

2022–2023 ACADEMIC YEAR



**MASTER OF PUBLIC HEALTH PROGRAM
MASTER OF SCIENCE IN BIostatISTICS
MASTER OF SCIENCE IN POPULATION HEALTH
MASTER OF SCIENCE IN INDUSTRIAL HYGIENE
STUDENT HANDBOOK**

/ School of Public Health

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WELCOME FROM THE MPH/MS PROGRAM DIRECTOR & ASSOCIATE DEAN FOR PROFESSIONAL PROGRAMS



Welcome MPH & M.S. Students!

I cannot begin to express how excited I am for you and for us. What a great time to be in public health! This marks a new era for the School of Public Health. Over the past couple of years, we were re-accredited and launched three new programs, all while navigating the pandemic. This year, we celebrate our school's 10th anniversary and the 25th anniversary of the MPH program! While this time is one of great change and challenge at our school and in the world around us, I believe it is the unique and particular circumstances that will help us build a better and brighter future together. For the School of Public Health, that means launching out in training the next generation of public health and healthcare leaders. Regardless of your chosen discipline, there is one that is abundantly clear to me – we need you to lead! Our faculty and staff, and even your fellow students, have worked tirelessly 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 to 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 the WVU School of Public Health is all about!

Sincerely,



Dr. Erik L. Carlton
Senior Associate Dean for Academic and Student Affairs
Director of Graduate Studies

HOW TO USE THIS HANDBOOK

The School of Public Health (SPH) sits within the West Virginia University (WVU) Robert C. Byrd Health Sciences Center (HSC), which has five schools - Dentistry, Medicine, Nursing, Pharmacy, and Public Health. Graduate education in these schools are governed by [HSC POLICIES](#), as well as those of the [UNIVERSITY](#). The SPH polices pertaining to the MPH/MS Programs are contained in this Student Handbook. The Handbook is meant to compliment the [GRADUATE CATALOG](#) and provide additional administrative details about the program.

This Handbook was developed to help students successfully navigate the complex and rewarding process of achieving a public health degree. At the beginning of each academic year, a new Handbook is published and the prior year's Handbook is placed on the SPH website <http://publichealth.wvu.edu/students/student-resources/student-handbooks/>. It is the student's responsibility to become familiar with the policies and procedures of the School of Public Health contained in this Handbook, and those found in the University Graduate Catalog, as it pertains to your MPH/MS program.

Questions regarding the MPH/MS Program should be sent to:



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ACADEMIC CALENDAR

ACADEMIC CALENDAR West Virginia University 2022-23 Calendar

Incorporating Common Key Dates Across All Campuses

FALL SEMESTER

Monday, August 15.....	General Registration
Wednesday, August 17.....	On Campus First Day of Classes
Tuesday, August 23.....	Last day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
Monday, September 5.....	Labor Day Recess: University Closed
Thursday, October 6 by noon.....	Mid-Check Grades Due
Friday, October 7.....	Fall Break
Tuesday, November 15.....	Last Day to Drop a Class and Last Day to Withdraw from the University
Saturday, November 19 thru Sunday, November 27.....	Fall Recess
Thursday, December 8.....	Last day of Classes
Friday, December 9.....	Prep Day for Finals
Monday, December 12 thru Friday, December 16.....	Final Exam Week
Saturday, December 17.....	Commencement
Saturday, December 17.....	Winter Recess Begins

SPRING SEMESTER

Friday, January 6.....	General Registration
Monday, January 9.....	On Campus First day of Classes
Friday, January 13.....	Last day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit
Monday, January 16.....	Martin Luther King, Jr. Day Recess: University Closed
Friday, March 3 by noon.....	Mid-Check Grades Due
Saturday, March 11 thru Sunday, March 19.....	Spring Recess
Friday, March 24.....	Last Day to Drop a Class and Last Day to Withdraw from the University
Friday, April 7.....	Spring Holiday: University Closed
Friday, April 28.....	Last day of Classes
Monday, May 1 thru Friday, May 5.....	Final Exam Week
Friday, Saturday and Sunday, May 12, May 13 and 14.....	Commencement

