

University of Kansas Master of Public Health

Student Handbook Acknowledgment Form

I, _____ have reviewed and read the **KU-MPH Student Handbook** (version 7/10). I understand that as a graduate student at the University of Kansas in the School of Medicine, I am expected to uphold the program's policies and that failure to do so may result in disciplinary action.

I understand that as the KU-MPH program evolves over time, policies may be amended and/or added. I will be informed of such changes as they take effect, as well as annually at the beginning of the Fall Semester.

I also understand that should I have any problems or questions regarding the policies as they are presented in this handbook, I may direct them to the MPH Site Directors or Assistant Directors.

_____ (signature)

_____ (date)

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Important Telephone Numbers

Dykes Library – Kansas City	913-588-7166
Farha Medical Library – Wichita	316-293-2629
KU Enroll and Pay Help Desk	913-588-7995
KU-MPH Assistant Director – Kansas City	913-588-2720
KU-MPH Assistant Director – Wichita	316-293-2693
KUMC International Student Office	913-588-1480
KUMC Office of the Registrar	913-588-7055
KUMC Student Financial Accounting	913-588-2590
KUMC Student Financial Aid	913-588-5170
KUMC Student Health Services	913-588-1941
Preventive Medicine and Public Health-Kansas City	913-588-2775
Preventive Medicine and Public Health-Wichita	316-293-2627

Important Web Addresses

ANGEL	https://elearning.kumc.edu/angel
Illuminate	http://www.illuminate.com/member.jsp
GroupWise Webmail – Kansas City	http://webmail.kumc.edu/
GroupWise Webmail – Wichita	http://wichita.kumc.edu/webmail
KU Enroll and Pay	https://sa.ku.edu
KU-MPH	http://www.kumc.edu/mph/
KUMC Graduate Studies	http://www2.kumc.edu/aa/gradstudies/default.htm
Office of the Registrar	http://www.kumc.edu/studentcenter/registrar.html
Student Health Services	http://www.kumc.edu/studentcenter/health.html
Student Records	http://www.kumc.edu/studentcenter/regrecords.html
Tuition and Fee Information	http://www.kumc.edu/studentcenter/regenroll.html

Mission and Purpose

The Master of Public Health (MPH) degree program at the University of Kansas School of Medicine is designed to prepare students for a variety of careers. Our mission statement is:

The mission of the KU-MPH program is to provide teaching, research and service activities that prepare public health practitioners, health care providers, and researchers to develop and apply population-based and individual approaches to maintaining and improving the public's health in the Heartland and the nation.

The purpose of this Student Handbook is to serve as a resource for students and others involved in the program. It provides information about key academic and administrative issues. Since University of Kansas administrative personnel outside the MPH program may not be familiar with the special policies and procedures of this program, it is to the student's advantage to work directly with program faculty and assistant directors for all administrative needs related to the MPH program.

The MPH degree program is designed to meet the needs of full-time students, and to the extent possible, working professionals taking courses on a part-time basis. Skills gained from MPH studies can be used to:

- Assess health characteristics and risk factors in populations
- Plan, implement and evaluate an intervention to improve the health of a population
- Incorporate preventive practices into the delivery of health care
- Investigate an outbreak of disease or symptoms in a population
- Conduct research, evaluate health outcomes
- Use appropriate data to formulate public health policy

The following are examples of careers in the core areas of public health:

Behavioral Science and Health Education

- Behavioral health scientist
- Health educator
- Health communications specialist

Biostatistics

- Data management director
- Director of clinical trials
- Program evaluation analyst

Environmental/Occupational Health

- State environmentalist
- Federal environmentalist
- Corporate medical director

Epidemiology

- State or local epidemiologist
- Infectious disease director
- Outcomes researcher

Health Policy and Management

- Academic policy advisor
- Legislative policy advisor
- Management policy advisor

Ethics and Values

The public health values to which the faculty, students and staff in the MPH program are committed are health, equity, diversity, empowerment, integrity, dignity and knowledge for individuals and communities. These reflect the fundamental, over-arching principle of respect for the dignity and intrinsic worth of persons, considered individually or collectively, regardless of gender, race, religion or ethnic affiliation.

From these values, the following guiding ethical principles are directly or implicitly derived:

- a) **Beneficence.** MPH activities strive to prevent or to alleviate physical and psychosocial impediments to achieving and maintaining the public's health. Faculty and students identify public health risk factors, and provide preventive interventions to reduce disease and disability. This includes fostering appropriate lifestyle choices, personal responsibility, and health-promoting behavior.
- b) **Individual justice.** The MPH program embraces all population groups without discrimination. MPH faculty and students strive to ensure that each person has affordable access to health and health care that is equal in quality to that of other individuals to the fullest extent possible.
- c) **Social justice.** While health and health care resources should be equitably allocated, such allocation should be consistent with the preservation of resources essential to other socially-valued purposes and projects.
- d) **Respect for autonomy.** MPH faculty and students will strive to inform the public about physical, environmental and behavioral risk factors. This includes the evidence for or against such factors that an individual needs to assess risks, make informed decisions and provide informed consent. MPH students and faculty will strive to present such information without bias, and with insight into potential pitfalls of information reported in the popular media or influenced by commercial or other interests.
- e) **Collaboration.** The faculty and students will seek to engage community, county and state legislative bodies as well as administrative agencies in collaborative endeavors toward the achievement of all of these objectives.

Ethical collaboration includes acknowledging the contribution of others to work that was produced by a team. A common way to provide this acknowledgment is to list the names of the team members when making verbal presentations or when writing reports. For example, members of the whole team should be acknowledged when research electives or capstone projects result in a product such as a health education piece or an article in a newsletter.

When an abstract is submitted to a professional meeting, or a manuscript is submitted to a professional journal, some or all members of the team will qualify for co-authorship. The student should review published guidelines for the level of involvement that constitutes co-authorship, and discuss co-authorship with key faculty mentors while preparing the abstract or article submission.

Team members who qualify for and agree to be co-authors have a right to review text to which their name is affixed before this text is submitted for publication (including all abstracts submitted to professional meetings). Therefore the student should allow sufficient time for this review before a submission deadline.

Organizational Structure of the Program

The University of Kansas (KU), Lawrence, Kansas, educates both undergraduate and graduate students and sponsors institutes, projects and services throughout the state of Kansas. The University of Kansas Medical Center (KUMC), Kansas City, Kansas, includes a school of Allied Health, Medicine, Nursing, and Graduate Studies. The KU-MPH program is a single graduate program offered through the departments of Preventive Medicine and Public Health at these two locations:

- The University of Kansas Medical Center (KUMC) in Kansas City, Kansas
- The University of Kansas School of Medicine-Wichita (KUSM-W) in Wichita, Kansas

Figure 1. Locations of KU-MPH Campuses



The KU-MPH degree must be completed at one of the two sites, although with permission, students may earn credit hours at either site. Some courses are available in Web-based format (described in a later section of this handbook).

