Master of Public Health Program

STUDENT HANDBOOK
2019-2020
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WELCOME

On behalf of the faculty and staff, it is our 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.

Again, welcome to the MPH Program! Your success is our passion!

Brian C. Martin, PhD, MBA  
Professor and Director  
Master of Public Health Program  
Associate Dean for Administration  
School of Health Professions  
Eastern Virginia Medical School  
martinbc@evms.edu  
757/446-6120

Nicole Holt, DrPH, MPH  
Assistant Professor and Assistant Director  
Master of Public Health Program  
holtntm@evms.edu  
757/446-6120
PROGRAM HISTORY

The Master of Public Health Program started as a joint degree between EVMS and Old Dominion University (ODU). In 1999, the State Council on Higher Education for Virginia (SCHEV) approved the EVMS/ODU to grant the Master of Public Health degree. EVMS was the school-of-record and primary location of administrative functions (recruitment and marketing, admissions, registration, financial aid, occupational health, student affairs, and student records) for the joint degree. In fall 2019, EVMS and ODU separated the joint degree. The EVMS MPH Program is an academic unit within the EVMS School of Health Professions.

The EVMS MPH Program includes two concentration tracks: Epidemiology and Health Management and Policy. The Program also offers Graduate Certificates in Epidemiology, Healthcare Management, Core Public Health, and Implementing Change and Achieving High Performance in the Healthcare Environment.

PURPOSE

MISSION

The mission of the EVMS MPH Program is to educate and train public health professionals through excellence in competency-based education, scholarship, and service learning focused primarily on Hampton Roads and the surrounding regions. These activities will also support the Hampton Roads public health workforce development.

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. The MPH Program vision is to:

   Lead in public health research; reach out and cooperate with healthcare 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 and learning is a lifelong commitment.
• We believe public health professionals can effectively lead efforts to improve the overall health of communities.
• We believe partnerships between the academic community and public health practitioners can enhance the education of students and the practice of public health.
• We believe public health scholarship should be based upon sound scientific principles and meet prevailing needs of a community.
• We believe in being honest, fair, and ethical in all that we do.
• We recognize and respect the diversity of individuals.
GOALS AND OBJECTIVES

1. Education: To provide a high quality, competency-based curriculum focusing on the application of skills to address public health needs.
2. Scholarship: To provide faculty and students the opportunity to engage in scholarship focused on important public health needs.
3. Service: To provide faculty and students community service activities that advance learning and benefit the community.

ACCREDITATION

The Council on Education for Public Health (CEPH) has accredited the Master of Public Health Program since 2000. The EVMS MPH Program is in the process of independent accreditation, which will take place in 2020. Accreditation will be continuous during this period.

KEY PROGRAM CONTACT INFORMATION

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

Program Assistant Director: Nicole Holt, DrPH, MPH
Email: holtmn@evms.edu

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

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

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

Open: Monday - Friday (8:30 am – 5:00 pm)
IMPORTANT CONTACTS

<table>
<thead>
<tr>
<th>EVMS Contacts</th>
<th>Location</th>
<th>Phone</th>
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<tbody>
<tr>
<td>MPH Program Office</td>
<td>Lester Hall 415</td>
<td>757.446.6120</td>
</tr>
<tr>
<td>Rose Ann Arnaud</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sterling Smith</td>
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<tr>
<td>Shirlwin Watkins</td>
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<tr>
<td>Academic Computer Center</td>
<td>Lewis Hall 1003</td>
<td>757.446.5871</td>
</tr>
<tr>
<td>Academic Development</td>
<td>Lewis Hall 1170</td>
<td>757.446.5244</td>
</tr>
<tr>
<td>Admissions</td>
<td>Lewis Hall</td>
<td>757.446.7153</td>
</tr>
<tr>
<td>Brickell Library</td>
<td>Brickell Library</td>
<td>757.446.5851</td>
</tr>
<tr>
<td>Distance Education</td>
<td>Lester Hall 334</td>
<td>757.446.5051</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Lewis Hall 1140</td>
<td>757.446.5814</td>
</tr>
<tr>
<td>Health Insurance (through HR)</td>
<td>Smith Rogers 101</td>
<td>757.446.6043</td>
</tr>
<tr>
<td>Minority Affairs</td>
<td>Lewis Hall 1152</td>
<td>757.446.5869</td>
</tr>
<tr>
<td>Police and Public Safety</td>
<td>Lewis Hall 1020</td>
<td>757.446.5199</td>
</tr>
<tr>
<td>Registrar</td>
<td>Lewis Hall 1146</td>
<td>757.446.5805</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>Lewis Hall 1168</td>
<td>757.446.5244</td>
</tr>
</tbody>
</table>

ACADEMIC ADVISORS

EPIDEMIOLOGY
Nicole M. Holt, DrPh
Track Coordinator
Epidemiology
holtnm@EVMS.EDU
757.446.6096

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Epidemiology
cambeR@evms.edu
757.446.0509

HEALTH MANAGEMENT AND POLICY
Brian C. Martin, PhD, MBA
Track Coordinator
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martinbc@evms.edu
757.446.6120

Glenn Yap, PhD, MBA
Health Management and Policy
yapga@evms.edu
757.446.5935

TECHNICAL STANDARDS
The abilities and skills candidates and students must possess in order to complete the education and training associated with the Graduate Program in Public Health are referred to as technical standards. These abilities and skills are essential for entry into most professional practice settings associated with this degree program.
1.0 OBSERVATION SKILLS TECHNICAL STANDARD
1.01 Demonstrate sufficient attention and accuracy in observation skills (visual, auditory and tactile) in the lecture hall and/or online settings. Indicators include, but are not limited to, accurate visualization and discrimination of text, numbers, patterns, graphic illustrations and other imaging texts.

2.0 COMMUNICATION SKILLS TECHNICAL STANDARD
2.01 Students must be able to communicate with faculty, colleagues and the target audience with whom they work.
2.02 Indicators include, but are not limited to, these examples:
   a. Clear, efficient and intelligible articulation of verbal language.
   b. Legible, efficient and intelligible written English language.
   c. Accurate and efficient English language reading skills.
   d. Accurate and efficient expressive and receptive communication skills.
   e. Ability to accurately follow oral and written directions.

3.0 CRITICAL REASONING SKILLS TECHNICAL STANDARD
3.01 Abilities include measurement, calculation, reasoning, data analysis and synthesis.
3.02 Students must have the intellectual capability to improve their knowledge based upon standard textbooks, conferences, lectures, current scholarly literature and journals.
3.03 Demonstrated problem-solving and critical thinking skills are necessary.
3.04 Demonstrate ability to acquire, retain and apply new and learned information.
3.05 Indicators include, but are not limited to, these examples:
   a. Demonstrate ability to evaluate the effectiveness of community health intervention programs.
   b. Demonstrate ability to analyze and interpret data using basic statistical tests, measures of disease occurrence and association.

4.0 MOTOR AND SENSORY FUNCTION TECHNICAL STANDARD
4.01 Students should have sufficient motor functions to be able to execute movements reasonably required to complete their public health education.
4.02 Indicators include, but are not limited to, this example:
   a. Physical stamina sufficient to complete the rigorous course of didactic and clinical study, which may include prolonged periods of sitting or standing.

5.0 BEHAVIORAL AND SOCIAL ATTRIBUTES TECHNICAL STANDARD
5.01 Students must possess the emotional health required for adequate utilization of intellectual abilities, the exercise of good judgment and evidence of mature and sensitive relationships with faculty, colleagues and the public.
5.02 Evidence of integrity, ethical standards and concern for others, as well as appropriate appearance and hygiene, interpersonal skills, interest and motivation are all personal qualities that will be assessed during the admission process and throughout the educational progression through the curriculum.
5.03 Indicators include, but are not limited to, these examples:
a. Demonstrate impartial motives, attitudes and values in roles, functions and relationships.
b. Ability to monitor and react appropriately to one’s own emotional needs and responses.
c. Display appropriate flexibility and adaptability in the face of stress or uncertainty.