SUMMER SEMESTER

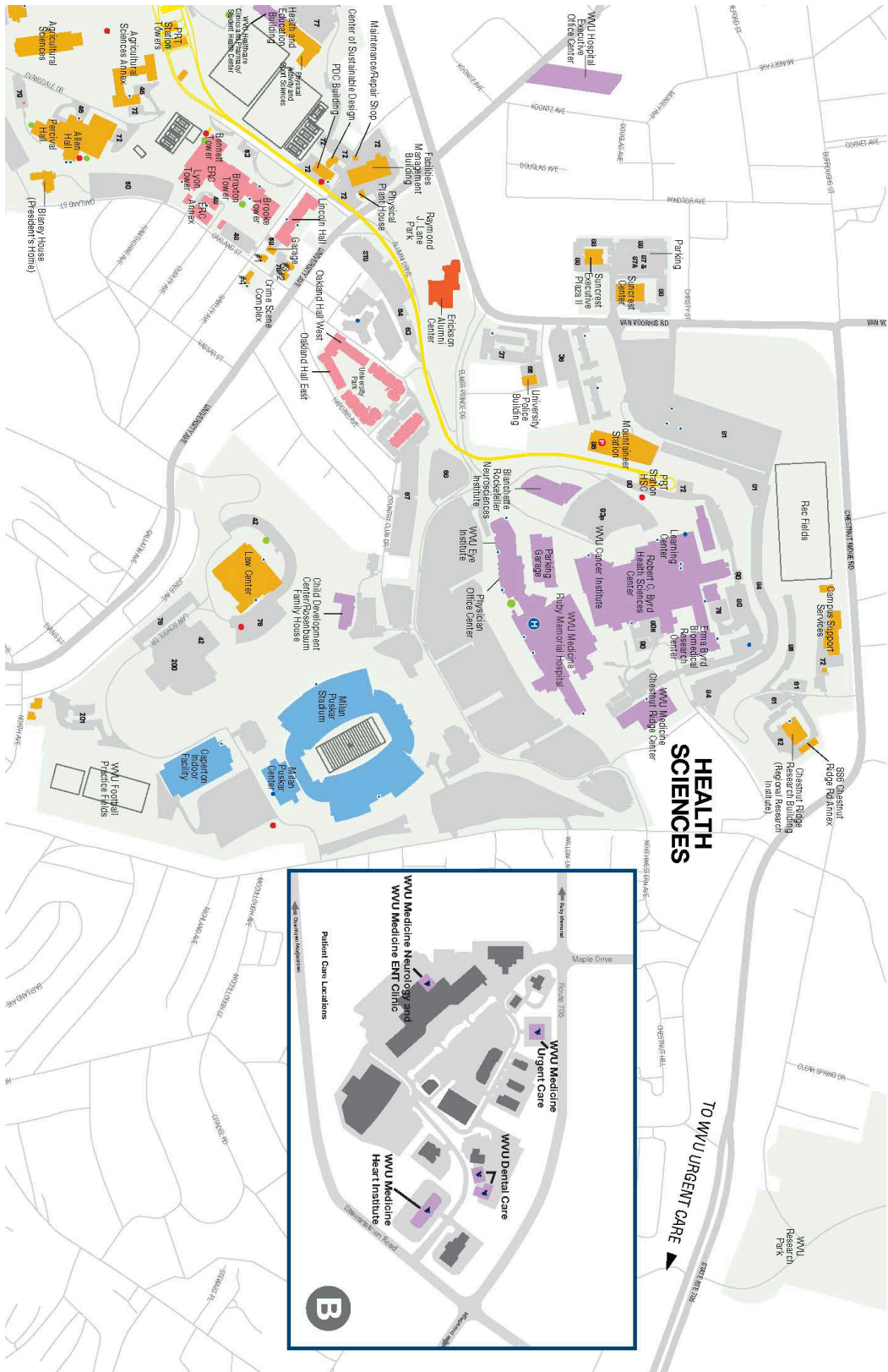
Monday, May 15.....	Registration
Monday, May 15.....	On-Campus First Day of Classes
Monday, May 29.....	Memorial Day Recess: University Closed
Friday, June 23.....	Final Exam for First Six-Week Session
Monday, July 4.....	Independence Day Recess: University Closed
Friday, August 4.....	Final Exam for Second Six-Week Session and 12-Week Session
Friday, August 11.....	Degree Conferring Date (No Ceremonies)

HEALTH SCIENCES CENTER MAP

WEST VIRGINIA UNIVERSITY CAMPUUS MAP

Morgantown Campus Map Legend

- WVU Campus Property
- WVU Building
- WVU Proposed Building
- WVU Student Living
- WVU Health Sciences
- WVU Athletic Facility
- Alumni Center
- WVU Leased Facility
- WVU PRT Station
- WVU Parking Lots and Buildings
- Motorcycle Parking Locations
- Ziplin Locations
- Bicycle Rack Locations
- Public Parking
- Rail Trail
- Hospital Emergency Room
- Emergency Phones
- Accessible Entrance



About the WVU School of Public Health

Mission

Improve the quality of life for West Virginians and all who call Appalachia home.