There are resources and interesting learning opportunities on each campus. KU-MPH faculty include preventive medicine specialists, public/community health practitioners, academic researchers and others. In addition, community preceptors assist students with field work in public health practice and other experiential learning opportunities. Biographical information about each faculty member is located on the KU-MPH website, www.kumc.edu/mph.

To keep informed about new accomplishments by program faculty and students, as well as other critical information, students should review our website periodically, check their GroupWise Webmail and read our bi-campus newsletter. Hard copies of the newsletter are distributed, and electronic archives are available on our website.

Students need to be familiar with the overall organizational structure of the program. The internal organizational structure by which the KU-MPH program is governed is provided in Figure 2 on page 8. The internal structure of the KU-MPH program includes a Site Director at each campus (Dr. Megha Ramaswamy in Kansas City and Dr. Suzanne Hawley in Wichita) and an Executive Director (Dr. Won Choi).

There are several formal ways for students to provide input to the program. There are three bi-campus standing committees: Admissions, Curriculum and Research. One current MPH student from each campus is nominated by the respective MPH Site Director to serve as a voting member on each of these three committees. The term of service for student members of these committees is one year, but may be renewed. Any student interested in serving on a standing committee should inform his or her site director.

Students are strongly encouraged to be active in the MPH Student Organization (described later) which also provides input to the program's faculty leaders.

Functions of the Standing Committees

Admissions Committee: Consists of one chair, two faculty from Kansas City, two faculty from Wichita, one MPH student from the Kansas City campus and one MPH student from the Wichita campus. The Admissions Committee meets annually to review all MPH applications. The Admissions Committee also meets to discuss issues related to the application process, such as admission regulations, application forms and any topics delegated by the Executive Council.

Curriculum Committee: Consists of one chair, two faculty from Kansas City, two faculty from Wichita, one MPH student from the Kansas City campus and one MPH student from the Wichita campus. The Curriculum Committee meets as necessary (minimum twice a year) to discuss course evaluations, needs assessments as well as reviews all curricular changes, new courses and transfer credit requests. The Curriculum Committee also meets to discuss any issues related to curriculum and any topics delegated by the Executive Council.

Research Committee: Consists of one chair, two faculty from Kansas City, two faculty from Wichita, one MPH student from the Kansas City campus and one MPH student from the Wichita campus. The Research Committee meets as necessary (minimum twice a year) to discuss faculty research as well as student involvement in research. The Research Committee also meets to discuss any issues related to research that may be delegated by the Executive Council.

Operations Committee: Consists of site directors, assistant site directors and is chaired by the executive director. Meets monthly to manage program in an evidence-based manner, implement marketing initiatives, oversee data management and analysis as well as solve operational problems.

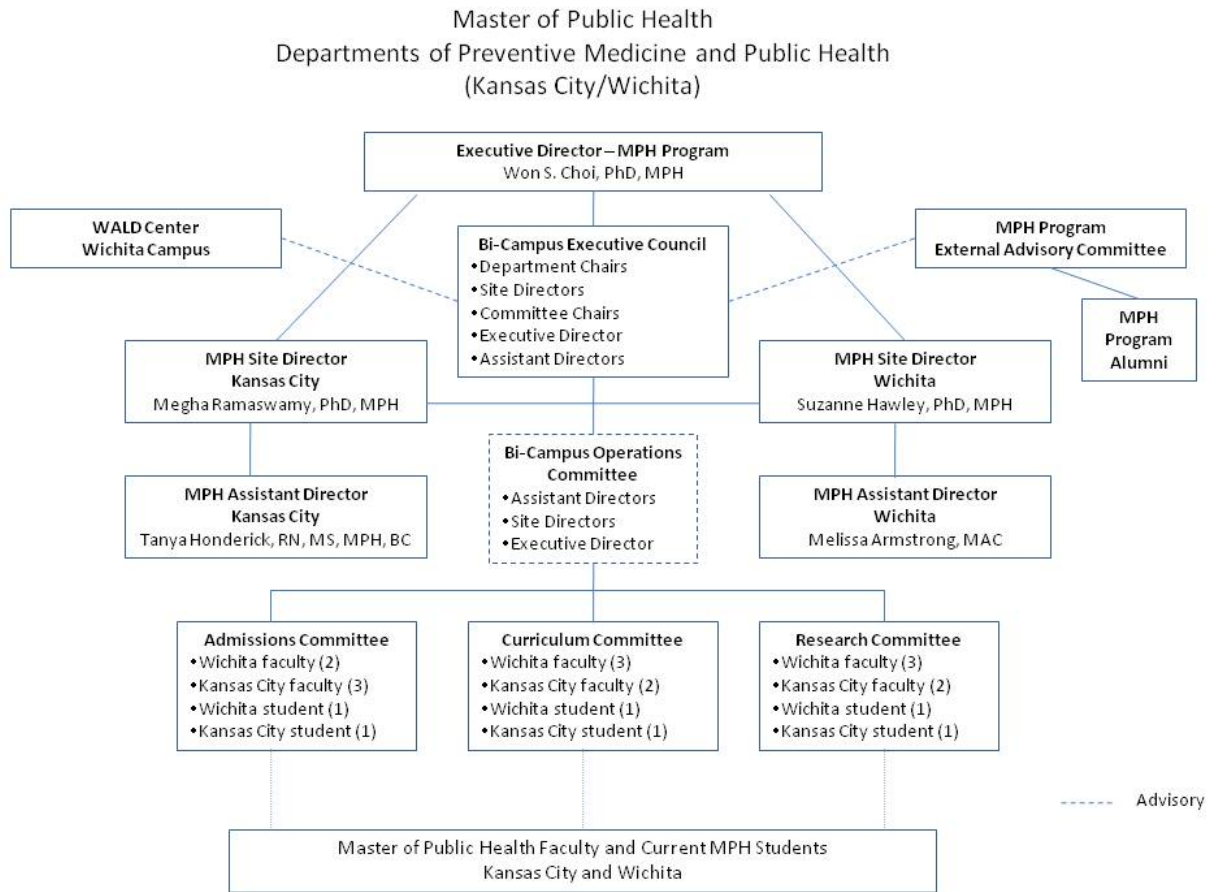
Executive Council: Consists of department chairs, standing committee chairs, site directors, and the executive director. Meets quarterly to accomplish all strategic planning and review progress of all aspects of the program by means of minutes of the standing committees, the quarterly bi-campus meeting of the entire MPH program faculty and the MPH Student Organization. Reports on topics under consideration are provided to the Council by the Site Directors and Executive Director. The Executive Council also reviews information from key programs led by MPH program faculty, including the Workforce and Leadership Development (WALD) Center, the Kansas Core Public Health Program and others. Steering functions of the MPH Executive Council center on making final decisions about the program's policies and directions of growth. The Council makes the final decision on admission for each applicant after reviewing the recommendations of the Admissions Committee. The Council sets forth the

annual goals and objectives (work plan) for the Operations Committee, the standing committees on Admissions, Curriculum and Research, as well as the External Advisory Committee.