BASIC STUDENT INFORMATION

STUDENT IDENTIFICATION

On-campus students will receive an EVMS photo identification card, issued during Orientation. EVMS identification cards 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 identification card. Please call the Human Resources Office at 446-6043 for hours to have photos taken for replacement badges.

Distance students are not required to have a photo identification card. However, students enrolled in the Program who live near the EVMS campus have the option to obtain a photo identification card in case they wish to visit the Program office, library, etc. To obtain a student ID badge please visit the Human Resources Department located in Smith-Rogers Hall (358 Mowbray Arch, Norfolk, VA 23507) between the hours of 8AM – 4PM Monday through Friday. This badge must be worn prominently at all times on campus for access to EVMS facilities.

ATTENDANCE

Students must log in to each Blackboard course site during the first week of each term. Failure to do so may result in dismissal from the course and/or loss of financial aid. See syllabi for course attendance requirements.

TRANSPORTATION (PARKING)

STUDENT PARKING REQUIREMENTS

Students will be issued an AVI tag at orientation. Properly affix the parking AVI tag to the vehicle windshield according to the instructions. Taping the tag on, affixing only one portion of the tag, or holding & waving the tag is not acceptable.

Display the red/white EVMC PARKING decal in the rear window, lower right corner. Convertibles may display the tag in the front window, lower right corner. Park in authorized student locations as described below. Garage level restrictions apply at all times, including weekends and holidays.
STUDENT PARKING LOCATIONS & RESTRICTIONS

PG03 Staff Garage – located between Hofheimer Hall & Andrews Hall.
Level 1 reserved space restrictions apply at all times.
24-7 Access – AVI tag and Decal Controlled

PG02 Central Visitor Garage – Restricted to afterhours access only.
5:00 PM-5:00 AM-Mon-Fri
24-7 on Sat-Sun & EVMS holidays
Parking on levels 3 or above at all times. – AVI tag and Decal Controlled

Lot 6 South Campus DI & CPR (right corner of Brambleton & Colley)
24-7 Access- AVI tag and Decal Controlled

Failure to follow student parking policies can result in the receipt of an EVMC Parking Citation. EVMS parking policy states that after 3 parking citations within a 12 month period, student parking privileges are suspended and the parker is required to use the visitor parking pay system at the current rate ($8.00 daily). Academic Affairs and the student program offices are notified of such situations.

EVMS Parking Coordinator:
Linda A. Lopez
446-7496
154 Colley Ave., Suite 102
LopezLA@EVMS.EDU

ACADEMIC ADVISOR

Upon entrance to the MPH Program, students will be assigned an Academic Advisor from their track. The Academic Advisor’s role is to assist the student in the selection of courses, to monitor the student’s academic progress, and to provide appropriate guidance and assistance. Students should arrange to meet with their Academic Advisor as needed, but at a minimum of once per term. Academic Advisor contact information may be found in the Key Program Contact Information section of this document.

COMPUTER REQUIREMENTS

Each student must have a personal computer 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 this program. All computer-related support, troubleshooting and updates will be the student’s responsibility. Purchase of a service plan matching the duration of the program is highly suggested.

Students eligible for federal financial aid may be able to increase their financial aid budget to cover the cost of a computer. You can learn more through the budget increase guidelines. If you have any questions about financial aid or the budget increase process, please contact Financial Aid for additional information at finaid@evms.edu or 757.446.5804.
COMPUTER SPECIFICATIONS

- Laptop cannot be more than 2 years old
- Processor: Minimum dual core
- RAM: Minimum 4 GB
- 60 GB SATA hard drive or greater
- Screen resolution: 1024x768
- 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)
- Netbooks, iPads and other tablets are not viable choices to fulfill the computing requirements

OPERATING SYSTEM

- Windows 7, 8, 8.1, or 10 (32 or 64 bit) Home Premium or higher is recommended
- Mac OSX 10.8.x, 10.10.4 or 10.11 will likely work
- Mac operating systems are not officially supported at EVMS

BROWSER

- PC: Microsoft Internet Explorer version 9, Firefox, and Chrome
- Mac: Safari versions 9.0.3 or higher and Mozilla Firefox
- Do not use beta versions of these browsers

OTHER ITEMS

- Microsoft Office 2010 Standard Edition or higher
- Microsoft Office provides Office 365 Education for free. Sign up with a valid school email address. [Office 365 Education Link](#)
- External storage device for data backup

**Epidemiology Track Students**

Statistical software will be used in the Epidemiology curriculum. If SAS is used, it will be provided by the MPH Program. SAS will work only in Windows. If you have a Mac, you can install Windows by the following methods:

- Dual booting using [Boot Camp](#)
- Virtual machine software such as [VMWare Fusion](#) or [Parallels](#)
- The EVMS Network Information Center **does not** provide support with VMWare Fusion or Parallels.

Students can receive a discount on these items on [the EVMS portal](#). [Learn more about SAS system requirements](#).
TUITION AND FEES

Tuition and fees for academic year 2019-20 may be found online.

Students must show proof of major medical insurance coverage. Students who are eligible for coverage under the policy of a parent or spouse are urged to remain so and must waive the EVMS student health insurance plan in order to not be billed for student health insurance. As an alternative, EVMS offers a student health insurance plan. Visit EVMS Student Wellness for more information regarding student health insurance.

Questions about tuition and fee charges on student account should be directed to Financial Services.

Tuition and fees are set annually in June by the Board of Visitors and are subject to change without notice.

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.

PUBLIC HEALTH PROFESSIONAL ORGANIZATIONS

AMERICAN PUBLIC HEALTH ASSOCIATION (APHA)

APHA champions the health of all people and all communities. We are the only organization that influences federal policy, has a nearly 150-year perspective and brings together members from all fields of public health.

DELTA OMEGA

The Delta Omega Honorary Society in Public Health was founded in 1924 at Johns Hopkins University within the School of Hygiene and Public Health to promote the graduate study of public health, and to recognize outstanding achievement in the new field.

VIRGINIA PUBLIC HEALTH ASSOCIATION (VAPHA)

The Virginia Public Health Association is a 501(c)3 not for profit alliance of multi-disciplinary health professionals from the public and private sectors committed to improving the health of all Virginians. Founded in 1950, VAPHA represents the public’s interest in the health of all Virginia residents and is an affiliate of the American Public Health Association. The mission of the association is to improve the public’s health in Virginia by strengthening public health practice and promoting sound public health policy. The Association is committed to actively forming new partnerships, ideas and initiatives and serving as a forum for all of the voices of public health in Virginia to be heard.
PUBLIC HEALTH STUDENT ASSOCIATION (PHSA)
The PHSA is a student lead organization recognized by Student Affairs at EVMS. The leadership of the organization coordinates community outreach, social and professional development activities for MPH students. The PHSA is also responsible for National Public Health Week activities across campus and in the community.

STUDENT SUPPORT AND RESOURCES

DISABILITY ACCOMMODATIONS
EVMS is dedicated to providing reasonable accommodations to qualified students with a documented disability. The student must self-identify with the Office of Student Disability Services as having a disability to begin the accommodation process. It is in the best interest of the student to begin the accommodation process as soon as you are aware that you may need them, as accommodations are not retroactive. All students must be able to fulfill the academic and technical standards of their academic program with or without reasonable accommodations; however accommodations are made available to aid in fulfilling those standards, not to waive them. If you have, or believe you have, a disability for which you wish to request accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, you must contact the EVMS Disability Officer StudentDisability@EVMS.EDU. Please visit the Disabilities Website for more information about the disability accommodations process.

