



# **MASTER OF HEALTH ADMINISTRATION STUDENT HANDBOOK**

## **/ School of Public Health**

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# WELCOME FROM THE MHA PROGRAM DIRECTOR & ASSOCIATE DEAN FOR PROFESSIONAL PROGRAMS



Welcome MHA Students!

As our inaugural MHA class, I cannot begin to express how excited I am for you and for us. This marks a new era for the School of Public Health – one where we launch out in training the next generation of healthcare and public health leaders. Our faculty and staff have worked for two years to prepare for this moment. This new MHA program – offered both residually for more traditional students and fully online for executive and professional students – is the first of its kind in West Virginia. It is meaningful to me that the first and only accredited School of Public Health in the state should also be home to the only Master of Health Administration program. Now, of course we had no idea that this launch would come in the midst of an unprecedented pandemic. We had no idea you all would have to join us with face masks and via video conference technology. Yet, we do know what it takes to provide an excellent educational experience, and that has been our focus regardless of what is going on around us. While this time is one of great change and challenge, I believe it is these very unique and particular circumstances that will help us build a better and brighter future together. We have worked tirelessly this year to be ready for whatever this semester and this year have in store. Our faculty are anxious to teach you, our staff are excited to greet you, and I am thrilled so serve you. At WVU, we say that, “Mountaineers Go First!” Join me – join us – in charting a new course. Let’s show the university and the nation what WVU School of Public Health and what Health Administration are all about!

Sincerely,

A handwritten signature in blue ink, appearing to read 'E. Carlton', written in a cursive style.

Dr. Erik L. Carlton  
Associate Dean for Professional Programs  
Director – MHA, MPH, & MS Programs

# ACADEMIC CALENDAR

ACADEMIC CALENDAR  
West Virginia University  
2020-21 Calendar  
Incorporating Common Key Dates Across All Campuses

## FIRST SEMESTER

### Fall Term

August 14.....	Faculty Contract (9 month Start date)
August 26.....	Classes Start
September 7.....	Labor Day (No Classes)
October 13.....	Mid Check Grades Due
November 3.....	General Election (no classes)
November 24.....	Last Day Face to Face Instruction
November 25-29.....	Fall Recess
December 4.....	Last Day of Classes
December 7-11.....	Finals
December 19.....	Commencement

### Spring Term

January 18.....	Martin Luther King Day
January 19.....	Classes Start
February 11.....	No Classes – Non-Instructional Day
March 3.....	No Classes – Non-Instructional Day
March 12.....	Mid Check Grades Due
April 2.....	Spring Holiday
April 30.....	Last Day of Classes
May 3 – 7.....	Finals
May 13.....	Faculty Contract (9 month End date)
May 14-16.....	Commencement