External Advisory Committee: Consists of members from stakeholder groups such as public health practitioners in Kansas, practitioners at the interface of public health and medicine, and other interest such as public health policy. Meets annually to give input regarding educational needs assessment data and other program input. Members are randomly assigned to terms of two or three years, but appointments may be renewed as necessary.

Student input may be provided to the Council through the MPH Site Directors and the Executive Director, although the primary channels are through the MPH Student Organization and the student members of the MPH standing committees on Admissions, Curriculum and Research.

Figure 2. KU-MPH Organizational Structure



Curricular Overview

The curriculum assists students to attain fundamental public health knowledge, attitudes, skills and behaviors. In concert with the Council on Education in Public Health (CEPH), the KU-MPH program provides opportunities for students to master 68 core competencies. These competencies have been assembled by the Council on Linkages between Academia and Public Health Practice, and can be accessed by following links from www.ceph.org.

These competencies are grouped as follows:

- Analytic and Assessment Skills
- Policy Development and Program Planning Skills
- Communication Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Basic Public Health Sciences Skills
- Financial Planning and Management Skills
- Leadership and Systems Thinking Skills

Required courses in the following domains assist the student to master the 68 core competencies prior to graduation:

- Epidemiology
- Biostatistics and biostatistics laboratory
- Social and behavioral sciences
- Health services administration and policy
- Environmental health sciences
- Public/community health practice

Core Competency Assessments

The KU-MPH Program structures its curriculum around the 68 public health core competencies. The Core Competencies for Public Health Professionals is a set of skills, knowledge, and attitudes adopted by the Council on Linkages Between Academia and Public Health Practice in 2001.

All KU-MPH students complete a Core Competency Self-Assessment at New Student Orientation, before they begin their Capstone and at Graduation.

Credit Hour Requirements

Starting in the Fall 2007 semester, a total of 42 credit hours are required, although students are encouraged to take additional courses to build specific skills and competencies. The minimum requirements for graduation are 15 credit hours in core courses, a one credit hour epidemiology lab, a three credit hour data management course, 17 credit hours of electives and a six credit hour public/community health capstone project.

Students admitted prior to Fall 2007 are required to complete a total of 36 credit hours. The minimum requirements for graduation for students admitted prior to Fall 2007 are 15 credit hours in core courses, a one credit hour biostatistical laboratory, 15 credit hours of electives and a six credit hour public/community health capstone project.

The capstone involves work at a public/community health site, an extensive review of published literature, mastery of pertinent public health skills, demonstration of verbal presentation abilities, and preparation of a thorough, well-written report document. The capstone is subject to a specific timetable as well as a number of rules promulgated by the MPH program and by the Office of Graduate Studies at the University of Kansas (described later in this handbook). The capstone takes the form of a practicum project, although students admitted before Fall 2004 may complete either a practicum or a thesis. The capstone requires the student to integrate concepts that were introduced in the core courses, and serves as the final demonstration of proficiency in public health competencies.

Computer Requirements

In order to complete the University of Kansas Master of Public Health degree, students must have access to current computer technology. For the 2009-2010 academic year, we recommend the following computer specifications and software in order to successfully complete the KU-MPH program.

Computer Specifications:

CPU	Intel or AMD dual-core processor
RAM	2 GHz
Hard Drive	200 GHz
CD-ROM	DVD R/RW
Modem	DSL

Software Requirements:

Microsoft Office 2003 (contains Word, Excel and PowerPoint)
Adobe Acrobat Reader

Throughout the KU-MPH program, other software packages may be required for specific classes, but access to the above programs is suggested for all KU-MPH students.

Time Requirements

Students who undertake MPH studies on a full-time basis typically complete all requirements in two years. Full-time enrollment for a graduate student is nine credit hours a semester or six hours a summer session. The capstone is a time-intensive experience that requires a substantive amount of planning before enrollment and requires a minimum of two semesters for most students to complete. To be ready to enroll for capstone in the Spring semester, the student will need to have completed these tasks no later than the close of the Fall semester: select a field site, recruit a capstone committee chair and two other faculty members to serve on the committee, obtain IRB approval if warranted, and complete other tasks.

Some students choose to pursue the MPH degree on a part-time basis. Part-time enrollment for a graduate student is less than nine credit hours a semester or less than six credit hours in summer session. This approach generally requires between three and four years of study. Study may be interrupted, although if the student is not continuously enrolled, certain rules of the Office of Graduate Studies do apply. In certain circumstances, if a leave of absence has not been approved, the student will be dismissed from the program. The MPH assistant directors on each site can provide additional information about interruptions in study and the University's Leave of Absence Policy available at <http://www.kumc.edu/studentcenter/withdrawal.htm>.

Advising

Role of the student: Students are responsible for reading and understanding academic policies and procedures of the KU-MPH program as outlined in this handbook, on the KU-MPH program's website, and on related KU websites (see list at beginning of this handbook). Students are responsible for meeting enrollment and payment deadlines.

Students are expected to maintain close contact (at least each semester) with their campus MPH assistant director. Students are expected to have a substantive discussion with their faculty advisor every semester. Students **MUST** keep their MPH assistant director informed of the dates when these interactions with their faculty advisor have occurred.

The discussions with faculty advisors should include the student's plan of study for the coming semester, and the projected plan of study to complete the MPH degree. Students are expected to review available courses and develop a tentative plan of study before meeting with their faculty advisor.

The discussions with faculty advisors should also include career goals. Since no one faculty member has expertise in all career pathways in public health, students are responsible for learning about the interests and expertise of MPH program faculty members other than their advisors. Students should read the faculty biosketches on the KU-MPH program website. Students may ask their assigned advisor about other faculty or professionals working in the community who may share the student's interests. If appropriate, students should schedule meetings with other faculty to discuss career options, recommended courses of study or potential capstone projects. For further information on the student's role in recruiting members of his/her capstone committee, see the chapter on capstones.

Role of assistant director: The assistant director assists students with all activities associated with successful completion of their MPH degree. Issues related to registration and courses

should all be directed to the MPH assistant director. Additionally, the MPH assistant director will generally be the first person to help the student with all questions related to the program and can serve as liaison between students, the faculty and the Office of Graduate Studies.

Role of advisor: Advisors in the MPH program provide guidance with the academic sequence to help meet student goals. Students have the option to change their advisors as student interests in public health may change over time. MPH advisors do not have to be the capstone chair or serve on the capstone committee for their assigned students.

Role of site director: The site director oversees all MPH related activities at the respective sites. The site director assigns each student an MPH advisor and provides general guidance to MPH students regarding Office of Graduate Studies and MPH policies.

Assignment of advisors: The MPH Site Director will assign advisors to student upon student's admission to the program. If the student's area of interest is made known, the Site Director will attempt to make a match between student and faculty. Students may request a certain advisor, and the Site Director may honor request as he/she sees fit. Otherwise the Site Director may assign advisors at his/her discretion.