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

BOOKSTORE
The EVMS bookstore carries textbooks, apparel, and gifts.

Matthews EVMS Bookstore
Lewis Hall
700 West Olney Road, Room 1108
Norfolk, VA 23507
Telephone: 757-446-5818
Fax: 757-446-5819
Email: find@evmsbookstore.com
Matthews EVMS Bookstore Website
REGISTRATION

DEGREE SEEKING AND CERTIFICATE STUDENTS

Prior to the end of each term, students who have not completed the degree requirements must register for next term classes. An email notification will be sent to all students notifying them of the dates of the registration period. Students are assigned an Academic Advisor upon matriculation into the Program. During the registration period students should contact their Academic Advisor to discuss their progress toward completion of the MPH degree. All students will register for classes through the online registration system. Upon submitting an online registration form, the registration is held in a pending status until reviewed and approved by the Academic Advisor. Students will not be added to course rosters until registrations have been approved. Students who do not register must take a leave of absence. For further details, see the Leave of Absence section of this document.

NON-DEGREE SEEKING STUDENTS

Non-degree seeking students can take courses during any semester, as long as their application is completed and they have been accepted. Non-degree seeking students are not eligible for financial aid and must pay tuition prior to the start of each semester.

AUDITING A COURSE

A student, alumnus, or EVMS employee may elect to audit a course from the MPH curriculum for the knowledge gained or personal satisfaction, but not for academic credit. There is a $150 registration fee to audit a course. Regular attendance is expected, but neither tests nor examinations are required. No grade will be recorded. The student’s transcript 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 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 ADD/DROP POLICY (INCLUDE SWITCHING FROM CLASSROOM TO BLACKBOARD AND/OR VICE VERSA)

To withdraw from a course, a Course Add/Drop Form (see Appendix) must be completed and submitted the MPH office for approval. It is recommended that the student contact their Academic Advisor and course instructor prior to submitting the Course Add/Drop Form. Students are strongly encouraged to review the Student Accounts Receivable Policy on the EVMS website at, 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.
A student can withdraw from a course until the mid-point of the term 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 term course, or first week of a condensed course, the course will be removed from the student’s transcript. If a course is dropped after that 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 within the first two weeks after the start of the term. Beyond that date, students may add a course to their schedule only with permission from the course instructor and the Program Director.

When there are classroom and Blackboard sections available for a particular course, students have one week from the start of the term to switch sections. Beyond that date, students can no longer change course sections without permission from the course instructor and Program Director.

TRANSFER OF CREDITS

EXTERNAL TRANSFER CREDITS

Requests to transfer graduate credits from another accredited US or Canadian institution will be considered on an individual basis after students are admitted to the MPH Program.

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; and
- Credits for an MPH core course were completed at a CEPH-accredited school or program in public health*.

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

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

Students requesting 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.

Requests to transfer a maximum of 9 international graduate credits will be considered on an individual basis after students are admitted to the MPH Program.

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

Non-degree-seeking students who apply to matriculate into the MPH Program may be granted admission for the spring or summer terms. In those cases, non-degree-seeking students must meet all admission requirements for matriculating students. Requirements are found online at [Public Health Admissions Requirements](https://publichealth.eh.edu/admissions/).

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

**TRANSFER CREDITS TO/FROM EVMS 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 are accepted for transfer into the Certificate. Students who earn a Certificate and later are accepted into the MPH Program may transfer all appropriate courses into the MPH Program.

**STUDENT FINANCES**

EVMS Financial Services will mail an invoice one month prior to the start of each semester. Your first invoice will include tuition and student fees, less your acceptance deposit.

**PAYMENTS**

Tuition payments for the MPH Program must be made by the first day of each semester, based on the total number of credit hours for which a student has enrolled. Tuition is subject to change. Please contact Financial Services at 757-446-6063 or by email AR@EVMS.EDU if you do not receive a tuition invoice.

**TUITION STATEMENTS**

You can access your financial statements at any time online using the myEVMS portal: https://myportal.evms.edu. If you have any questions or do not receive an invoice, please contact Financial Services at 757-446-6063 or by email AR@EVMS.EDU.
FINANCIAL AID
To qualify and maintain eligibility for Federal Student Aid programs, an applicant must be:

- accepted for admission to the MPH Program or a Graduate Certificate,
- be enrolled in good standing at least half time,
- be a US citizen or permanent resident,
- be registered with the Selective Service if a male,
- at least 18 years old, under 26 years old, and not currently a member of the Armed Forces,
- not be in default on a previous student loan or owe a refund on any Title IV funds received at another educational institution,
- maintain satisfactory academic progress, and
- be creditworthy (for credit based loans)

To be considered enrolled at least half time, students must be registered and attending at least four (4) credit hours in the fall and spring term, and three (3) credit hours in the summer term. Failure to maintain enrollment as described above could result in loans being returned to the Title IV granting agency and could result in a balance due to EVMS. Sources of financial aid can be confirmed by the EVMS Office of Financial Aid at 757-446-5804 or email at finaid@evms.edu or online at financial aid.
Financial aid staff can provide detailed information and counseling.

WITHDRAWAL REFUND
Refunds are governed by Financial Services. The Student Accounts Receivable Policy can be reviewed on the Accounts Receivable and Student Billing Website.
GRADING POLICIES
Students receive course letter grades using the scale below. 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>Letter Grade</th>
<th>Grades Not Affecting GPA</th>
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<tr>
<td>A</td>
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<tr>
<td>A-</td>
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<td>93 - 90</td>
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<tr>
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<td>3.33</td>
<td>89 - 87</td>
<td>B+</td>
<td>Incomplete - I</td>
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<tr>
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<td>B-</td>
<td>2.67</td>
<td>83 - 80</td>
<td>B-</td>
<td>Pass - P</td>
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<tr>
<td>C+</td>
<td>2.33</td>
<td>79 - 77</td>
<td>C+</td>
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<tr>
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<td>D-</td>
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<td>63 - 60</td>
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<td>F</td>
<td>0.00</td>
<td>59 or less</td>
<td>F</td>
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</table>

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.

SATISFACTORY ACADEMIC PROGRESS
Students must maintain 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, academic probation, and/or dismissal. Students who receive a warning or are placed on academic probation must demonstrate sufficient academic progress in the following term, as determined by the Program Director, to remain in the Program. The Program Director will 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. The MPH Program reviews academic progress of students on a regular basis, including at the end of each grading term. Students on academic probation who fail to demonstrate academic progress in the following term are subject to dismissal and may have financial aid withdrawn.
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 cumulative Grade Point Average (GPA) of 3.0, paid all indebtedness to EVMS, and have completed exit interviews.

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. 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).

STUDENT STATUS CHANGE

TRACK CHANGE POLICY
MPH students are admitted into the Program in the track for which they applied. Requests to change from one track to another must complete the following process:

1. Student discusses track change with their Academic Advisor. This discussion should include any effects of a track change on time to degree completion and academic planning.
2. Student completes the first two sections of the Change of Track Form (see Appendix) and Academic Advisor signs the form.
3. Student meets with the Track Coordinator of the requested track, provides the signed Change of Track Form, and discusses student qualifications and reasons for the change. This meeting may take place in person or via telephone/email.
4. If the Track Coordinator accepts the student into the new track, the Track Coordinator signs the form and submits it to MPH Program Staff. Program Staff obtains the MPH Program Director's signature and processes the form through the Registrar's Office.
5. If the Track Coordinator does not accept the student into the new track, the Track Coordinator notifies the student, Academic Advisor, and Director of the decision.