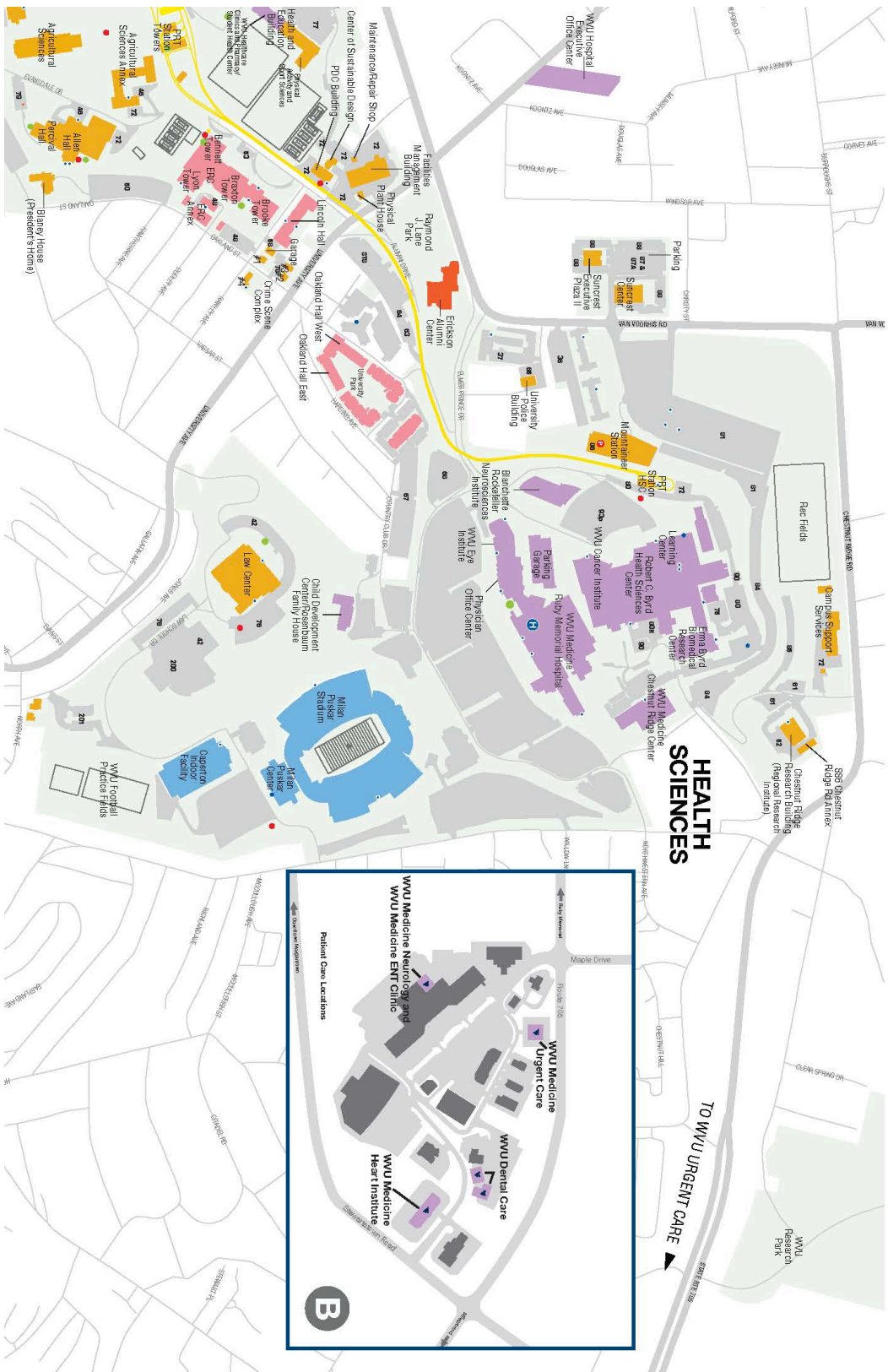
### Summer Term

May 17.....	Classes Start
May 31.....	Memorial Day Recess
June 28.....	2nd Part of Term
July 5.....	Independence Day (Celebrated)
August 6.....	Last Day of Classes

- August 25, 2020 Last Day to Register, Add, Make Section Changes, P/F or Audit.
- November 17, 2020 Last day to drop a class or withdraw from the University.
- January 25, 2021 Last Day to Register, Add, Make Section Changes, P/F or Audit.
- April 16, 2021 Last day to drop a class or withdraw from the University.

# HEALTH SCIENCES CENTER MAP

# WEST VIRGINIA UNIVERSITY CAMPUS MAP



# About the WVU School of Public Health

## Mission

The *mission* of the West Virginia University School of Public Health is to improve the quality of life for West Virginians and all who call Appalachia home. We achieve this by:

- Implementing educational programs that produce highly qualified practitioners, educators, and researchers
- Promoting interdisciplinary research to understand and solve complex health problems with local impact and global significance
- Engaging communities, businesses and government partners in accomplishing our shared mission

## Vision

The vision of the School of Public Health is to attain healthy people in thriving communities.

## Values

The School of Public Health is guided by the following values:

- **Community Engagement:** we are proud of the communities we serve, and recognize the importance of bidirectional participatory activities.
- **Collaboration:** we collaborate with partners who join us in improving the public's health.
- **Equity:** we promote equity and social justice in defining health and eliminating health disparities.
- **Integrity:** we adhere to the highest ethical standards of honesty and fairness and we recognize that integrity and ethical behavior are essential elements of our professions.
- **Respect:** we respect diverse points of view and the cultural heritage and traditions of all people.
- **Accountability:** we hold ourselves accountable to one another, and to the many stakeholders who support the School of Public Health.

If you are interested in learning more about the School, as well as our accreditation, please see <http://publichealth.hsc.wvu.edu/About/>.

# About the WVU MHA Program

## **Mission**

The *mission* of the West Virginia University MHA Program is to develop leaders who transform health systems and services in West Virginia and beyond.

## **Vision**

The vision of the MHA Program is to be a regionally-dominant, nationally-prominent professional program recognized for excellence in leadership development and innovation.

## **Values**

The MHA Program is guided by the following values:

- **L**earning: we seek out opportunities to learn and grow individually and collectively.
- **E**ngagement: we engage and collaborate with the communities we impact.
- **A**chievement: We give and expect excellence of each other.
- **D**iversity: We value the mosaic of people, places, and perspectives; and we commit to treating all with equity, inclusiveness, and respect.

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# Curriculum Overview

## Master of Healthcare Administration (MHA) Program Overview

The MHA program at WVU focuses on providing students with both a breadth and depth of knowledge in areas critical to success as an administrative leader in the health sector, including:

- Health Services and Operations Management
- Leadership and Organizational Behavior
- Health Finance and Economics
- Health Policy, Law and Ethics
- Managerial Decision Making
- Health Information Systems
- Healthcare Quality and Outcomes Management

The program requires courses across these disciplines. Additionally, elective courses allow students to specialize in a variety of areas. Importantly, a robust practice-based internship requirement, paired with a professional development component, assures students experiential application of the competencies and skills learned in the classroom.

## MHA Core Courses

COURSE #	TITLE	CREDITS	SEMESTER OFFERED
PUBH 659	Contemporary Foundations of Public Health Practice	3	Fall
HPML 610	Health Economics for Population Health	3	Spring
HPML 620	Managing Robust Public Health Organizations	3	Spring
HPML 622	Analytic Methods for HPML	3	Fall
HPML 623	Healthcare Finance	3	Fall
HPML 626	Internship	3	Summer
HPML 640	Leadership and Collaboration in Public Health	3	Fall
HPML 650	Professional Issues in Health Administration: Health Policy	1	Fall
HPML 652	Professional Issues in Health Administration: Law & Ethics	1	Fall
HPML 653	Professional Issues in Health Administration: Talent & Culture	1	Spring
HPML 654	Professional Issues in Health Administration: Health Information & Management Systems	1	Spring
HPML 655	Health Services Project Management	3	Spring
HPML 656	Managerial Epidemiology and Strategy	3	Spring
HPML 659	Integrative Capstone in Health Administration	3	Spring
HPML 682	Managing Quality Improvement in Healthcare	3	Fall
HPML 696	Graduate Seminar (4 1-hr section courses)	4	Fall and Spring
<b>Total Core Course credit hours</b>		<b>41</b>	
<b>Total Elective Course credit hours</b>		<b>4-6</b>	
<b>Total Program credit hours</b>		<b>45-47</b>	



## **MHA Competencies**

The MHA Program ensures that students develop the necessary competencies to achieve success in healthcare management. Course syllabi will contain competencies and how your instructor plans to assess these during each semester.