Vision

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/>.

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Curriculum Overview

Master in Public Health (MPH) Program Overview

The Master of Public Health program seeks students with a strong, genuine commitment to a career in public health. The degree is appropriate for health professionals, as well as individuals with bachelors' degrees from a wide range of disciplines, who have a strong interest in community/population health and preventive medicine. Public Health is shaped by our nation's public health agencies via health assessment, policy development, and public health services. The WVU School of Public Health addresses the core functions of public health by offering the MPH with areas of emphasis in:

- Applied Biostatistics and Epidemiology
- Public Health Practice and Leadership
- Social and Behavioral Science

All MPH programs are accredited by the National Council for Education for Public Health (CEPH).

Major Requirements

A minimum GPA of 3.0 is required.

Students must earn a minimum grade of "C-" in all PUBH and emphasis coursework.

PUBH 610	Contemporary Foundations of Public Health Practice	2
PUBH 611	Epidemiology for Public Health Practice	2
PUBH 612	Research Translation and Evaluation in Public Health Practice	4
PUBH 620	Building and Sustaining Public Health Capacity	2
PUBH 621	Public Health Prevention and Intervention	3
PUBH 629	MPH Capstone	1
PUBH 630	MPH Field Practicum	3
PUBH 640	Health Systems Leadership	3
PUBH 641	Systems Thinking in Public Health Practice	2
PUBH 696	Graduate Seminar	1

General Elective 3

Approved Elective Courses available from MPH Director and/or MPH Advisor

Required Area of Emphasis 15

Applied Epidemiology and Biostatistics

Public Health Practice and Leadership

Social and Behavioral Sciences

Total Hours 41

Suggested Plan of Study:

First Year					
FALL	Hours	SPRING	Hours	SUMMER	Hours
PUBH 610	2	PUBH 611	2	PUBH 630	3
PUBH 612	4	PUBH 620	2		
PUBH 621	3	PUBH 640	3		
PUBH 641	2	PUBH 696	1		
		General Elective	3		
	11		11		3
Second Year					
FALL	Hours	SPRING	Hours		
AOE Courses	6	SBHS 613			
AOE Elective	3	PUBH 629	1		
		AOE Courses	6		
	9		7		
Total credit hours: 41					

Areas of Emphasis:

Applied Epidemiology and Biostatistics Area of Emphasis

BIOS 603	Applied Biostatistics 2	3
BIOS 611	Data Management and Reporting	3
EPID 611	Concepts and Methods of Epidemiology	3
EPID 612	Applied Epidemiology for Public Health	3
Elective		3
Approved elective courses available from MPH Director and/or MPH Advisor		
Total Hours		15

*Those seeking this emphasis must take BIOS 601 as a substitute for PUBH 612.

Public Health Practice and Leadership Area of Emphasis

Policy		3
Select one of the following:		
HPML 601	Foundations of Health Policy	
HPML 610	Health Economics for Population Health	
Management and Leadership		3
Select one of the following:		
HPML 620	Health Administration and Operations Management	
HPML 655	Health Services Project Management	
HPML 682	Managing Quality Improvement in Healthcare	
Managerial Analysis and Decision-Making		3
Select one of the following:		
HPML 622	Analytic Methods for Health Policy, Management, and Leadership	
HPML 656	Managerial Epidemiology & Strategy	
Electives		6
Approved elective courses available from MPH Director and/or MPH Advisor		
Total Hours		15

Social and Behavioral Science Area of Emphasis

SBHS 611	Community Assessment	3
SBHS 617	Community Engagement and Advocacy in Public Health	2
SBHS 619	Intervention Planning & Design	3
SBHS 620	Implementing and Managing Public Health Programs	3
SBHS 621	Grant Writing for Public Health Practice	1
Elective		3
Approved elective courses available from MPH Director and/or MPH Advisor		
Total Hours		15

Master of Science in Biostatistics Program Overview

MS-Biostatistics students will gain the following general competencies that will be assessed continuously through the assessment processes already in place in the SPH:

1. Assess foundational concepts of probability and statistical inference.
2. Analyze clinical and public health data using descriptive biostatistical methods.
3. Distinguish appropriate basic inferential statistical analyses and summarize their results.
4. Manage standard statistical software to efficiently manage data structures.
5. Summarize central concepts of statistical theory and inference.
6. Develop appropriate plans to analyze standard continuous data in order to make valid inferences.
7. Develop appropriate plans to analyze standard categorical data in order to make valid inferences.
8. Communicate effectively, in writing and verbally, with substantive investigators and members of the community when assisting in the design of research studies as well as the results of statistical analyses.