Change in advisors: A student is allowed to change advisors at his/her request, as long as this change is agreeable with the faculty advisor, and is approved by the Site Director. Preferably this should be done before the end of the second term. Any change in advisor should be documented in writing, and placed in the student's file.

Number of meetings required: Each student is required to meet with his or her advisor at least once per academic term to discuss academic progress, to plan for fulfillment of degree requirements, and to review and modify course selection plans for the next term. This may be done in person or via telephone.

Plan of Study

Each new student should develop a plan of study in consultation with his or her faculty advisor, and the MPH assistant director. The number of courses taken each semester will vary by whether the student is full-time (defined as nine or more credit hours in the Fall or Spring semester and six credit hours in the Summer semester) or part-time. Feasibility of a given course load is an especially important consideration for students who have major demands on their time because of employment, family or other reasons. For every credit hour taken, the time a course requires outside of class ranges from three to five hours per week. Web-based classes require more self-directed work than traditional classes. While there is no set sequence in which courses must be taken, students should complete core courses relatively early in their plan of study. This provides students with an introduction to the core disciplines of public health, and prepares them to take electives that require core courses as prerequisites.

In order to define officially a program of study for a graduate degree, students must submit the "Plan of Study" form *upon first visit with MPH advisor or by the end of the first semester after admission*. The plan of study should be completed by both the student and the MPH advisor at their initial meeting prior to the student's first semester. A copy of the plan of study is kept on file by the program. If the student wishes to change his/her plan of study, the student must

consult his or her advisor. Another “Plan of Study” form must then be completed and filed with the program.

In Fall 2007, the KU-MPH program underwent a curriculum change to satisfy new Council on Education for Public Health (CEPH) accreditation requirements. Due to these new guidelines, the KU-MPH program increased its number of required credit hours for graduation from 36 to 42. All students admitted and enrolled in the program prior to Fall 2007 should refer to the 36 credit hour Plan of Study. All students admitted Fall 2007 and after should refer to the 42 credit hour Plan of Study.

Concentrations

In addition to the Generalist (GEN) concentration, effective Fall 2010, the KU-MPH program has two concentrations: Epidemiology (EPI) and Social and Behavioral Health (SBH). The following tables provide a plan of study for the GEN, EPI and SBH concentrations.

36 Credit Hour Plan of Study (Generalist)
(Students admitted prior to Fall 2007)

Student Name: _____

Faculty Advisor: _____

Semester Admitted: _____

Required Core Courses: (15 Credit Hours)		Semester
PRVM 800	Principles of Epidemiology	
BIOS 704	Principles of Statistics in Public Health OR	
BIOS 714	Fundamentals of Biostatistics I	
PRVM 818	Social & Behavioral Aspects of Public Health	
PRVM 827	Public Health Administration	
PRVM 830	Environmental Health	
Program Required Courses: (1 Credit Hour)		
PRVM 812	Public Health Biostatistics Laboratory	
Electives: (Minimum 14 Credit Hours)		
PRVM		
PRVM		
PRVM		
PRVM		
PRVM		
PRVM		
PRVM		
Other*		
Practicum Courses: (6 Hours)		
PRVM 891	Public Health Practicum	
PRVM 893	Public Health Project	

Total Number of Credit Hours: (Minimum of 36 Credit Hours) _____

* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student's plan of study. However, such courses must meet certain guidelines, and approval of your advisor is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.

42 Credit Hour Plan of Study (Generalist)
(Students admitted Fall 2007 or later)

Student Name: _____

Faculty Advisor: _____

Semester Admitted: _____

Required Core Courses: (15 Credit Hours)		Semester
PRVM 800	Principles of Epidemiology	
BIOS 704	Principles of Statistics in Public Health OR	
BIOS 714	Fundamentals of Biostatistics I	
PRVM 818	Social & Behavioral Aspects of Public Health	
PRVM 827	Public Health Administration	
PRVM 830	Environmental Health	
Program Required Courses: (4 Credit Hours)		
PRVM 802	Epidemiology Laboratory	
PRVM 875	Management of Public Health Data	
Preferred Electives: (Minimum 17 Credit Hours)		
PRVM		
PRVM		
PRVM		
PRVM		
PRVM		
PRVM		
PRVM		
Other*		
Practicum Courses: (6 Hours)		
PRVM 891	Public Health Practicum	
PRVM 893	Public Health Project	

Total Number of Credit Hours: (Minimum of 42 Credit Hours) _____

* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student's plan of study. However, such courses must meet certain guidelines, and approval of your advisor is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.

42 Credit Hour Plan of Study (EPI)

(Available to students admitted Fall 2010 or later)

Student Name: _____ Faculty Advisor: _____

Semester Admitted: _____

Required Core Courses: (15 Credit Hours)		Semester
PRVM 800	Principles of Epidemiology	
BIOS 714	Fundamentals of Biostatistics I	
PRVM 818	Social & Behavioral Aspects of Public Health	
PRVM 827	Public Health Administration	
PRVM 830	Environmental Health	
Program Required Courses: (4 Credit Hours)		
PRVM 802	Epidemiology Laboratory	
PRVM 875	Management of Public Health Data	
Concentration Electives: (Minimum 12 Credit Hours)		
PRVM 841	Advanced Epidemiology I (Required)	
PRVM 842	Advanced Epidemiology II (Required)	
Choose 6 credits from the following list		
BIOS 810	Clinical Trials	
PRVM 803	Introduction to Clinical Research	
PRVM 805	Public Health Seminar	
PRVM 807	Field Epidemiologic Investigation	
PRVM 808	Clinical and Translational Research Seminar	
PRVM 811	Introduction to Pharmacoepidemiology	
PRVM 815	Surveillance and Control of Infectious Disease	
PRVM 816	International Health	
PRVM 832	Environmental and Occupational Epidemiology	
PRVM 836	Epidemiology in Aging	
PRVM 838	Reproductive Epidemiology	
PRVM 850	Cancer Epidemiology	
PRVM 853	Responsible Conduct of Research	
PRVM 859	Tobacco and Public Health	
General Electives: (5 credit hours)		
PRVM		
PRVM		
PRVM		
Practicum Courses: (6 Hours)		
PRVM 891	Public Health Practicum	
PRVM 893	Public Health Project	

Total Number of Credit Hours: (Minimum of 42 Credit Hours) _____

* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student's plan of study. However, such courses must meet certain guidelines, and approval of your advisor is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.