### **Communication and Relationship Management**

- Interpersonal Communication: Demonstrate the ability to build collaborative and productive relationships.
- Relationship Management: Demonstrate negotiation and conflict resolution skills.
- Writing Skills: Prepare effective business communications.
- Presentation Skills: Demonstrate professional oral communication and presentation skills.

### **Leadership Skills**

- Leading & Managing Others: Hold self and others accountable for organizational goal attainment.
- Change Management: Promote and manage change.
- Honest Self-Assessment: Demonstrate self-awareness and reflection through self-assessment.
- Systems Thinking: Assess the potential impacts and consequences of decisions in a broad variety of situations.
- Problem-Solving & Decision-Making: Apply evidence-based techniques to health services decisions.

### **Professionalism**

- Personal & Professional Ethics: Exhibit honesty, integrity, and ethical behavior.
- Personal Responsibility: Fulfill one's commitments and demonstrate accountability.
- Professional & Community Contribution: Demonstrate a commitment to community engagement and service.
- Working in Teams: Demonstrate the capacity to work in and lead teams.

### **Knowledge of the Healthcare Environment**

- Health Services Issues & Trends: Examine important issues in health services, including circumstances causing major changes and reform in U.S. health systems and services
- Health Services Legal Principles: Discuss and analyze health-related legal principles, including compliance standards, regulations, and risk management
- Health Policy: Articulate the impact of health policies on the delivery of health services.
- Public & Population Health: Understand and explain the major factors in population health status.

### **Business and Analytical Skills**

- Financial Management: Compile, analyze, and interpret financial information.
- Human Resources: Apply methods and techniques related to the management of health services organizations, employees and professional staff.
- Organizational Dynamics & Governance: Articulate the roles, responsibilities, structures, and influence of governing bodies in health services organizations.
- Strategic Planning: Formulate an evidence-based business strategy based on environmental analysis, development of strategic alternatives, and discernment of a competitive strategy.
- Marketing: Analyze and assess markets, market segmentation, strategy, change, and innovation.
- Information Management: Demonstrate proficient technology skills.

- Quality/Performance Improvement: Discern relevant problems and apply principles and concepts of quality/performance improvement.
- Data Analytics: Analyze and interpret quantitative information.
- Planning and Managing Projects: Design, plan, implement and assess projects, including developing appropriate timelines related to performance, structure and outcomes.
- Health Economic Analysis and Application: Analyze and apply health economics theories and concepts to decision making.

## MHA Internship

All MHA students complete a health administration internship as a required component to the MHA program. Internships allow MHA students an opportunity to apply the skills they are learning in the classroom in practical ways that make an impact. A variety of placement opportunities are available through the program's local, state and regional partners in healthcare and public health systems and services. Students working full-time can complete the internship with their current organization. Unless otherwise guided by the MHA Program Director, students in the residential track complete a minimum of 350 internship hours and students in the online (executive/professional) track complete a minimum of 200 internship hours. This difference is due to the additional professional experience required to qualify for the online track. The MHA Internship is a required course for all MHA students.

## Electives

Students must consult with the MHA program academic advisor, Kara Forst, to select electives appropriate for their professional goals. Students may choose pre-approved electives for their major, those offered in other SPH departments or those offered in other programs and schools. They may also elect to complete an independent study with a faculty member of their choice for a maximum of three credit hours.

## MHA Suggested Plan of Study

<b>Required Courses</b>	<b>MHA Foundational Courses</b>		
	PUBH 659	Contemporary Foundations of Public Health Practice	3
	HPML 610	Health Economics for Population Health	3
	HPML 620	Managing Robust Public Health Organizations	3
	HPML 622	Analytic Methods for HPML	3
	HPML 623	Healthcare Finance	3
	HPML 626	Internship	3
	HPML 640	Leadership and Collaboration in Public Health	3
	HPML 650	Professional Issues in Health Administration: Health Policy	1
	HPML 652	Professional Issues in Health Administration: Law & Ethics	1
	HPML 653	Professional Issues in Health Administration: Talent & Culture	1
	HPML 654	Professional Issues in Health Administration: Health Information & Management Systems	1
	HPML 655	Health Services Project Management	3
	HPML 656	Managerial Epidemiology and Strategy	3
	HPML 659	Integrative Capstone in Health Administration	3
	HPML 682	Managing Quality Improvement in Healthcare	3
	PUBH 659	Contemporary Foundations of Public Health Practice	3
	<b>Required Electives</b>		
	Electives	As Approved by Program Advisor	4-6
	<b>Total Hours Required</b>		<b>45-47</b>

Suggested Plan of Study	Fall		Spring		Summer	
	Year 1	PUBH 659	3	HPML 620	3	HPML 626
HPML 623		3	HPML 610	3		
HPML 640		3	HPML 655	3		
HPML 682		3	HPML 656	3		
HPML 696		1	HPML 696	1		
		13		13		3
Year 2	HPML 622	3	HPML 659	3		
	HPML 650	1	HPML 653	1		
	HPML 652	1	HPML 654	1		
	HPML 696	1	HPML 696	1		
	Elective	2-3	Elective	2-3		
		8-9		8-9		
				<b>Total Hours 45-47</b>		

## MHA Student Advising & Program Progression

### Student Advising Guidelines

#### ***MHA Program Academic Advisor***

All students in the MHA program share the same advisor, Kara Forst ([kara.forst@hsc.wvu.edu](mailto:kara.forst@hsc.wvu.edu); 304-293-1828). Ms. Forst will provide support, knowledge, and guidance throughout your academic program. She will help you develop an individualized plan of study, address problems or concerns related to your plan of study, and answer questions about courses and electives, including your practice-based experience.