Major Requirements

MS Required Courses		
BIOS 610	Biostatistical Theory and Methods 1	4
BIOS 611	Data Management and Reporting	3
BIOS 612	Biostatistical Theory and Methods 2	3
BIOS 620	Applied Linear Models HS	3
BIOS 621	Categorical Data Analysis HS	3
BIOS 623	Biostatistics Careers and Skills	2
PUBH 610	Contemporary Foundations of Public Health Practice	2
Electives		9
BIOS 622	Analysis of Time-to-Event Data	
BIOS 662	Statistics in Clinical Trials	
BIOS 663	Introduction to Meta-Analysis	
STAT 513	Design of Experiments	
EPID 601	Public Health Epidemiology	
EPID 611	Concepts and Methods of Epidemiology	
EPID 612	Applied Epidemiology for Public Health	
STAT 521	Statistical Analysis System Programming	
STAT 522	Advanced Statistical Analysis System Programming	
STAT 523	Statistical Computing	
STAT 531	Sampling Theory and Methods	
STAT 541	Applied Multivariate Analysis	
STAT 543	Bioinformatics Data Analysis	
STAT 551	Nonparametric Statistics	
Or other approved courses		
Choice of Thesis or Non-Thesis Option		6
Thesis Option		
BIOS 628	Biostatistics Practicum	
BIOS 697	Research	
Non-Thesis Option		
BIOS 628	Biostatistics Practicum	
Elective		
Total Hours		35

The MS degree will be awarded based on successful completion of all academic requirements.

Suggested Plan of Study (Thesis Option)	Fall		Spring		Summer	
	Year 1	BIOS 610	4	BIOS 620	3	
BIOS 611		3	BIOS 621	3		
BIOS 623		2	BIOS 612	3		
		9		9		
Year 2	BIOS 628	3	BIOS 697	3		
	PUBH 610	2	Elective	3		
	Elective	3	Elective	3		
		8		9		
					Total Hours	35

Suggested Plan of Study (Non-Thesis Option)	Fall		Spring		Summer	
	Year 1	BIOS 610	4	BIOS 612	3	
BIOS 611		3	BIOS 620	3		
BIOS 623		2	BIOS 621	3		
		9		9		
Year 2	BIOS 628	3	Elective	3		
	PUBH 610	2	Elective	3		
	Elective	3	Elective	3		
		8		9		
					Total Hours	35

Master of Science in Population Health Program Overview

The Master of Science in Population Health program is a 30-credit, fully online program that prepares students for a variety of population-oriented leadership, clinical, and research-oriented positions in both healthcare and public health organizations. Specifically, the program is built around a core of public health and health services courses that provide foundational knowledge in public health and health systems, epidemiology and biostatistical principles, health systems leadership, systems thinking, and capacity building for intervention and change. The program emphasizes prevention, collaboration, and innovation to fit the educational opportunities of a variety of professionals.

MS Required Courses

COURSE #	TITLE	CREDITS
PUBH 659	Public Health Foundations	3
PUBH 611	Epidemiology for PH Practice	2
PUBH 612	Res. Trans. & Eval. For PH Prac.	4
PUBH 640	Health Systems Leadership	3
PUBH 641	Sys. Thinking in PH Practice	2
PUBH 620	Build. & Sust. PH Capacity	2
PUBH 604	Hxcare Cultural Competence	3
PUBH 684	"Capstone/Thesis"	2
	Electives	9-12
	Total	30-33

MS Population Health Suggested Plan of Study

Suggested Plan of Study	Fall		Spring		Summer	
	Year 1	PUBH 659	3	PUBH 604	3	PUBH 684
	HPML 620	3	HPML 655	3		
	PUBH 612	4	PUBH 611	2		
	HPML 622	3	PUBH 640	3		
	PUBH 641	2	HPML 656	3		
		14		14		2

Master of Science, Industrial Hygiene

Nature of the Program

The industrial hygiene program is designed for students with undergraduate training in the areas of engineering, chemistry, biology, medical sciences, animal sciences or the physical sciences who have an interest in occupational and environmental health and safety. Through this program, working professionals and full time students can obtain education in industrial hygiene with the overall goal of providing the technical competence to anticipate, recognize, evaluate and control occupational health hazards. This degree is structured to encourage participatory, collaborative and applied problem-solving strategies to address modern day occupational health issues.