42 Credit Hour Plan of Study (SBH)
 (Available to students admitted Fall 2010 or later)

Student Name: _____ Faculty Advisor: _____

Semester Admitted: _____

Required Core Courses: (15 Credit Hours)		Semester
PRVM 800	Principles of Epidemiology	
BIOS 704	Principles of Statistics in Public Health OR	
BIOS 714	Fundamentals of Biostatistics I	
PRVM 818	Social & Behavioral Aspects of Public Health	
PRVM 827	Public Health Administration	
PRVM 830	Environmental Health	
Program Required Courses: (4 Credit Hours)		
PRVM 802	Epidemiology Laboratory	
PRVM 875	Management of Public Health Data	
Concentration Electives: (Minimum 12 Credit Hours)		
PRVM 821	Research Methods in Public Health OR	
PRVM 835	Evaluation Methods in Public Health	
PRVM 849	Qualitative Methods in Public Health OR	
PRVM 856	Community-Based Participatory Research	
PRVM 845	Cultural Competency in Public Health OR	
PRVM 852	Health Care for Special Populations OR	
PRVM 863	Health Disparities in Public Health	
Content Electives: (Minimum 3 Credit Hours)		
PRVM 825	Child and Family Health	
PRVM 843	Obesity in Public Health	
PRVM 854	Population and Community Mental Health	
PRVM 855	Seminar in Women's Health	
PRVM 859	Tobacco and Public Health	
PRVM 877	Health Communication	
General Electives: (5 Credit Hours)		
PRVM		
PRVM		
PRVM		
Practicum Courses: (6 Credit Hours)		
PRVM 891	Public Health Practicum	
PRVM 893	Public Health Project	

Total Number of Credit Hours: (Minimum of 42 Credit Hours) _____

* Taking courses other than those offered by the MPH program can provide training that is beneficial for an MPH student's plan of study. However, such courses must meet certain guidelines, and approval of your advisor is requested. Please review the transfer of credit section of this handbook before enrolling in other courses.

Dual/Joint Degree Programs

Dual degree programs require students to complete the requirements for two complementary degrees and provide students with an expanded skill set that enables them to meet specific career goals, and to become more competitive in the job market. Joint degree programs allow students to complete the requirements of two complementary degree programs with some courses counting towards both degrees. The MPH dual/joint degree programs described below are rigorous undertakings. The time available to complete the MPH degree is often compressed into a single year. Students undertaking MPH training while enrolled in another degree program should make arrangements to free up substantial amounts of time in order to complete MPH courses and the intensive MPH capstone project so that they may remain in good standing with their other degree program. Dual degree MPH students may be required to demonstrate each semester that their other degree program has cleared them to enroll in MPH courses.

MD/MPH

This is a five-year dual degree program in which the medical student completes the requirements for both the MD degree and the MPH degree (42 credit hours). Students may apply for admission to the MPH program after enrolling in medical school, or at the same time they apply to KU School of Medicine. MPH students take a year off from medical school to complete the MPH degree, typically between the second and third years of medical school, or between the third and fourth years. MPH studies begin in the summer (June), and proceed through fall (August) and spring (January), finishing by the end of May or July, if necessary. Some scholarships are available.

MSN/MPH

This interdisciplinary joint degree educational experience is offered by the School of Nursing and the Department of Preventive Medicine and Public Health combines courses from the MS in Nursing and the MPH. By combining course work, the two degrees may be completed in 59 credit hours. This program is designed especially for experienced, baccalaureate-prepared nurses interested in community or public health. Full- or part-time study is available.

PhD/MPH

The joint PhD/MPH degree is ideal for those students interested in prevention through community and public health. The Department of Applied Behavioral Science on the Lawrence campus offers a 72 credit hour doctorate program. Students must apply for admissions to the MPH and PhD programs separately. Applications are reviewed by the respective admissions committees. Students selected into the joint program complete the 42 credit hour MPH requirements in addition to the PhD.

Grades

Course work for graduate credit is typically graded A, B, C, D, F, or I.

The KU-MPH program has certain requirements that are in addition to the minimum requirements of the KU Office of Graduate Studies. The KU-MPH program requires that students who earn a grade of C, D or F in any course must review a plan of study and other relevant factors with both his/her faculty advisor and the MPH Site Director.

All KU graduate students must maintain a cumulative GPA of 3.0 on all graduate-level work, and must avoid making grades of D or F in order to remain in Graduate Studies. A student whose cumulative GPA drops below 3.0 or who makes a D or F in a graduate course is automatically placed on academic probation and is so notified by a letter from the Office of Graduate Studies and the MPH program. A copy of the letter is sent to the advisor as well.

A KU graduate student placed on academic probation must re-establish a GPA of 3.0 and must make no grade of D or F in graduate work during his or her next enrollment or face permanent academic expulsion from Graduate Studies. It is very important that before enrolling in additional courses, a student on probation seeks out advising and makes a sound plan for completing this coursework. There is no mechanism for re-entry once a student has been expelled from Graduate Studies.

The KU-MPH program requires that the credits from courses in which the grade was D or F cannot be used to satisfy degree requirements. For elective courses, this means that the courses with D or F grades contribute no credits to the total number of elective credits required by the MPH program. However, courses with grades of D or F are included in the GPA calculated by the KU registrar.

The KU-MPH program also requires that for MPH core courses, students must earn a grade of A or B in order to qualify for graduation. In addition, students admitted Fall 2010 and after must also earn a grade of B or better in all required courses. Any student obtaining a grade of C, D or F in a core or required course must repeat the course and earn a grade of A or B to remain in good standing in the MPH program.

Grade for Courses Not Completed

A grade of I (incomplete) may be assigned by a KU-MPH faculty member if he/she determines that substantial justification exists for a student's inability to complete the course. If this degree of justification does not exist, a grade of F is assigned when a student fails to complete a course. Students receiving an incomplete grade must make a plan with the course instructor to complete the course in a timely manner, and must inform the MPH assistant director and his/her faculty advisor of these plans. An incomplete grade jeopardizes continued enrollment in the MPH program among students who are on academic probation. Students are required to rectify all incomplete grades before enrollment in the capstone. Any student who has two or more outstanding incomplete will not be allowed to enroll in additional courses until the incompletes are rectified. Incompletes for regular courses (excluding the capstone) must be removed within two years of the semester/term that the incomplete grade was given.

Capstone projects often take more than one semester to complete. The Graduate School requires assignment of a grade of I for capstone projects that are still in progress at the end of

the semester. The I grade is then changed by the faculty member to the appropriate letter grade at completion of the capstone.

Change of Grade

The completion of work for a course in which a grade of I (incomplete) or WG (waiting grade) was recorded requires a change of grade. A change of grade card must be completed by the instructor of record, signed by the appropriate chair and/or dean, and taken to the local MPH assistant director. The assistant director will record the change of grade for file and then forward to the Office of Graduate Studies.

A student who believes his/her work in a course warrants a grade other than that assigned by the faculty member, should communicate this to the instructor, and provide a justification for this opinion. The student must make this request within one semester of receiving the grade. If the faculty member does not agree that the grade needs to be changed, the student may appeal to the MPH Site Director. If the faculty member and the MPH Site Director disagree, then a third faculty member, such as the MPH Program Executive Director, will provide the final opinion as to the appropriate grade for the course.