You will be required to meet with the MHA program academic advisor to develop an individualized plan of study that is completed and approved during your first semester in the program. Additionally, you are required to meet with MHA Program Advisor each semester to review your progress prior to signing up for the next semester's courses. Additionally, the MHA Program Advisor will guide you through the process of applying for graduation and confirm your eligibility for your MHA degree.

#### ***MHA Program Professional Advising***

In addition to required academic advising, students are encouraged to meet with the MHA Program Director, Dr. Erik L. Carlton ([erik.carlton@hsc.wvu.edu](mailto:erik.carlton@hsc.wvu.edu); 304-293-4059) regularly. Dr. Carlton will provide guidance related to professional plans, preparation for post-graduate administrative fellowships (if desired by the student), and other advising related to careers in health administration.

#### ***Adequate Student Progress and Key Milestones***

Graduate study requires students to be self-directed and independent learners. Using the suggested Plan of Study in the Graduate Catalog, the following guidance outlines key milestones to help students successfully navigate their journeys to graduation. Please note that each program is different and that this is intended as general guidance to be clarified with your advisor.

## **First Semester:**

- *Orientation:* All students attend SPH Orientation and receive student handbooks, program competencies, and general information. You will meet with your Academic Department at Orientation or at a specified date to meet your faculty and learn more about your department.
- *Advising:* Meet with the MHA Program Academic Advisor and review the suggested Plan of Study for your degree program.
- *Applied Practice-Based Experience and Career Services Initial Meeting:* Schedule and attend an initial introductory meeting with both the Practice-Based Experience Director and Director of Career Services and Student Success. Attend an Applied Practice Experience Orientation session scheduled near the end of your first semester.
- *Plan of Study:* Work with your advisor to individualize/finalize your Plan of Study in DegreeWorks. Familiarize yourself with the Academic Calendar.
- *Transfer Credits:* If you are transferring any credits from previous academic courses, this must be approved by the end of your first semester. Work with the MHA Program Academic Advisor to begin this process as early in the semester as possible.
- *Prepare for next semester:* Schedule appointments with your advisor for advisement for the Spring Semester. Start thinking about your Applied Practice Experience.

## **Semesters between the First and Last:**

- *Returning MHA Student Meetings:* At the beginning of each semester, a meeting is held to assist returning students. It is usually held within three days prior to the start of the semester, but no later than the first week of classes. Please plan to attend these all MHA student meetings.
- *Advising:* Check your DegreeWorks record and make sure all information is listed correctly. Meet with your advisor each semester prior to registration.

## **Other Degrees in the SPH**

### ***Master Degrees***

The Master in Public Health program provides students with a multidisciplinary professional degree focused on the application of science, research and theoretical knowledge toward the prevention of disease.

The program offers three majors in distinct areas of public health:

- MPH in Biostatistics
- MPH in Epidemiology
- MPH in Health Policy
- MPH in Occupational and Environmental Sciences
- MPH in Social and Behavioral Sciences

The Master of Science in Biostatistics program focuses on training students to design studies and to model and interpret data arising from research in health and medicine.

### ***Doctoral Degrees***

The Doctor of Philosophy (PhD) in Public Health Sciences trains students in a research intensive curriculum that emphasizes both evidence-based primary prevention of disease and injury, and health promotion research and practice.

The program offers three majors in distinct areas of public health:

- PhD in Epidemiology
- PhD in Occupational and Environmental Health Sciences
- PhD in Social and Behavioral Sciences

For general information on all of the graduate programs offered through the WVU School of Public Health see <http://publichealth.wvu.edu/students/graduate-programs/phd-in-public-health-sciences/>

### ***Health Data Science Certificate***

Health data science is the science of applying data analytic and visualization methods to address questions or problems in a variety of public health and healthcare related areas. The Health Data Science Certificate is designed to develop a basic understanding of standard analytic techniques, data visualization tools, practical methods for modeling problems and interpreting data content.

This program is especially useful for public health practitioners and positions where health data is collected and utilized in a practical setting.

The Health Data Science Certificate program is offered in two formats:

- In person/on-campus
- Online, synchronous

For general information on the Health Data Science Certificate program see

<http://publichealth.wvu.edu/students/certificate-programs/health-data-science-certificate/>

### ***Applied Biostatistics Certificate***

The Applied Biostatistics Certificate is designed to develop a basic understanding of standard statistical techniques, study design, data modeling and inference. This program is especially useful for clinical and translational researchers as well as public health practitioners.

The Applied Biostatistics Certificate program is offered in two formats:

- In person/on-campus
- Online, synchronous

For general information on the Applied Biostatistics Certificate program see

<http://publichealth.wvu.edu/students/applied-biostatistics-certificate/>

## **ACADEMIC POLICIES**

### **WVU School of Public Health: Key Academic Policies**

#### ***Plan of Study***

Each discipline has a Suggested Plan of Study (POS) in this document and the WVU Graduate Catalog 2020-21. If you follow the suggested POS, you can complete your degree in two years. The amount of time for individual students varies depending on a variety of factors related to course credit that may be transferred in to other time demands and overall career goals. Regardless of your discipline, WVU requires all degrees to be complete within eight calendar years [http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree\\_regulations/#timelimitstext](http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#timelimitstext). All students must complete an individual plan of study with the help of the MHA program advisor that is approved by the MHA Program Director no later than their first semester of study.