Students who change tracks must consider the consequences of such a change on financial aid eligibility and award. Students should contact Financial Aid directly to discuss potential impact prior to initiating a track change process.

LEAVE OF ABSENCE
A leave of absence may be granted in accordance with Federal Title IV Refund Regulations. A Leave of Absence/Withdraw Form (see appendix) must be completed, signed, and submitted to the MPH office. The Program Director shall review and sign the form, either approving or disapproving the request, and then forward the form to the Registrar. Should a student be unable to complete the Leave of Absence/Withdraw Form, the Program may act on behalf of the student to administratively complete documentation.
A leave of absence may 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. Please contact Accounts Receivable for information about the refund policy.

Students on Leave of Absence may use the EVMS library and other learning resources.

**WITHDRAWAL FROM THE PROGRAM**

When a student contemplates withdrawing from EVMS, they should first consult the MPH Program Director. MD/MPH students should also consult the Associate Dean for Student Affairs.

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 Program Director

When a student withdraws or is asked to withdraw from the MPH Program, a Leave of Absence/Withdraw Form must be competed (See appendix). The form must be submitted to the MPH office for signatures and processing. If a student withdraws without notifying the Program, the withdrawal date will be the last known date of attendance.

For information about the financial impact of a withdrawal, please contact Accounts Receivable and Financial Aid.

**READMISSION**

Students who withdraw/are withdrawn from the MPH Program 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.

**DISMISSAL FROM THE PROGRAM**

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

**REINSTATEMENT**

When a student has been dismissed from the Program for failing to meet academic requirements, readmission will be considered only with a recommendation from the Program Director. The student’s petition for readmission should be supported by a statement from the 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

Students in the School of Health Professions have the right to due process involving grievances and appeals. The student should discuss the grievance with the Program Director. If the grievance is not resolved, a student may file a written appeal to the Dean of the EVMS 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 administrators 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.

ACADEMIC INTEGRITY

EVMS HONOR SYSTEM

The students, faculty, and administration of EVMS join in support of the EVMS Honor Code for the purposes of (a) providing an atmosphere of mutual trust, concern, and respect; (b) fostering honorable and ethical behavior; and (c) cultivating lifelong professional conduct.

Any action indicating lack of integrity or dishonesty in academic matters is considered a violation of academic ethics and the Honor Code. Such offenses include, but are not limited to, lying, stealing, engaging in or attempting to engage in cheating, plagiarism, sabotage, falsifying or manipulating data, or knowingly passing off work of another as one’s own. Any student who fails to abide by the Honor Code or live up to its principles is subject to disciplinary action by the Honor Court. All students are obligated to support the Honor Code and report any violation thereof to the Honor Council.
As a student in the MPH Program, you are required to sign the EVMS honor code document and to abide by the EVMS honor code outlined in the EVMS student handbook. If you are ever in doubt about what is permitted or not permitted during testing, assignments, writing or take home exams, please read carefully the instructions for the particular assessment or assignment. If you are still in doubt, email or call your professor for clarification.

The simplest way to prevent plagiarism is to maintain proper attribution and citation techniques. As you write academic papers, you must conscientiously remember to attribute ideas and quotes when referring to the writings of others. The format in which you refer to another’s work will depend on the style guide preferred by the department offering your course. Your instructor will verify the style guide you should be using.

In view of the fact that each student has signed an honor pledge, it follows that each piece of work submitted by a student during the Program is to be his/her own work unless prepared under alternate conditions specified by the faculty member in charge of the course. Enforcement of the Honor Code in the classroom and online is a responsibility which is shared by faculty and students. Instructors may, at their discretion and with the help of the student, exercise the option of identifying proctors for examinations.

**PLAGIARISM**

Plagiarism is defined best as stealing and passing off the ideas and/or exact words of another as your own. Unintentional plagiarism, where the plagiarism is the result of ignorance, poor writing skills, or mistakes in writing up citations in early drafts, is forgivable.

The following definition of plagiarism is sued by the MPH Program:

1. submitting work (or a part thereof) that belongs to another person or that has been written by someone other than you;
2. copying from a source without proper acknowledgment, quotation marks, or both; and/or
3. paraphrasing from a source without proper acknowledgment.

If you submit a final draft to an instructor or to a journal for publication with the words or ideas of another person consciously copied with or without citation, then you are guilty of plagiarism.

Written work will be reviewed to detect plagiarism using the Safe Assign feature in Blackboard, and/or other methods as necessary.

**COPYRIGHT**

Information contained in courses is property of EVMS. Sharing of course content with others not enrolled in courses is prohibited without the permission of the instructor. This includes but is not limited to e-mailing or posting of any course content, discussions, e-mails, or assignments through any social media such as Facebook or websites. Students not following this rule will be subject to disciplinary action which may result in, but not limited to, an honor code violation and mandatory withdrawal from the course.
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.

EMAIL COMMUNICATION

EVMS email allows you to communicate one-on-one with other persons enrolled in the class or the instructor. Information that you need to convey to the instructor or requests for an appointment are best sent via email.

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/closing of registration periods, are sent to EVMS email addresses only. All MPH students are required to check their EVMS email at least once a week.

PUBLISHING POLICY

Authorization for publishing any or all of a student Community Practicum project as a meeting abstract, meeting poster, book chapter, or article in a scientific journal must be sought from the Practicum Advisor(s) and the Program Director. All scholarly work done as part of the requirements of completing the Masters in Public Health must be attributed to EVMS, the Advisor, the Program Director, and the local institution.

DISTANCE EDUCATION POLICIES

BLACKBOARD

Each course in the MPH Program will have a Blackboard course site. Each course instructor will provide Blackboard course expectations in their course syllabus. Students enrolled in courses delivered asynchronously must utilize organization and time management skills. For a three credit hour course, students should dedicate at least 8 hours a week towards reading course materials and completing assignments.
VIDEOSTREAM (BLUE JEANS)

Students enrolled in a videostream course will access the live stream course through the Blue Jeans application. This cross platform program (Windows, Mac, iOS, Android) will allow students to attend class virtually from a distance. Students will access the live stream course and recordings through the Blackboard course site under Online Classroom.

Below are quick start guides based on the method of connectivity. However, we highly recommend students to use a desktop or laptop. Students can test Blue Jeans at any time by visiting: BlueJeans

- Desktop or laptop: How to Join from a Computer
- iPhone: How to Join from an iPhone
- Android: How to Join with Android

VIDEOSTREAM RECOMMENDATIONS

- Always connect to class on time, or preferably early to resolve technical issues. It is recommended to connect 5-10 minutes prior to class start time.
- Utilize headphones or earbuds for listening.
- Connect to the Internet using a hard-wired connection if possible. If you need to use Wi-Fi:
  - Be as close as you can to the wireless router.
  - Use in-home high speed internet if available (avoid public Wi-Fi if at all possible)
  - Minimize the number of devices using the wireless (phones, tablets, gaming consoles, other computers).
  - Ensure streaming services are not in use (Netflix, Amazon Video, Xbox Live, etc.).
- Mute your mic when you are not speaking. If your mic is always on, it may pick up background noises that can distract other students or your professor.
- If your camera will be on for class, dress as if you were going to class in person and try to sit where you have good lighting so that your classmates and professor can see you. Remember, your background is visible to others.
- Participation in classroom discussion is highly recommended.