Transfer Credit From Another University

Students may earn up to six hours of credit at another University, provided the course has been approved for transfer by the KU-MPH program, and several other conditions have been met. The KU-MPH program currently has no affiliation agreements with other universities to allow more than six credits to be transferred. If the course meets the conditions listed below, the student should speak to the MPH assistant director for information on how to make a credit transfer request. If possible, it is advantageous to review the proposed course transfer before the course is taken at the other university.

- The student must make a written request for transfer of credit, and specify whether the transfer is requested to satisfy MPH requirements for elective, core or required course credit.
- The KU-MPH program prefers that core courses are taken through the KU-MPH program. However, in some circumstances, transfer of core courses completed relatively recently may be acceptable.
- The KU-MPH program must receive an official transcript in order to process the student's request to apply a course taken elsewhere to fulfill MPH program requirements. It is the student's responsibility to arrange for the school to send the MPH program this transcript.
- The KU-MPH program must be provided with a syllabus of the course so that its content may be reviewed. It is the student's responsibility to provide this syllabus. If the content is not judged to be rigorous enough, or in the case of a core course, to be equivalent to the respective KU-MPH core course, the MPH program will not accept the course in transfer.
- The KU-MPH program does not accept in transfer any courses with a final grade of C, D or F. Only courses in which a grade of A or B (3.0 or above on a 4.0 scale) may be transferred.
- The KU Office of Graduate Studies does not allow credits to be given for life or work experiences. The KU Office of Graduate Studies generally does not provide credits for learning taking place in brief programs such as institutes or workshops.

- No courses taken for undergraduate credit may be counted toward a graduate-level degree. At KU, such courses are numbered below the 800-level. It is the student's responsibility to provide the KU-MPH program with the course numbering scheme at the university where he/she took the course, and to designate which courses are considered graduate level.
- The KU Office of Graduate Studies does not allow distance learning credits from another university to be transferred.

KU-MPH students may take courses from KU in departments other than the Departments of Preventive Medicine and Public Health. Such courses are not counted toward the six credit limit because they are earned at KU. For such KU courses to count as credits toward KU-MPH elective or core course requirements, the student must receive permission from the program.

To request permission, the student needs to:

- Discuss the issue with the KU-MPH Assistant Director, preferably before the course is taken.
- Check that the course is at the graduate level (e.g. 800-level)
- Discuss the request with your assigned advisor and specify whether use of the other KU department's course is requested to satisfy KU-MPH requirements for elective or core course credit.
- Provide the KU-MPH program with the syllabus from the course so that the content can be reviewed.
- Earn a grade of A or B in the course for core and required courses, or A, B or C for elective courses.

Courses that were already counted toward meeting the requirements of one KU graduate degree typically may not be used to meet the requirements of a second KU graduate degree. Exceptions include pre-approved joint degree programs such as the MSN/MPH program.

Dropping a Course or Withdrawing from All Coursework

Individual courses can be dropped online via Enroll and Pay through the fifth day of the semester. After the fifth day of classes, individual courses must be dropped using a paper form that can be obtained from the MPH program office. If you are dropping all of your coursework in a given semester, this is considered withdrawing. Withdrawing from all of your courses in a given semester must be approved by your academic department and Graduate Studies and/or International Programs when applicable. Dropping all of your courses before the first day of classes is considered a cancellation and must be done before the first day of classes.

All drop, cancellation and withdrawal dates can be found online through the Office of the Registrar website at <http://www.kumc.edu/studentcenter/registrar.html>.

Leave of Absence

A leave of absence may be granted upon request to the MPH program in advance of leave. Leaves may be granted in cases of illness, emergency, to pursue family responsibilities, or to pursue full-time activities related to long range professional goals. The time taken for a leave of absence does not count against the time limit for earning the degree. However, if the total time for the leave extends more than five years, the student loses his or her place in the program and must reapply for admission. To request a leave of absence, the program must complete a Progress-to-Degree form.

Information regarding Leave of Absence can be found at:

The Office of Graduate Studies Website: <http://www2.kumc.edu/aa/gradstudies/loa.htm>

The KUMC Registrar's Website: <http://www.kumc.edu/studentcenter/withdrawal.htm#LOA>

Capstone Information

The capstone is designed to serve as the demonstration of proficiency in the Master of Public Health curriculum. It is the culminating experience in the degree program. Students will be required to synthesize and integrate knowledge gained and to apply theory and principles in situations that approximate some aspect of professional practice. The capstone must be completed as a **practicum**.

Students admitted before Summer/Fall 2004 semester may complete a thesis to fulfill their capstone. See the KU Office of Graduate Studies website <http://www2.kumc.edu/aa/gradstudents/default.htm> for further details on the thesis format.

The practicum provides opportunities for the student to demonstrate mastery of the core competencies of the curriculum and a level of proficiency in the application of these skills.

Practicum Goals

The practicum is designed to enhance and extend the student's academic experience through the application of public health concepts and skills in a supervised field experience, which includes a focused project component. The practicum may provide the student with an opportunity to engage in actual public health practice through an individualized experience with a host organization or a community-focused enterprise.

The goals of the practicum are:

1. To broaden and hone student proficiency in a specified area of public health practice through a meaningful field experience.
2. To demonstrate integration of knowledge and a deeper understanding of public health practice through the completion of one or a series of practice-related projects.
3. To expose the student to the expertise and leadership of a public health professional, as embodied by the preceptor.

The practicum involves not only experience at a community site, but also a project. Examples of a focused practicum project include, but are not limited to, a community needs assessment, evaluation of an agency program or activity, development of a surveillance system, development and conduct of a survey, epidemiologic investigation of an outbreak of disease or an emerging concern, development and implementation of a community education program, or development/evaluation of a legislative proposal in population-based health.

Selecting a Practicum Topic and Site

Students are encouraged to begin thinking about the capstone during their first semesters of MPH study. This typically includes talking with faculty who may share the student's interest in a particular topic. It also typically includes performing a literature review to become more familiar with a topic area. Students are further encouraged to seek out faculty advisors and mentors who may help identify relevant practicum opportunities. Students may become affiliated with practicum sites in a variety of ways, including mentored volunteer or research opportunities, internships, or connections established during MPH coursework.

Students participate in the practicum experience under the direction of a preceptor from the host organization or enterprise in conjunction with guidance from the practicum committee and input from the student's faculty ad hoc committee. Since the goal of the experience is to broaden the

student's proficiency, the practicum experience must be separate and distinct from any duties associated with the student's current employment. If the student can do a placement only in his or her regular place of employment, the fieldwork assignment must be something other than his or her regular work duties.

The student may do a practicum at his or her work site, but 1) it needs to be a mentored learning experience done prospectively under the direction of the capstone committee, with particular attention to the Council on Linkages Core Competencies, and 2) it needs to go above and beyond the usual job description in some way. This means the practicum should have some elements of a special project. Also, the practicum should be a new project that is initiated.

Process of Establishing and Conducting a Practicum

Eligibility

The practicum serves as the culminating MPH experience. Therefore, the practicum should not be elected until the student has completed all five core courses and at least six elective credit hours in the MPH degree program. The student also needs to rectify any incomplete grades before beginning the capstone. A student on academic probation is not eligible to register for the capstone. Students are required to attend a Capstone Orientation hosted by the MPH Site and Assistant Directors. These orientations are held at least once per academic year, or more often as needed.