#### ***Grade and Grade Point Average (GPA)***

All SPH candidates must maintain a minimum 3.0 GPA each semester to be in good academic standing. Students whose cumulative GPA falls below 3.0 may be subject to probation, academic

suspension, and/or expulsion. MHA Core and department major courses for which a student receives a D or F must be retaken (the original grade remains on the student's record and is used to calculate the student's overall GPA). No program requirements can be fulfilled by a course for which the student receives an F. A grade of D in an elective will count toward degree requirements. ALL courses taken while a graduate student (including both undergraduate and graduate level courses) are calculated toward your graduate GPA, regardless of whether they are applied to your plan of study. For more information, please see <http://publichealth.wvu.edu/students/student-resources/policies-forms/>

### ***Dropping or Withdrawing from a Course***

Each semester you may drop a course with no consequences before the published drop date on the academic calendar, usually during the first week of fall and spring semesters or the first days of summer semesters. You may also withdraw from a course before the published withdraw date on the academic calendar, usually about 2/3 through the semester; however, you will receive a "W" on your transcript. This "W" will not affect your grade-point average but does remain on your transcripts. For more information about dropping or withdrawing from courses, please see <http://registrar.wvu.edu/registration/withdrawal-policies>. For WVU's full academic calendar with exact drop and withdraw dates, please see <http://catalog.wvu.edu/graduate/westvirginiauniversitycalendar/>.

### ***Leave of Absence***

The academic **leave of absence** is designed for the student who must be away from his or her academic endeavors at WVU for one or more semesters but intends to return to complete the degree. Leave of absence status must be requested before the beginning of the semester for which the leave is desired. For more information, please see [http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising\\_and\\_evaluation/#enrollmenttext](http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#enrollmenttext)

### ***Course Grade of Incomplete***

The grade of I (Incomplete) is to be given only when the instructor believes that the course work is unavoidably incomplete. Students must discuss this with their professors and develop a written plan for completing all outstanding work within one semester. For more information, please see <http://publichealth.wvu.edu/students/student-resources/policies-forms/graduate-incomplete-grading-policy/>

### ***Appealing a Grade***

Students have the right to appeal final course grades that they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, sex, age, handicap, veteran status, religion or creed, sexual orientation, color, or national origin. For more information, please see the Health Science Center catalog on <http://catalog.wvu.edu/graduate/enrollmentandregistration/#academicrightspenaltiesappealtext>.

### ***Course Transfer***

The School of Public Health has specific criteria for approving courses that students wish to transfer (from other WVU graduate programs, another graduate school or those taken as a non-degree student) toward MHA requirements. Requests for course transfer credits must be made during the first semester of the student's program. For more information, please see <http://publichealth.wvu.edu/students/student-resources/policies-forms/graduate-course-transfer-policy/>

### ***SPH Independent Study Process and Policy***

No more than three credit hours of independent study will count toward MHA degree requirements. The student and School of Public Health faculty member who directs the Independent Study must complete the Independent Study form prior to registering for it. For more

information, please see <http://publichealth.wvu.edu/students/student-resources/policies-forms/graduate-independent-study-policy/>

### ***Changing Your Department Major***

Students wishing to change from one program to another, within the School of Public Health, must complete the graduate change of program form, <http://publichealth.wvu.edu/media/1095/change-of-program-advisor-form.pdf> and submit it to Leah Adkins, MHA Program Advisor. Students must meet all entry guidelines for the new major and the transfer must be approved by the chair of the department the student wishes to transfer into. Students should seek advising assistance while making this decision as soon as possible, as changing majors may delay graduation.

### ***Student Code of Academic and Professional Integrity***

This code applies to students enrolled in the degree programs at the West Virginia University School of Public Health. It was approved by the Academic Standards Committee on May 3, 2012, and approved on May 9, 2012, by the School of Public Health faculty.

This Student Code of Academic and Professional Integrity for the WVU School of Public Health governs student behavior in lectures, examinations, laboratories, and other academic spaces and settings within the School of Public Health and the University, and all other settings which reflect upon the integrity and suitability of the student to train in public health-related disciplines and to become practitioners, educators, or researchers in public health. Successful progression through the curriculum and graduation are contingent upon the student's compliance with this code. This code follows the procedures established in the Policy on Academic Standards Governing Graduate Degree Programs at the West Virginia University School of Public Health.

Public health disciplines are based on reverence for life, compassion and respect for persons and for healthy living, professional and cultural competence, and integrity. At the core of the student's repertoire are skills leading to assessment, intervention, and measurements of effectiveness of contributions to improved health among populations. Hence, the School of Public Health expects students to exhibit compassion, empathy, and concern for suffering where it exists; to be considerate and respectful toward individuals, communities, populations, instructors, staff, and each other; to grow in knowledge and skills; and to act professionally at all times. The complete policy and list of specific expectations can be found at <http://publichealth.wvu.edu/students/student-resources/policies-forms/student-code-of-conduct-policy/>

The WVU School of Public Health is continually working to improve its policy and practice. Please consult the WVU School of Public Health website for a list of the most current academic and student policies. Please know there may be additional policies pertinent to any given individual situation. <http://publichealth.wvu.edu/students/student-resources/policies-forms/>

## **West Virginia University: Key Academic Policies and Resources**

### ***Family Educational Right and Privacy Act (FERPA)***

This act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. For more information on WVU's FERPA policy, please see <http://ferpa.wvu.edu/>.

### ***Non-Discrimination Policy***

West Virginia University is committed to maintaining a diverse and equitable community, free from discrimination. To accomplish this goal, the University draws on a number of acts, laws, and policies that shape its core values. For more information, please see <http://diversity.wvu.edu/equity-assurance/policies>.

### ***Sexual Harassment***

WVU Board of Governor's Rule 1.6 provides details regarding our commitment to preventing and responding to discrimination, harassment, sexual harassment, sexual and domestic misconduct, as well as stalking and retaliation. For more information, please see <http://diversity.wvu.edu/equity-assurance/policies>.

### ***Information and Assistance for International Students***

International Students & Scholars Services (ISSS) is committed to service for all members of the international community who participate or will participate in international experiences at WVU. We strive to strengthen, enrich and advocate for international education and cultural exchange by anticipating and responding to specific needs and concerns of this international community.