Curriculum Requirements

A minimum cumulative GPA of 3.0 is required in all courses. A minimum of 60% of courses must be from 500 level or above

Course Requirements *

PUBH 659	Public Health Foundations	3
BIOS 601	Applied Biostatistics 1	4
IH&S 460	Ergonomics	3
OEHS 527	Noise Measurement and Control	3
OEHS 528	Industrial Ventilation Design	3
OEHS 620	Industrial Hygiene	4
OEHS 725	Industrial Hygiene Sampling and Analysis	4
OEHS 622	Public Health Toxicology	3
EPID 601	Public Health Epidemiology	3
Online short course : Basic Course in the Protection of Human Research Subjects - Biomedical Focus https://www.citiprogram.org/default.asp		
Complete 1 of the following options:		9-11
Thesis Option (9 Hours)		
OEHS 623	Occupational Injury Prevention	
OEHS 697	Research	
Written Proposal/Oral Presentation		
Thesis		
Final Oral or Written Examination		
Coursework Option (11 Hours)		
IENG 662	Systems Safety Engineering	
OEHS 601	Environmental Health	
OEHS 685	Internship	
Environmental or Safety Elective: (choose one) **		
ENVP 515 & 515L	Hazardous Waste Training and Hazardous Waste Training Laboratory	
ENVP 555	Environmental Sampling and Analysis	
SAFM 580	Fundamentals of Environmental Management	
SAFM 470	Managing Construction Safety	
SAFM 533	Disaster Preparedness	
SAFM 534	Fire Safety Management	
Final oral or written examination		
Total Hours		39-41

*Students who do not hold a baccalaureate degree in industrial hygiene may be required to take a set of undergraduate courses above and beyond the minimum coursework requirements. Students must complete those courses and earn at least a "C" in each before completing the 18th credit hour in the industrial hygiene curriculum.

** All courses contributing to Environmental or Safety Elective are three hours.

Final Examination

M.S. students following the thesis option must prepare a written research proposal. The proposal must be approved by the student's AEC at least one semester prior to the final oral examination.

All students, regardless of option, are required to pass a final oral or written examination, administered by their AEC, covering the thesis and/or related course material.

Student Advising & Program Progression

Student Advising Guidelines

Program Advisor

All students in their respective programs have Academic Advisors. Your advisor will provide support, knowledge, and guidance throughout your academic program. Your advisor 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, if applicable.

You will be required to meet with your Academic Advisor to develop your individualized plan of study during your first semester in the program. Additionally, you will meet with your advisor each semester to review your progress throughout your program and they will ultimately guide you through the process of applying for graduation and confirm your eligibility for your degree.

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 your 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. (Only for programs that require PBE)
- *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 your Academic Advisor to begin this process as early in the semester as possible.

Other Degrees in the SPH

Master Degree

A Master of Health Administration (MHA) is a professional degree focused on the organization, delivery and management of healthcare and public health systems and services.

For general information on the MHA program see: <http://publichealth.wvu.edu/students/graduate-programs/master-of-health-administration/>

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 the PhD program see <http://publichealth.wvu.edu/students/graduate-programs/phd-in-public-health-sciences/>

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 researcher 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 2022-23. 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. All students must complete an individual plan of study with the help of the MPH/MS program advisor that is approved by the MPH/MS 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 fall below 3.0 may be subject to probation, academic suspension, and/or expulsion. MPH/MS 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

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. Student 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 MPH/MS 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 MPH/MS 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, MPH/MS 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 U.S. 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 in order 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 Student 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

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 MPH/MS 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, C.V.s, 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 e-mail Mr. Scot McIntosh at 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

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/>

West Virginia Public Health Association: Student Affiliate

The West Virginia Public Health Association: Student Affiliate is a state-wide organization that works to promote a better understanding of the concepts of community health. Our membership includes students from other universities and from different disciplines but with a unifying interest in engaging in the practice of public health or the advancement of public health. For more information, contact the Students Affiliate's co-chairs, Krystal Capers krcapers@mix.wvu.edu and Megan Tuscano matuscano@mix.wvu.edu.

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

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.

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.

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.

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. The policy can be found at <https://health.wvu.edu/hub/coronavirus/health-sciences-professionalism-policy/>.