ONLINE ETIQUETTE POLICY

Interaction tools within Blackboard such as the Discussion Board, Collaborate and VoiceThread may be used within an online course. Students are expected to interact in a professional manner with classmates, faculty, and staff, be prompt in attending Internet meetings, be patient in online interactions, and follow through on their individual contributions to group assignments. Inappropriate language, dissension, or disruption will be removed from any web posting and disciplinary action may be taken.
HELP CONTACT INFORMATION

If students are having issues with tools within Blackboard or Blue Jeans, please contact the EVMS Distance Education Department at DistanceEducation@evms.edu or 757-446-0588. If you cannot log into Blackboard (Bb) or access your email, contact the Academic Computer Center (ACC), 757-446-5871, or email comphelp@evms.edu.

CURRICULUM (COURSE SEQUENCE)

MPH TRACKS

EPIDEMIOLOGY

Epidemiologists are public health professionals that focus on the causes, patterns and control of diseases and injury in populations. Epidemiology is a fundamental science of public health and is essential to the reduction of risk and the occurrence of negative health outcomes. The epidemiology curriculum provides rigorous training in the knowledge and skills for analyzing community health problems, with emphasis on how to measure and describe the health of populations.

Full-Time Course Sequence

Year 1

FALL SEMESTER | 10 CREDITS
MPH 600  Introduction to Public Health  1 Credit
MPH 611  Social and Behavioral Sciences for Public Health  3 Credits
MPH 612  Statistical Reasoning for Public Health  3 Credits
MPH 615  Public Health Administration and Management  3 Credits

SPRING SEMESTER | 9 CREDITS
MPH 613  Principles of Environmental Health Science  3 Credits
MPH 614  Principles of Epidemiology  3 Credits
MPH 779  Introduction to Research Methods  3 Credits

SUMMER SEMESTER | 6 CREDITS
MPHE 624  Data Management with SAS  3 Credits
Elective*  3 Credits

Year 2

FALL SEMESTER | 9 CREDITS
MPHE 711  Epidemiologic Methods I  3 Credits
MPHE 702  Biostatistics II  3 Credits
Elective*  3 Credits

SPRING SEMESTER | 9 CREDITS
MPH 750  Community Practicum  3 Credits
MPHE 737  Capstone Seminar  3 Credits
MPH 770  Epidemiologic Methods II  3 Credits

*ELECTIVES
MPHE 718  Current Issues in Epidemiology  3 Credits
MPHE 715  Infectious & Chronic Disease Epidemiology  3 Credits

*Other courses approved by faculty adviser
HEALTH MANAGEMENT AND POLICY

Students in the Health Management and Policy track work to address the complex issues presented by today’s dynamic healthcare sector. Students prepare to face the cost, access and quality challenges of the healthcare system, incorporating concepts and competencies from areas such as management, policy analysis and finance.

Full-Time Course Sequence

**Year 1**

**FALL SEMESTER | 10 CREDITS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<td>Introduction to Public Health</td>
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<tr>
<td>MPH 611</td>
<td>Social and Behavioral Sciences for Public Health</td>
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**SPRING SEMESTER | 9 CREDITS**

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<tr>
<td>MPH 614</td>
<td>Principles of Epidemiology</td>
<td>3</td>
</tr>
<tr>
<td>MPH 779</td>
<td>Introduction to Research Methods</td>
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**SUMMER SEMESTER | 6 CREDITS**

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**Year 2**

**FALL SEMESTER | 9 CREDITS**

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<tr>
<td>MPHE 723</td>
<td>Policy &amp; Politics of Health</td>
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<tr>
<td>MPH 733</td>
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**SPRING SEMESTER | 9 CREDITS**

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<td>Capstone Seminar</td>
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<td>Conflict Analysis &amp; Negotiations</td>
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**ELECTIVES**

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<td>MPH 772</td>
<td>International Health Exchange Program</td>
<td>3</td>
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<tr>
<td>MPH 690</td>
<td>Leadership: Theories, Skills and Applications</td>
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*Other courses approved by faculty adviser
GRADUATE CERTIFICATES

GRADUATE CORE PUBLIC HEALTH CERTIFICATE

The Graduate Core Public Health Certificate is an 18-credit hour program designed to give students a strong foundation of knowledge in the five core areas of public health:

- Biostatistics
- Epidemiology
- Environmental health
- Health services administration
- Social and behavioral sciences

The fundamental knowledge and skills learned in these core courses will equip students to analyze and respond to emerging public health issues at the institution, community and societal levels.

Course Requirements

FALL SEMESTER

MPH 611 Social and Behavioral Sciences for Public Health 3 Credits
MPH 612 Statistical Reasoning for Public Health 3 Credits
MPH 615 Public Health Administration and Management 3 Credits

SPRING SEMESTER

MPH 613 Principles of Environmental Health 3 Credits
MPH 614 Principles of Epidemiology 3 Credits
MPH 779 Introduction to Research Methods 3 Credits

Total 18 Credits

GRADUATE HEALTHCARE MANAGEMENT CERTIFICATE

Healthcare management is a multidisciplinary field of inquiry and practice that is concerned with the organization, financing, delivery and quality of health services for individuals and populations. The Graduate Healthcare Management Certificate is a 15-credit hour program designed to provide the learner with leadership and strategic management tools specifically for the healthcare environment.

Course Requirements

REQUIRED (6 Credits):

MPHE 615 Public Health Administration and Management Fall Term 3 Credits
MPHE 733 Financing Healthcare Fall Term 3 Credits

CHOOSE THREE (9 Credits):

MPHE 721 Healthcare Strategy Fall Term 3 Credits
MPHE 723 Policy and Politics Fall Term 3 Credits
MPH 690 Leadership: Theories, Skills, and Applications Summer Term 3 Credits
MPHE 727 Organizational Management Summer Term 3 Credits
MPHE 736 Conflict Analysis and Negotiations Spring Term 3 Credits

Total 15 Credits
GRADUATE EPIDEMIOLOGY CERTIFICATE

Epidemiology is the study of the distribution and determinants of disease, illness and injury. The graduate epidemiology certificate is a 15-credit hour program designed to provide the learner with an understanding of the concepts of epidemiology used in public health practice. The certificate is intended to provide the concepts, methods and tools needed for the assessment of health situations and trends of population groups.

Course Requirements
FALL SEMESTER
Elective* 3 Credits
MPH 612 Statistical Reasoning for Public Health 3 Credits

SPRING SEMESTER
MPH 614 Principles of Epidemiology 3 Credits
MPH 779 Research Methods 3 Credits

SUMMER SEMESTER
Elective* 3 Credits
Total 15 Credits

*ELECTIVES
MPHE 737 Infectious & Chronic Disease Epidemiology 3 Credits
MPHE 715 Current Issues in Epidemiology 3 Credits
MPHE 624 Data Management with SAS 3 Credits
MPHE 702 Biostatistics II 3 Credits
MPHE 711 Epidemiologic Methods I 3 Credits
MPH 772 International Health Exchange Program (Summer) 3 Credits
ENVH 523 Vector-Borne Diseases Control 3 Credits

CERTIFICATE IN IMPLEMENTING CHANGE AND ACHIEVING HIGH PERFORMANCE IN THE HEALTHCARE ENVIRONMENT

The certificate in Implementing Change and Achieving High Performance in the Healthcare Environment is a 1-credit-hour program designed for physicians, healthcare managers and other health professionals. The certificate gives students the opportunity to learn innovative strategies for implementing change and achieving high performance in their work environments. The certificate covers the following core leadership competencies:

- Change management through IMPACT
- Situational leadership
- Conflict management through the Thomas-Kilmann Conflict Mode Instrument
- Influence: The Influencer Model
- Giving and receiving effective feedback: "Feedback That Works"
- Leadership rounding with intent

Students will directly apply the six core leadership competencies through individual capstone projects and group work sessions with colleagues in the class.