WVU's International Students and Scholars Services, located in Purinton House on the downtown campus, is within the Office of Global Affairs and is a link to students and research scholars from over 100 countries around the world. With the diversity in these students' and scholars' cultural backgrounds and values, they have one thing in common: the challenge and adventure of living in a new culture. Leaving family and lifetime friends, as well as coping with a new language, social and physical environment, and daily customs can add to the pressure of study or work. International students' adjustment to life in the US can be greatly eased by meeting people who would like to share friendships and exchange ideas and information about the world. For more information about international student policies and procedures, please see <http://oiss.wvu.edu/>.

### ***Research Compliance and Training***

If you are assisting a professor with research, please review the information on the WVU Research Integrity and Compliance website. <http://oric.research.wvu.edu/>

## **Student Resources**

### **Helpful Electronic Academic Resources**

#### ***DegreeWorks***

DegreeWorks is an online resource that provides a check sheet for students and advisors to review and monitor progress toward degree completion. It organizes academic coursework into blocks of requirements to help you easily identify courses you have completed and what courses you still need to complete your degree. You access DegreeWorks through your MIX account, under STAR. For more information and a student guide, please see <http://registrar.wvu.edu/academic-records/degreeworks>.

#### ***SOLE***

SOLE (Study Observe Learn Engage) is the WVU Health Sciences Center's portal for online education and information. It is a web-based tool for students to access courses and for instructors to build and maintain those courses. To access SOLE, use the following URL <https://sole.hsc.wvu.edu/>.

#### ***Academic Calendar***

The academic calendar provides dates for all important deadlines, including drop dates, dates to withdraw from the university, fall and spring breaks, holidays, midterm and finals, etc.). Graduate



Students should access the calendar through <http://catalog.wvu.edu/graduate/westvirginiauniversitycalendar/>.

### ***MIX and STAR***

The Registrar's Office maintains the STAR Information System, where students can register for classes, pay tuition, check final grades, review financial aid information, request transcripts and verify enrollment. **Visit the STAR system at <https://star.wvu.edu>.** You will need your WVU ID and personal identification number (PIN) to access STAR. Your STAR login information is the same as it is for MIX. For more information on the Registrar's Office, please see <http://registrar.wvu.edu/>. The Registrar also has a satellite office on the first floor of Health Sciences Center, North near the elevators: Room 1168E.

### ***Web Registration Instructions***

For complete, step-by-step instructions to register for courses, please see <http://registrar.wvu.edu/registration>.

## **WVU Financial Resources**

### ***Financial Aid***

For your convenience, there is a satellite office for financial aid located at the Health Sciences Center. [View Health Sciences Center Campus on Map](#)  
1 Medical Center Drive; Robert C. Byrd Health Sciences Center North, Suite 1170  
PO Box 9810; Morgantown, WV 26506-9810  
Phone: (304) 293-3706  
Email: [hscfinaid@mail.wvu.edu](mailto:hscfinaid@mail.wvu.edu)

To be eligible for financial aid, students **must**:

- A) Maintain a 2.75 GPA at the conclusion of each term and
- B) Successfully complete 80% of all attempted credit hours

The satisfactory progress toward your degree can affect your financial aid eligibility. For more information, please see <http://financialaid.wvu.edu/home/maintain>.

For information on SPH tuition and fees, please see <http://tuition.wvu.edu/>.

### ***Tuition Waivers and Graduate Assistantships***

Although the SPH observes the policies set forth by West Virginia University Board of Governors and the Office of Graduate Education and Life, the SPH has its own process for approving graduate assistantships. **Currently, the SPH offers or recognizes few – and sometimes no - graduate assistantships within and/or outside of the SPH (GA, GTAs and GRAs).** If you are interested in a graduate assistantship of any kind, please seek and receive approval from the MHA Program Director before applying. Since we recognize so few graduate assistantships, this step may prevent you from engaging in a lengthy application process that can't be recognized.

## **Professional Development Opportunities for Students**

### ***Graduate Education and Life***

Graduate Education and Life offers a variety of development classes (career and professional) to help enhance a student's potential while in graduate school. The programs help graduate and professional students complete their degrees, teach and research effectively, and plan for their careers. For more information, please see <http://graduate.wvu.edu/>.

### ***Career Services: SPH***

A successful job search should begin long before graduation! In today's competitive job market, students should begin working on a career/professional development plan the moment they begin their studies. In addition to the University Career Center on the Downtown Campus, WVU SPH students can now schedule one-on-one appointments with the school's new Director of Career Development. These one-on-one appointments can be used to work on resumes, CVs, job offer negotiation techniques, mock interviews, and many other topics. The Director of Career Development will also work on providing professional development programming and events for the entire student body. To schedule an appointment, please email Mr. Scot McIntosh at [scot.mcintosh@hsc.wvu.edu](mailto:scot.mcintosh@hsc.wvu.edu).

### ***Career Services: WVU***

The WVU Career Services Center is a University-wide student resource serving undergraduate and graduate students as well as alumni. The center offers services such as:

- Career counseling and career development
- Career fairs
- Mock interviews
- Workshops (i.e., resume writing, job search techniques)
- Other programs and events

For more information, please see <http://careerservices.wvu.edu/students>.

## **SPH Student Organizations**

### ***MHA Student Association (MHASA)***

We invite you, the inaugural MHA class, to formally establish an MHA Student Association (MHASA). The MHA Student Association (MHASA) is the student activity and advocacy arm of the MHA program. In addition to opportunities for students to serve as leaders within MHASA, the organization provides all students several professional networking and community service activities throughout the year. Our student leaders also serve as liaisons to school and university committees and councils, as well as to state and local health administration professional association such as the American College of Healthcare Executives (ACHE), the Medical Group Management Association (MGMA), and the Healthcare Financial Management Association (HFMA).