Establishing a Practicum Committee

Students must discuss their goals for the practicum with their faculty advisor **at least one semester prior to enrolling for practicum credit**. The student also needs to select a topic and recruit a faculty member to become chair of their practicum committee. The MPH advisor does not have to be the chair or a member of the student's practicum committee. The chairperson must be an MPH faculty member with a primary appointment in the Department of Preventive Medicine and Public Health – Kansas City, Department of Preventive Medicine and Public Health – Wichita or Department of Biostatistics – Kansas City.

The faculty chair of the committee will have oversight responsibility for scheduling and grading. The practicum committee chair is responsible for coordinating all university-related details regarding the student's field experience. The chair is responsible for maintaining contact with the preceptor throughout the course of the practicum and mediating any problems that may develop within the field placement.

KU faculty also serve as second and third members on the student's practicum committee. In some circumstances, a field preceptor or site mentor can serve as the third member. Any committee member who does not have a Graduate Faculty Appointment at University of Kansas Medical Center will be asked to submit a CV or resume to the MPH assistant directors for a temporary graduate faculty appointment. Such appointments are only granted for individuals holding a master's degree or higher. If a field preceptor or site mentor does not qualify for a Graduate Faculty Appointment, a KU faculty member will serve as the third member of the committee.

This committee is responsible for evaluating the achievement of practicum objectives, for the review of the documentation of the completed project, and for hearing the verbal presentation of the written document.

Community Agency and Field Preceptor

When the practicum involves a community agency, the practicum mentor should indicate willingness to host the student during his/her learning experience, preferably in writing.

Initially, the student should receive an orientation to the host organization or community enterprise, meet with key members of the staff, become acquainted with the environment in which the organization functions, and be assigned the project(s) for which the student is either primarily or wholly responsible.

The practicum mentor's role is one of orchestrating and facilitating the student experience as well as one of providing major input into assessing the student's performance. The practicum mentor is responsible for identifying mechanisms by which the student can become familiar with the host agency (attending meetings, reading policies and protocol, spending time observing various key personnel, etc.), and mechanisms by which the student can secure the necessary contacts, documents, and resources needed to initiate the agreed-upon project(s).

The practicum mentor should arrange to meet with the student to discuss problems and progress. He or she is responsible for evaluating the student's performance on all agreed upon objectives. The exact mechanisms by which this will be accomplished will be detailed in the final contract. Generally, the practicum mentor will:

- 1) Observe student performance
- 2) Confer with those individuals with whom the student is working closely
- 3) Review written materials submitted by the student for their project.

The practicum mentor is also responsible for meeting with the practicum committee chair either onsite or by phone and notifying the chair in the event that problems are encountered with the practicum experience. The practicum mentor will be expected to submit an evaluation of the student once the Capstone has been completed. Additionally, students will complete an evaluation of the practicum mentor and practicum site at the conclusion of the Capstone experience.

Core Competency Assessment

The student is expected to develop a set of objectives for what he or she seeks to learn from the practicum, and to provide the list of objectives to the faculty committee chair. **Before registering for the first semester of capstone credit, the student must complete the KU-MPH form, Core Competency Assessment Before and After Capstone.** This assessment is designed for reviewing skills and making a written plan with the Capstone Committee Chair to gain any skills currently at an undeveloped competency level.

Registration

Practicum students register for PRVM 891, Public Health Practicum and PRVM 893 for Public Health Project. In any semester the student may take between 1 and 6 credit hours up to a total of 6 credit hours for these courses, distributed as 3 credits for PRVM 891 and 3 for PRVM 893. The student lists the practicum committee chair as the faculty instructor for these courses. Therefore the student needs to select a topic and recruit a faculty chair the semester before registering for PRVM 891.

The KU School of Medicine's Community Health Project (CHP) may be used as a source for the student's practicum experience. The CHP is a summer internship opportunity for students to work in a public health setting. Students who wish to participate in the CHP during the summer

semester must enroll in PRVM 823 for elective credit. Enrollment in PRVM 823 does not eliminate the requirement for enrollment in PRVM 891 and PRVM 893 as well.

Time Commitment

The normal expected time commitment to the practicum is approximately **400 contact hours or 10 weeks, full-time**. This includes time spent writing and defending the practicum project, and revising the report as necessary. Flexibility in arranging and validating the required contact hours is essential in providing working students with a quality practicum experience. The degree of flexibility inherent in each practicum will vary according to individual practicum objectives, the specific project(s) undertaken by the student, and any special limitations noted by either the preceptor or the host site. The student is expected to work closely with both the practicum committee to establish a mutually acceptable arrangement, definition, and measurement of practicum dedicated hours.

If the student intends to maintain part-time or full-time employment while completing the practicum, the student must begin to plan a strategy for this in advance of the experience. Options include, but are not limited to, using vacation or leave from his or her normal work schedule to be dedicated to the practicum, changing shifts for a defined length of time, arranging contact hours on weekends or evenings or some creative combination of options.

Compensation

The capstone is, first and foremost, an educational experience for the student. However, students completing capstone experiences may receive compensation, for instance from a grant or internship, although this is not required. Examples of such compensation may include parking stickers as needed or mileage when traveling on behalf of the agency-sanctioned projects.

The educational experience must take precedent over any considerations of compensation. It is the joint responsibility of the committee chair (and the practicum field preceptor when applicable) to see that the key elements are in place for the success of the student. These include assurance of the student's safety, respect for the student's right not to be exploited or victimized, the provision of an appropriate experience in the field, satisfactory arrangements for on-site supervision, and an opportunity to complete the project component of the capstone in a successful manner.

Course Expectations

PRVM 891: Public Health Practicum

Practicum Proposal and Contract

Students enrolled in PRVM 891 are expected to establish a practicum contract and host a proposal meeting to obtain project approval from his/her committee. Students should follow the attached Practicum Contract outline. The Practicum Contract will identify the student's set of goals and objectives, and set forth a timeline to accomplish them.

Protection of Human Subjects

If a practicum project involves collecting or analyzing data from human subjects, the student needs to complete the KU on-line human subjects tutorial available at: http://www2.kumc.edu/researchcompliance/human_subjects_tutorial_inst.htm. The student is responsible for assuring that proper clearances from the Human Subjects Committee and any other institutional review boards with jurisdiction over the proposed research are obtained **before the research begins**. It is appropriate for the student to

review the rules governing such clearances and reviews with the capstone committee chair. Students conducting research should be familiar with the standards of research conduct which are incorporated in the KU Handbook for Graduate Students under the heading "Integrity in Graduate Study."

Students submitting the practicum to the Institutional Review Board should do so early, and under the direction of the capstone chair. The type of institutional review application submitted will depend on the type of research conducted. All applications should include a copy of the Practicum Contract with the appropriate signatures, including the "Departmental IRB Designee".