Those who complete the certificate program will understand how to implement change in a variety of healthcare settings and how to sustain highly reliable performance through change initiatives.
Course Schedule
This certificate is offered in the fall and spring over a four-week period from 1:30 p.m. to 5:30 p.m. on Fridays and from 8 a.m. to 12 p.m. on Saturday mornings. Students will register for MPH 710: Implementing Change and Achieving High Performance.

**MPH COURSE DESCRIPTIONS**

**ALL TRACKS**

**MPH 600: Introduction to Public Health (1 credit hour)**
This course provides an introduction to the multidisciplinary field of Public Health. Students will learn the history, core functions, and roles of the US public health system through grounding in the 12 foundational public health knowledge areas.

**MPH 611: Social and Behavioral Sciences for Public Health (3 credit hours)**
This course is a social and behavioral sciences core course for the MPH Program. Psychological, social and cultural concepts and models relevant to health and disease in society are reviewed and critiqued. The course will enable students to describe core theoretical perspectives from each of the social science disciplines of psychology, sociology and anthropology. Students will learn how to select and apply appropriate social and behavioral models to the design of public health interventions and policies. The course will also cover existing social inequalities in health status related to race, social class and gender, and the critical intersection between social risk factors, behavioral risk factors and the development and implementation of public health interventions. Social ecological models that influence population health at multiple levels are emphasized.

**MPH 612: Statistical Reasoning for Public Health (3 credit hours)**
An introduction to the use of statistics in the health field. Emphasis is on descriptive statistics, estimation, linear regression and contingency tables. This course includes lectures, reading, demonstrations, experiential activities in a laboratory setting and written and oral assignments.

**MPH 613: Principles of Environmental Health Science (3 credit hours)**
An introduction to the chemical, physical and biological factors affecting human health and disease. Emphasis is on the skills to detect environmental factors in health problems and to determine methods of control to prevent disease and maximize environmental quality. This course includes lectures, readings and required assignments.

**MPH 614: Principles of Epidemiology (3 credit hours)**
An introduction to epidemiology as a body of knowledge and a method for analyzing community health problems. The course emphasizes how to measure and describe the health of populations, the natural history of diseases in population groups, standardization of rates, sources of data, study designs, measurements of risk, evaluation of screening tests, causal inferences and outbreak investigation. This course includes lectures, reading and individual and group assignments.

**MPHE 615: Public Health Administration and Management (3 credit hours)**
An introduction to the understanding of the structure and functions of the American healthcare system, public health practice in the United States and basic managerial responsibilities. Emphasis is on management tasks and styles, structure and trends in the healthcare system, legal and regulatory framework for public health, organizational and community assessment, public health settings and services. This course consists of lectures, reading and written assignments.

**MPH 779: Introduction to Research Methods (3 credit hours)**
The goal of this course is to provide practical, step-by-step guidance to the research process. The organizing framework used is the scientific method, which is applied to current health initiatives. Students develop a unique research design proposal.

**MPH 750: Community Practicum (3 credit hours)**
An opportunity to apply knowledge and skills gained in academic courses in a working environment or community setting under the supervision of a preceptor. This course requires a written report to the preceptor and the course director as well as oral presentation. Culminating experience - taken in conjunction with MPH 770 Capstone.

**MPH 770: Capstone Seminar (3 credit hours)**
A synthesis and integration of knowledge gained through the coursework and other learning experiences, with the application of theory and principle to various public health issues. Students from all tracks will take this seminar. Culminating experience - taken in conjunction with MPH 750 Community Practicum.

**EPIDEMIOLOGY TRACK**

**MPHE 624: Data Management with SAS (3 credit hours)**
A beginner’s course in data management, statistical programming and basic data analysis using the SAS system. The course will introduce the students to database construction, database management and statistical programming and analysis. This is a hands-on course that will be taught using demonstrations and experiential activities in the computer laboratory.

**MPHE 702: Biostatistics II (3 credit hours)**
Topics from inferential statistics and probability modeling will be discussed and illustrated using data selected from real-life health-related applications. Data analysis emphasizing proper interpretation of results and familiarity with SAS software will be a key component of the course.

**Prerequisite:**
- MPH 612 Statistical Reasoning for Public Health
- MPH 614 Principles of Epidemiology

**MPHE 711: Epidemiologic Methods I (3 credit hours)**
Introduces elements of study design, data analysis and inference in epidemiologic investigation.

**Prerequisite:**
- MPH 612 Statistical Reasoning for Public Health
- MPH 624 Data Management with SAS
- MPH 614 Principles of Epidemiology
MPHE 715: Current Issues in Epidemiology (3 credit hours)
Discussions with experts experienced in the diverse applications of epidemiology in current research and practice. Emphasis on emerging infectious diseases, environmental and occupational health, chronic diseases and community intervention trials. Lectures, discussions, class presentations and development of research project.

MPHE 718: Epidemiologic Methods II (3 credit hours)
Coverage of statistical design and analysis concepts and methods in epidemiologic research.
Prerequisite:
- MPHE 718 Epidemiologic Methods II

MPHE 737: Infectious & Chronic Disease Epidemiology (3 credit hours)
This course focuses on substantive areas in epidemiology with an emphasis on infectious disease epidemiology and chronic disease epidemiology. The course will also include projects focused on field epidemiology, with an emphasis on public health surveillance and outbreak investigation. These topics are important for epidemiologists and other health professionals in public health practice.

HEALTH MANAGEMENT AND POLICY TRACK

MPHE 721: Healthcare Strategy (3 credit hours)
Examination of strategy-making issues for healthcare organizations, including analysis of economic incentives, financial strategies, development of mission and goals and formulation and implementation of long-range strategies to accomplish those goals.
Prerequisite:
- MPH Core Courses

MPHE 723: Policy & Politics of Health (3 credit hours)
An introduction to the policy process, frameworks for understanding health policy issues, background research necessary for policy implementation and implementation strategies.
Prerequisite:
- MPH Core Courses

MPHE 727: Organizational Management (3 credit hours)
This course examines issues and principles in the management of individuals, groups and organizations. Topics include motivation and reward systems, group dynamics and organizational design and change.

MPHE 733: Financing Healthcare (3 credit hours)
Students examine financial evaluation of the healthcare industry, the source of funds and effects of changing patient policies. Other topics of interest will be financial strategies, budgets and capital outlay.
Prerequisite:
- MPH Core Courses
MPHE 736: Conflict Analysis & Negotiations (3 credit hours)
This course examines issues and principles in the management of conflict and negotiation within organizations. Topics include resolution strategies and organizational design and change.

MPH 772: International Health Exchange Program (3 credit hours)
This course exposes students to important issues in international public health and is unique in that it involves the analysis of health problems in the broad social, cultural, economic and political contexts that generate and sustain them.

MPH 690: Leadership: Theories, Skills and Applications (3 credit hours)
The emphasis of this course is on the practice of leadership. The course will equip the student with the basic managerial background, fundamentals and theories which will be applicable at any level in management and in leadership positions. Students will be exposed to the interaction of leadership, change, communication and power as seen in the healthcare environment. This course will examine the traits of leading, developing leadership skill, creating a vision, managing conflicts and obstacles in an organization.

COMPETENCIES
At the conclusion of the degree program, all students will be grounded in foundational public health knowledge and 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.

FOUNDATIONAL PUBLIC HEALTH KNOWLEDGE (FPHK)

PROFESSION & SCIENCE OF PUBLIC HEALTH
Competency FPHK 1: Explain public health history, philosophy and values.
Competency FPHK 2: Identify the core functions of public health and the 10 Essential Services.
Competency FPHK 3: Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population’s health.
Competency FPHK 4: List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program.
Competency FPHK 5: Discuss the primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
Competency FPHK 6: Explain the critical importance of evidence in advancing public health knowledge.