MHASA's objectives are: (1) to contribute to the quality of the MHA program at WVU, (2) to encourage an environment conducive to the educational and ethical development of personal and professional knowledge and skills, (3) to provide the means for proactive and positive student engagement, representation, and recognition in the profession of healthcare administration, (4) to develop and enhance linkages with local and regional healthcare executive groups to enhance academic and career opportunities, and (5) to provide students, faculty, staff, and practitioners a venue for professional networking and discussion concerning issues in healthcare administration.

MHASA will need to be organized as a formal and registered student organization at WVU. Officers will likely include, at minimum: President, Vice-President & President-Elect, Secretary, and Treasurer. Additional elected officer positions can be developed in conjunction with the MHA Program Director, Dr. Carlton, who will also serve as advisor to MHASA. For more information, please see (webpage and link forthcoming): TBD

### ***WV Chapters of Health Administration Professional Associations***

West Virginia is home to several state chapters of national health administration professional associations, including: the American College of Healthcare Executives (ACHE), the Medical Group Management Association (MGMA), and the Healthcare Financial Management

Association (HFMA). These associations provide regular educational and networking events that can be critical to students' professional development. They also offer reduced membership rates to students. We encourage you to explore and join these associations to enhance your education and further your career.

### ***Upsilon Phi Delta Health Administration Honor Society***

Upsilon Phi Delta (UPD) is the academic honor society for students in healthcare administration. Established in 1965 to further the profession of health administration and the professional competence and dedication of its members, UPD is administered by the Association of University Programs in Health Administration (AUPHA). To be eligible for induction, graduate members of UPD must have a minimum cumulative GPA of 3.5 based on at least 18 hours of graduate work at an AUPHA Member Program (national UPD standards). At WVU, inductees must also be in the top 25% of their class academically, based on cumulative GPA entering their final semester in the MHA program. Induction occurs at a ceremony prior to graduation and a student can only be inducted upon being approved to graduate. Inductees receive an honorary cord to be worn with their graduation regalia. For more information, please see (webpage and link forthcoming): TBD

### ***SAPH***

The Student Association of Public Health (SAPH) is a group of students, faculty, and staff members in the WVU School of Public Health who are dedicated to promoting public health issues throughout WVU and the community. SAPH meets regularly and organizes social events, community health outreach and education, community service and civic engagement opportunities, professional development, and advocates for social justice. SAPH also offers an opportunity for students to discuss all aspects of student life and serves as a liaison between faculty, staff, and students. For more information, please see <http://publichealth.wvu.edu/saph/>.

### ***Delta Omega Honorary Society in Public Health - Gamma Mu***

Students are eligible for induction into the honorary society after participating in 50% of SAPH events and 100% in Gamma Mu chapter events. Induction occurs at a ceremony prior to graduation and a student can only be inducted upon being approved to graduate. Membership in Delta Omega reflects the dedication of an individual to increase the quality of the field of public health to all people. Inductees must be in the top 25% of their class academically. For more information, please see <http://publichealth.wvu.edu/delta-omega/>

### ***Dean's Ambassador Program***

The Dean's Ambassador Program accepts a select group of 10 students (maximum), each year who will attend functions and activities representing the Dean and the School of Public Health. This group will also participate in special events with the Dean, at his request, to help promote the School within the state and in other communities beyond the campus of the Health Sciences Center and the University. Members of the Program must be representative of the highest quality and ability of the School of Public Health and are required to meet and maintain high standards of eligibility. Please see the website for eligibility requirements. <http://publichealth.wvu.edu/students/student-resources/scholarships-awards/>

## **Additional Student Resources**

### ***WVU Graduate Resources***

Please see <http://welcomegrad.wvu.edu/> for a compilation of resources for new and current graduate students.

### ***Student ID/ Mountaineer Card***

The Mountaineer Card is the official photo identification card for students. It provides access to WVU services, buildings, events, and more. Please read the following website for detailed information on the many uses of the Mountaineer Card. <http://wvucard.wvu.edu/>

### ***Bookstore and Books***

Barnes and Noble is the official campus bookstore to buy new and used books, rent and return textbooks, purchase eBooks, and get cash back from old textbooks. The bookstore is located on the downtown campus next to the Mountainlair. There is a small bookstore on the ground floor of the HSC. For more information, you can email [sm586@bncollege.com](mailto:sm586@bncollege.com)

### ***Student Technology Resources***

Information Technology Services is here to help you succeed at WVU! They provide and support a wide array of technology from the wireless networks to eCampus and STAR. Got a question? Contact them at (304) 293-4444 or visit [it.wvu.edu/students](http://it.wvu.edu/students).

### ***Parking Permits***

To apply for a parking permit, go to the Mountaineer Station in the HSC parking garage, first floor, 304-293-5502. For more information, please go to <http://transportation.wvu.edu/>

### ***Personal Rapid Transit (PRT)***

It is an easy-to-use transportation solution for WVU students, faculty, staff, and the Morgantown community. There are five stations at which an electric powered, computer-driven car arrives to gather passengers. For more information, please see <http://transportation.wvu.edu>

### ***WVU Libraries***

WVU has four libraries that are open to students: Downtown Campus Library, Evansdale Library, Health Sciences Library, and the Law Library. Their services include:

- Research assistance (i.e., borrowing and renewing, interlibrary loan)
- Research tools (i.e., mobile web, databases)
- Teaching support (i.e., course reserves, term paper clinics)
- Facilities and Equipment (i.e., multimedia and small group study rooms)

For more information, please see <https://lib.wvu.edu/>.

