STUDENT FEES**

Please contact the MPH Program Director or the EVMS Associate Dean for Student Affairs if you have any questions about fees. The class dues fee is deposited into an account that is kept by the elected Class Treasurer, to be used at the discretion of each class and in conformance to institutional policies.
PARKING

At EVMS, MPH students are issued an AVI Parking Access tag, which gives parking access to the parking garage located on Fairfax Avenue, between Andrews Hall and Hofheimer Hall. Students may park at ODU at the student’s expense or park on the side streets near the campus. For more information regarding parking at ODU visit the ODU Parking and Transportation Services website: http://www.odu.edu/parkingservices

TRANSFER OF CREDITS

Requests to transfer graduate credits from another accredited US or Canadian institution are considered on an individual basis after students are admitted to the EVMS-ODU MPH Program. International credits are reviewed on a case-by-case basis.

A student may transfer up to 9 graduate credit hours, if all of the following conditions hold:

- Graduate course credits were completed at an accredited US or Canadian institution and reflected on an official transcript;
- Transfers can feasibly occur within the six-year matriculation limit of this MPH program;
- The grade earned is a ‘B’ or better;
- Credits for an MPH core course were completed at a CEPH-accredited school or program in public health*; and

*Exceptions to this requirement may be found on the MPH website under Admission Requirements.

All requests must be made no later than one full term prior to graduation from the Program.

Students wishing to request graduate credits to be transferred into the MPH Program must submit a copy of the syllabus for the course and a Transfer Approval Request Form to the appropriate Track Coordinator, who will consult with teaching faculty as appropriate.

Requests are subject to the approval of the MPH Program Director. In exceptional cases, the Director may approve a maximum of 12 graduate credit hours for transfer. Approved transfer grades are included on an MPH student’s transcript; however, transfer grades are not included in semester or cumulative GPA calculations.

Internal Transfer Credits

Non-matriculating and Certificate students taking courses in the EVMS-ODU MPH Program may transfer up to 25 internal transfer credit hours. A grade of ‘B’ or better is required for each transferred course.

Non-matriculating student who apply to matriculate into the MPH Program may be granted admission for the spring or summer terms. The admission process for matriculating students applies <link to MPH admission requirements>. 

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Approved internal grades will be included on an MPH student’s transcript, and will be included in cumulative GPA calculations.

**Transfer credits to/from EVMS Graduate Program in Public Health Certificates**

MPH students may elect to take courses in Certificates offered outside of their Track. In such cases, applicable courses earned for the MPH degree would be accepted for transfer into the Certificate. Students who earn a Certificate and then are accepted into the MPH Program may transfer all appropriate courses into the MPH Program.

**FORMS**

Forms needed during your educational activities at EVMS are located online in the EVMS Portal: [https://myportal.evms.edu](https://myportal.evms.edu)

Program specific forms can be found on the MPH Program page: [https://myportal.evms.edu/education/programs/graduateprograminpublichealth/](https://myportal.evms.edu/education/programs/graduateprograminpublichealth/)

- To add or drop a course use the Course Add/Drop Form
- To change your academic track use the Track Change Form
- To transfer in graduate credits from another institution use the Transfer Credit Form
- To take a leave of absence or withdraw from the MPH Program, use the Leave of Absence/Withdrawal form (maintained by the Registrar's Office [https://www.evms.edu/education/additional_resources/registrar/](https://www.evms.edu/education/additional_resources/registrar/))
- For name changes follow instructions on the Registrar's webpage [https://www.evms.edu/education/additional_resources/registrar/](https://www.evms.edu/education/additional_resources/registrar/)