FACTORS RELATED TO HUMAN HEALTH
Competency FPHK 7: Explain effects of environmental factors on population health.
Competency FPHK 8: Explain biological and genetic factors that affect a population’s health.
Competency FPHK 9: Explain behavioral and psychological factors that affect a population’s health.

Competency FPHK 10: Explain the social, political and economic determinants of health and how they contribute to population health and health inequities.

Competency FPHK 11: Explain how globalization affects global burden of disease.

Competency FPHK 12: Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health).

MPH FOUNDATIONAL COMPETENCIES

EVIDENCE-BASED APPROACHES TO PUBLIC HEALTH

Competency MPH 1: Apply epidemiological methods to the breadth of settings and situations in public health practice

Competency MPH 2: Select quantitative and qualitative data collection methods appropriate for a given public health context

Competency MPH 3: Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate

Competency MPH 4: Interpret results of data analysis for public health research, policy or practice

PUBLIC HEALTH & HEALTH CARE SYSTEMS

Competency MPH 5: Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings

Competency MPH 6: Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

PLANNING & MANAGEMENT TO PROMOTE HEALTH

Competency MPH 7: Assess population needs, assets and capacities that affect communities’ health

Competency MPH 8: Apply awareness of cultural values and practices to the design or implementation of public health policies or programs

Competency MPH 9: Design a population-based policy, program, project or intervention

Competency MPH 10: Explain basic principles and tools of budget and resource management

Competency MPH 11: Select methods to evaluate public health programs

POLICY IN PUBLIC HEALTH

Competency MPH 12: Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence

Competency MPH 13: Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
Competency MPH 14: Advocate for political, social or economic policies and programs that will improve health in diverse populations

Competency MPH 15: Evaluate policies for their impact on public health and health equity

LEADERSHIP

Competency MPH 16: Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making

Competency MPH 17: Apply negotiation and mediation skills to address organizational or community challenges

COMMUNICATION

Competency MPH 18: Select communication strategies for different audiences and sectors

Competency MPH 19: Communicate audience-appropriate public health content, both in writing and through oral presentation

Competency MPH 20: Describe the importance of cultural competence in communicating public health content

INTERPROFESSIONAL PRACTICE

Competency MPH 21: Perform effectively on interprofessional teams

EPIDEMIOLOGY TRACK COMPETENCIES

EPI 1: Explain the basic terminology and definitions of epidemiology.

EPI 2: Calculate basic epidemiologic measures.

EPI 3: Synthesize evidence in a public health area by critically reviewing and interpreting scientific literature to identify gaps in evidence, and propose further epidemiologic investigation.

EPI 4: Justify appropriate methods for the design of data collection tools and protocols, data monitoring and quality assurance, and data analysis.

EPI 5: Justify descriptive and inferential methods according to type of study design for answering a particular research question.

EPI 6: Create written and oral presentations based on statistical analysis for both professional and lay audiences.

EPI 7: Select and critically evaluate secondary data sources appropriate for addressing a public health issue or question. Explain limitations of secondary data sets and recommend design and analytic solutions.

EPI 8: Generate appropriate inferences from epidemiological data.

EPI 9: Interpret results and evaluate strengths and limitations of methods in epidemiological reports.

EPI 10: Recommend preferred methodological alternatives to commonly used methods when assumptions are not met.
EPI 11: Critically evaluate the influence of confounding and interaction on the process and interpretation of statistical analysis of epidemiologic data and upon subsequent inferences, conclusions and implications.

EPI 12: Demonstrate proficiency in the use of computer software for data entry, database management, data analysis and displaying and reporting results.

HEALTH MANAGEMENT AND POLICY TRACK COMPETENCIES

HMP 1: Apply basic terminology and definitions of healthcare finance.

HMP 2: Analyze financial data using software.

HMP 3: Gather, interpret, and report, and communicate financial data.

HMP 4: Assess the financial status of an organization and recommend corrective action.

HMP 5: Develop budgets and financial data for tracking and reporting.

HMP 6: Analyze financial management of operations through application of fundamentals of healthcare finance.

HMP 7: Identify the relationship between strategic planning, budgeting, and financial management.

HMP 8: Demonstrate an understanding of the principle characteristics of organizational management.

HMP 9: Apply key organizational management theories and models to an assessment of an organization’s structure and design.

HMP 10: Develop an understanding of the principles of leadership and management as applied to organizational management.

HMP 11: Analyze organizational management approaches addressing challenges to organizational management of change.

HMP 12: Assess and present application of principles of organizational management including outcomes of strategic management in a panel discussion and in assigned papers.

HMP 13: Develop a strategic plan for a health care organization.

HMP 14: Demonstrate the ability to locate, summarize, and present peer-reviewed literature related to healthcare strategy.

HMP 15: Assess basic concepts, terminology, and definitions of strategy.

HMP 16: Demonstrate comprehension of strategic planning.

HMP 17: Analyze and evaluate an important health issue.

HMP 18: Develop a specific health care policy proposal using an analytical framework.

HMP 19: Describe the development, implementation, and evaluation of health policies in the United States.

HMP 20: Differentiate types of conflict and strategies for mediation.
HMP 21: Create and analyze conflict scenario.

SYSTEMS THINKING

Competency MPH 22: Apply systems thinking tools to a public health issue.

APPENDICES

Course Add/Drop Form
Change of Track Form
Transfer Approval Request Form
Leave of Absence/Withdraw Form
Return from Leave of Absence
# COURSE ADD DROP FORM

## Student Information

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<th>Student Name(s):</th>
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<td>Student ID Number(s):</td>
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<tr>
<td>Semester</td>
<td>Year:</td>
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<tr>
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<th>COURSE TITLE</th>
<th>CREDIT HOURS</th>
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## REASON FOR ACTION:


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<th>Student Signature</th>
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<tr>
<td>Advisor Signature</td>
<td>Date</td>
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<tr>
<td>Director Signature</td>
<td>Date</td>
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REV 2019/07/08
A degree Track is an area of specialization within which a degree student concentrates their studies. Students are admitted into the MPH Program in a specific Track. Students who change their Track after initial enrollment are subject to the requirements of the specialization at the time of declaration. Changing to a different Track requires approval from the student’s current academic advisor, the Coordinator of the new Track, and the MPH Program Director.

### Student Information

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<td>Student ID Number(s):</td>
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<tr>
<td>☐ EVMS ID #:</td>
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</tr>
<tr>
<td>Program Name:</td>
<td>☐ Master of Public Health (MPH)</td>
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<tr>
<td>Current Track(s):</td>
<td>☐ Epidemiology</td>
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<tr>
<td>Academic Faculty Advisor:</td>
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### Track Transfer

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<tr>
<th>I am requesting to:</th>
<th>☐ Transfer from my current Track to the following Program Track:</th>
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<tbody>
<tr>
<td>☐ Epidemiology</td>
<td>☐ Health Management and Policy</td>
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### Student Signature

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<th>Student Signature</th>
<th>Date</th>
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### Official Administrative Use Only:

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<tr>
<th>Current Academic Faculty Advisor</th>
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<tbody>
<tr>
<td>Newly Appointed Track Coordinator</td>
<td>Date</td>
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<tr>
<td>MPH Program Director</td>
<td>Date</td>
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<tr>
<th>New Academic Faculty Advisor (appointed by Track Coordinator):</th>
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<tbody>
<tr>
<td>Newly Appointed Academic Faculty Advisor:</td>
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<tr>
<td>Date</td>
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</table>

* Signed copies of this form must be submitted to each of the following: (A) EVMS Registrar (B) Student (C) Student's Academic File (D) MPH Office Files

### Registrar Office Use Only:

<table>
<thead>
<tr>
<th>I verify that this change of track has been completed.</th>
<th>☐ Yes</th>
<th>☐ No</th>
<th>If no, please explain</th>
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<tr>
<th>EVMS Registrar</th>
<th>Date</th>
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# TRANSFER APPROVAL REQUEST FORM

This Transfer Approval Form is for fully admitted students to request credits completed outside of the EVMS MPH Program be considered for applicability to the MPH degree, MD/MPH dual-degree or Graduate Certificate. Students may transfer up to a maximum of 9-credit hours toward their degree program. A copy of the course description and/or course syllabus must be included with this form, along with a transcript, if the coursework has been completed. Academic Faculty Advisor and Program Director approval is required. Approved credits will not count toward your overall GPA.