### ***WVU Office of Accessibility Services***

This office is dedicated to enhancing the educational opportunities for students with temporary or permanent disabilities at West Virginia University and all of its campuses. To ensure access to University programs, specialists work individually with students to help them achieve academic success. For more information, visit the OAS website at [accessibilityservices.wvu.edu](http://accessibilityservices.wvu.edu).

### ***Well WVU***

There are several services offered for students through Well WVU:

- Medical
- Mental Health
- Health Promotion

For more information and directions, please see <http://well.wvu.edu/>.

### ***Student Healthcare Services***

We know your health is important during the semester, and you want a doctor's office that you can trust with your healthcare needs. You'll be glad to know that WVU Medicine is the

provider of medical health services for WVU students. Walk-ins are welcome, but appointments are requested for some services. For more information, visit <http://bit.ly/2f95Kc5>.

### ***WELLWVU Carruth Center for Psychological & Psychiatric Services***

Whether you are an undergraduate, graduate, or professional student, full-time or part-time, this office wants to help you complete your education. Your time at WVU may be filled with transitions, self-exploration, and change. The Carruth Center offers services and programs that are designated to support you through these experiences, help you succeed in college, and guide you toward a more fulfilling life. They strive to provide these services in an atmosphere that is welcoming, comfortable, and multi-culturally sensitive for all students, faculty, and staff. For more information about services and to see their hours of operation, be sure to visit [carruth.wvu.edu/services](http://carruth.wvu.edu/services).

### ***Student Recreation Center***

The Student Recreation Center is located on the Evansdale campus. For more information, please see <http://studentreccenter.wvu.edu/>.

### ***WVU Alert***

Students are able to sign up for the WVU Alert system, which will send urgent news to their cell phone (i.e., weather alert, crime alert, and emergency alert). Students will also receive alerts via the official WVU email address. For more information, please see <http://emergency.wvu.edu/alert>

## **Special HSC COVID Professionalism Policy**

The following professionalism policy related to the COVID-19 pandemic was adopted by the WVU Health Sciences Center Academic Leadership in August 2020. All WVU SPH students are expected to familiarize themselves with this policy and abide by its precepts.

Many activities occur daily within the Health Science Center, including provision of direct patient care, research, and didactic and laboratory based education. Students enrolled in Health Sciences degree programs or working in the Health Sciences Center encounter other students, faculty, staff, and patients on a regular basis. Failure to adhere to guidance related to public health, including but not limited to, appropriate use of personal protective equipment; social distancing; instructions for gathering in campus buildings; instructions for gathering when off campus; reporting of possible exposure; cooperation in contact tracing efforts; and instructions for self-isolation could result in illness or death of high risk patients, faculty, staff, or classmates; interruption of educational activities for large groups of students; or significant disruption to research activity within Health Sciences.

Students enrolled in Health Sciences degree programs or working in the Health Science Center are expected to abide by University, Health Sciences Center, [WVU Research Office](#), and program-specific requirements related to public health and professionalism. Students who interact with patients on clinical rotations and participating in practice laboratories are expected to wear, at a minimum, a facemask and protective eyewear/face shield. Individual rotation environments and practice laboratories may have additional PPE requirements (e.g., N95 mask) due to the types of procedures performed which may lead to increased risk of transmission, and students are required to follow any additional requirements in those environments.

When students are off campus, they are expected to follow [local ordinances](#), [state mandates](#), and [CDC recommendations](#) regarding use of PPE and social gatherings. Failure to follow these requirements is a violation of the WVU [Campus Student Code](#) and the professionalism codes of HSC degree programs. Alleged violations will be reported, investigated, and handled in accordance to with program policies and procedures.

These health and safety policies are for the protection of the University community, as well as patients and their families. Following these policies will help mitigate the spread of COVID-19. However, it is inevitable that individuals within our community will test positive for COVID-19, and all students are expected to treat all other students, faculty, staff, and patients with respect. Alleged behavior that creates a hostile environment or constitutes retaliation, as outlined in [BOG Rule 1.6](#), will be reported, investigated, and handled in accordance to with program policies and procedures.

Students found responsible for refusing to comply with requirements or engaging in prohibited behavior will be subject to professionalism sanctions, up to and including program dismissal. Students may be concurrently subject to University sanctions based upon University policies.

Because failure to comply with these policies place students and other individuals on campus at significant risk, students failing to comply may be subject to interim measures, including interim suspension, as described in the WVU [Campus Student Code](#) or individual program policies.

While the specific recommendations included in this policy apply to COVID-19, the requirement to comply with guidelines related to public health and professionalism also apply to any future communicable pandemic infections.

### **WVU What You Need to Know**

Students are expected to review university level rules and guidance related to COVID-19. Updated information regarding academics, campus safety, public health, student life, testing can be accessed through the [What You Need to Know](#) webpage.

### **Special Considerations for Healthcare Professionals**

Additional information for [healthcare professionals](#) is available through the CDC.

*The following examples of behavior could result in sanctions, as put forth in this policy. This list is not an all-inclusive list. We are asking you to embrace these public health policies related to COVID-19 transmission and spread as part of your oath of professionalism and shared responsibility as a member of the Health Sciences community.*

1. Failure to disclose positive test result or providing false information about activities or travel to program administrators or during contact tracing.
  - Failure to disclose a positive test result or providing false information will be considered a serious violation of professional standards.
2. Failure to follow quarantine guidelines in place at the time you travel.
  - While students may travel for personal reasons, all students must observe quarantine guidelines regardless of reason for travel.
  - If you miss classes for quarantine due to personal travel, faculty are not obligated to make up material.
  - Failure to proactively disclose travel will be considered a serious violation of professional standards.
3. Failure to follow local restrictions in place for social gatherings while off-campus.
4. Not wearing a face covering while in the Health Sciences Center.