## Student Information

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<tr>
<th>Student Name:</th>
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<tbody>
<tr>
<td>Student ID Number(s):</td>
<td>EVMS ID #:</td>
</tr>
<tr>
<td>Program Name:</td>
<td>☐ MPH ☐ MDMPH ☐ NON-MATRIC ☐ CERTIFICATE</td>
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<tr>
<td>Track(s):</td>
<td>☐ EPI ☐ HMP ☐ CPH CERT ☐ HCM CERT ☐ EPI CERT</td>
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<td>Institution at which course was completed:</td>
<td>Grade:</td>
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<td>EVMS Course ID#:</td>
<td>EVMS Course Title:</td>
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<td>Grade:</td>
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<td>EVMS Course Title:</td>
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## Official Administrative Use Only:

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<th>Equivalency Determination:</th>
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<td>Transfer Course 1</td>
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<td>Transfer Course 2</td>
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<td>☐ Denied</td>
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<tr>
<td>Transfer Course 3</td>
<td>☐ Approved</td>
<td>☐ Denied</td>
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</table>

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<tr>
<th>6-Credit Hour Limit Waiver</th>
<th>☐ No</th>
<th>☐ Yes</th>
<th>If Yes, state reason here</th>
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<tr>
<th>Tuition Adjustment Required</th>
<th>☐ No</th>
<th>☐ Yes</th>
<th>If Yes, state reason here</th>
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<th>Academic Faculty Advisor</th>
<th>Date</th>
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<tr>
<th>Program Director</th>
<th>Date</th>
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* Signed copies of this form must be submitted to each of the following: (A) EVMS Registrar (B) Student (C) Student's Academic File. | REV: 20190628
# Leave of Absence / Withdraw Form

## Student Information

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Program Enrolled:</th>
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<tr>
<th>Permanent Address:</th>
<th>Present Address:</th>
<th>Forwarding Email:</th>
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*It is the responsibility of the student to inform the EVMS Office of the Registrar and the Program of changes in an address and /or email.

## Leave of Absence

<table>
<thead>
<tr>
<th>Reason for Leave:</th>
<th>☐ Health</th>
<th>☐ Financial</th>
<th>☐ Academic</th>
<th>☐ Military</th>
<th>☐ Other</th>
</tr>
</thead>
</table>

Leave of Absence will be for ☐ Fall ___(yr) ☐ Spring ______(yr) ☐ Summer____(yr)

What was or will be the last date you attended classes at EVMS ______________ month/day/year

I plan on returning in the ☐ Fall ___(yr) ☐ Spring ______(yr) ☐ Summer __(yr)

Date of Return (please enter the actual return date) ______________________ month/day/year

Change in graduation date? YES ☐ NO ☐ If YES, new date ______

## Withdrawing from EVMS

<table>
<thead>
<tr>
<th>Reason for Withdrawal</th>
<th>☐ Health</th>
<th>☐ Financial</th>
<th>☐ Academic</th>
<th>☐ Military</th>
<th>☐ Other</th>
</tr>
</thead>
</table>

I am planning to withdraw ☐ now ☐ end of current enrollment period

What was the last date you attended classes at EVMS ____________ month/date/year

## Contingencies

<table>
<thead>
<tr>
<th>Contingencies for leave or return are appended</th>
<th>YES ☐</th>
<th>NO ☐</th>
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</table>

I understand that taking a leave of absence or withdrawing from EVMS may affect my loan repayment terms, including the expiration of my grace period. I have met with representatives from the Office of Financial Aid, Office of Financial Services and the Registrar’s Office to discuss my Leave of Absence or Withdrawal. I also understand that if I fail to return to EVMS at the end of the approved leave of absence, I will be considered withdrawn from EVMS as of the start of my leave of absence.

**Student Signature**

Date

☐ Approved ☐ Disapproved

**Health Profession Program Director Signature**

Date

**Vice Dean for Academic Affairs or**

Date

**Associate Dean for Student Affairs Signature**

Date

**Registrar Signature**

Date

Oracle Updated ☐ Notification sent via PDF ☐

Distributed via PDF to: Accounts Receivable, Financial Aid Office, Student Loan Office, Business Management
Compliance Requirements for a Leave of Absence and Return to EVMS

Student Name:

Date:

Your leave of absence from EVMS and/or return to EVMS is contingent upon the following requirements. Your status will not be officially changed until all requirements are fulfilled by the indicated date. This form must be appended to the Leave of Absence (LOA) form and/or the Return from Leave form if contingencies are indicated on the LOA form.

Academic Progress

☐ Meeting with Student Progress Committee or Program Director no later than:

  Date:

☐ Developing an Academic Plan, completed and signed by necessary authorities no later than:

  Date:

Medical Documentation

☐ Proof of medical fitness

  Written documentation from a relevant healthcare provider indicating you are fit to return to full academic duties, including seeing patients (if applicable) as of a specified date. Please append written documentation.

☐ Treatment Plan

  Written documentation from a ______________________________ (medical specialist) indicating you have been treated and are expected to adhere to the following treatment plan. Documentation must include:

  • Inclusive dates and frequency of treatment prior to return
  • Frequency of medical appointments with specified provider upon return

Leave of Absence Contingencies 2016
• Medications (name and dosage)
• Other
• Written permission from you for any of the above providers to communicate with EVMS faculty listed below:

_____________________________        _________________________
                        Name                                      Email

_____________________________        _________________________
                        Name                                      Email

(Please append a copy of your treatment plan to this form)

Compliance Requirements
Please append written documentation of completion of the following or provide a signature from an EVMS Compliance regulator indicating completion of a required training module.

☐ Proof of influenza vaccine for the current academic year

☐ Bloodborne Pathogen Training renewal       Signature: _________________________

☐ Basic Cardiac Life Support                  Signature: _________________________

☐ Advanced Cardiac Life Support               Signature: _________________________

☐ Human Subjects Research CITI Training      Signature: _________________________

☐ Others as specific by Program               Signature: _________________________

Student Signature: ________________________________

Program Signature: ________________________________

Leave of Absence Contingencies 2016
# Return from LOA/Withdrawal/Reinstatement

## Student Information

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<table>
<thead>
<tr>
<th>Return from:</th>
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<tbody>
<tr>
<td>☐ Leave of Absence</td>
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<td>☐ Withdrawal</td>
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<td>☐ Reinstatement</td>
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<td>☐ Fall ____ (yr)</td>
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<td>☐ Spring ____ (yr)</td>
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<td>☐ Summer ____ (yr)</td>
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<td>________________________________ month/day/year</td>
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<th>☐ Approved ☐ Disapproved</th>
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<th>Health Profession Program Director Signature</th>
<th>Date</th>
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<tr>
<th>Associate Dean for Medical Education or Associate Dean for Student Affairs Signature</th>
<th>Date</th>
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<th>Registrar Signature</th>
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| Oracle Updated ☐ Notification sent via PDF ☐ |
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