See the following Human Subjects sites for more information:
Kansas City Campus <http://www2.kumc.edu/researchcompliance/human.htm>
Wichita Campus <http://wichita.kumc.edu/afs/compliance/>

Practicum Initiation

Students may begin field work when the Practicum Contract and institutional reviews have been completed and approved. The student is responsible for meeting with the preceptor regularly and for providing evidence of progress toward practicum goals. The student is also responsible for keeping the practicum committee informed of progress toward achieving the practicum objectives.

PRVM 893: Public Health Project

Students will enroll in PRVM 893 in the final semester of study, during which time the oral presentation and written report will be completed. Students must be enrolled in at least one credit hour in the semester in which they plan to defend. **It is the responsibility of the student to adhere to MPH program and Graduate Studies deadlines to ensure that graduation is not withheld.** Students should refer to the MPH Program course schedule and Graduate Studies Academic Calendar for deadlines regarding the *Application for Degree* and *Last Day to Defend Practicum*. (See the following section, Scheduling a Defense, for further information)

Practicum Report

The practicum report should be prepared in the format described below. The document is submitted only to the Department of Preventive Medicine and Public Health on the campus where the student is enrolled. Copies do not need to be submitted to the Office of Graduate Studies.

It is recommended that students review the practicum reports prepared by previous students, and also contact the MPH assistant director with specific questions well in advance of the deadline.

The following is the MPH Program's suggested format for the **MPH Practicum Report**. While all components are required, the Committee Chair has full discretion to suggest the best way to arrange the components in the student's final document:

- Title Page (template provided on page 31)
- Abstract
- Dedication and Acknowledgements
- Table of Contents

List of Tables and Figures

Chapter 1: Introduction and Literature Review

Note: Chapter must also contain brief overview of project topic, description of practicum site, and public health core competencies addressed by project.

Chapter 2: Methods

Chapter 3: Results

Chapter 4: Discussion

Chapter 5: Conclusions

References

Appendices: (examples)

Human subjects approval

Data collection instruments

Dataset index

The document should be written in the following format:

- Typewritten font, such as Arial or Times New Roman, 11-12 point. A different font may be used for tables, figures, and appendices.
- Top, bottom and right margins should be 1.25 inch, while the left margin should be 1.5 inches to accommodate binding.
- Double-spaced, except for tables, figures, footnotes, references, and appendices.
- References must be of consistent style (eg. APA, AMA)

The student shall provide the capstone committee with ample time to review the practicum paper. It is recommended that students submit drafts to the capstone committee early and often to solicit input regarding content and direction. Multiple drafts and revisions of the Capstone document are common and should be expected by the students. The student should submit a **complete draft** of the practicum report to the capstone committee and MPH assistant director **at least 1 month prior** to the final oral defense and presentation. The capstone committee will review the content of the report and provide feedback to the student in a timely manner. The student will then revise the draft as needed and submit a **final draft** and copy of the oral PowerPoint presentation slides to the committee **at least 2 weeks prior** to the final oral defense. Failure to adhere to the specified deadlines may result in postponement of the final defense, and subsequent failure to graduate in a given semester.

Scheduling a Defense (Oral Presentation)

The student will contact the MPH assistant director or Capstone Committee Chair to schedule an oral presentation **at least 1 month** in advance, or earlier if the committee or MPH assistant director request. Eligible students will have done the following:

- Apply for Graduation in SAKU by deadline <https://sa.ku.edu>
- Rectify all holds and incomplete grades, and be in good academic standing
- Enrolled in at least 1 hour of PRVM 893 in the defense semester
- Completed all requirements for degree
- Submitted a complete draft to the MPH assistant director and Capstone Committee
- Provided the CV/resume for any committee member who is not currently an active member of the KUMC Graduate Faculty

- Selected a date and time (2 hour block) and have verified said date and time with all committee members
- Selected a Capstone title

The MPH assistant director will fill out and submit a “Do-All” form on behalf of the student. This form is required for approval to defend by the Dean of Graduate Studies. It is important to recognize that late forms will not be accepted.

Oral Presentation (Defense)

We recommend that students attend each other’s capstone defenses. It allows prospective capstone enrollees to gain a deeper understanding of the capstone process well in advance.

A student should prepare a 30-45 minute oral presentation with PowerPoint slides for the final capstone defense. He or she will then answer questions about the project from the capstone committee as well as from audience members. This defense is intended to offer the committee an opportunity to assess the adequacy of the student’s understanding of their work, and to offer the student an opportunity to refine or clarify the written content of the project document.

Students should bring at least as many copies of the Title Page (see page 31) as will be bound to the defense presentation. The pages should be printed on 20 pound bond, 8 ½ x 11 inch paper. Paper must contain a cotton rag content, but that rag content must not exceed 25%. The paper must be white in color and not have a patterned background. The paper should be acid free paper. **Recycled paper will not be accepted.** Such paper may be obtained at campus bookstores or other specialty shops.

Following the defense, the capstone committee will privately deliberate to discuss the merit of the student’s work. The committee will communicate their assessment to the student (Satisfactory, Unsatisfactory, or Honors) and will suggest final changes to the written document. The Committee Chair will sign the “Do-All” form and return it to the MPH assistant director for submission to the Office of Graduate Studies and the Office of the Registrar. The Capstone Committee Chair must also assure that the student has demonstrated attainment of at least basic skill level for all public health competency domains. The Capstone Committee Chair provides written documentation by completing and signing the checklist on the last page of the KU-MPH form, Core Competency Assessment Before and After Capstone. This form is then placed in the student’s permanent record by the MPH assistant director.

A note about the honors designation: A committee may choose to bestow honors upon a student for exceptional and outstanding work on the capstone. The committee generally will agree unanimously that the student went above and beyond the normal capstone project requirements and made a unique effort or contribution to public health. The honors designation will announced at the MPH Hooding Ceremony.

Post-Defense, Grading and Capstone Binding

A student should amend the final written practicum document as the committee requests, and in a timely fashion agreed upon by the committee (generally, 1-2 weeks). The student is then responsible for making sure that a final electronic copy of the practicum document is submitted to the MPH assistant director, and print and submit the final document (on previously mentioned paper) to a bindery at the student’s expense.

The student shall submit 1 bound copy to the Department (required), and 1 to his/her Committee Chair (optional). The student should contact the MPH assistant director for acceptable binderies.

The Capstone Chair shall issue a student's grade following completion of the Capstone Defense. Only grades of A or B are acceptable for Graduation and degree completion. Thus, an incomplete grade or failing grade will delay a student's graduation.

Kansas City students should contact the Dykes Library regarding Capstone binding. Students must first fill out a form with contact information. Standard color for Kansas City Capstones is black with gold letters. Students must print out the exact number of Capstones to be bound; the library will not copy. Charge is \$10 per book and can usually be picked up in three weeks.

Wichita students should contact the MPH Office on the Wichita campus regarding Capstone binding. The bindery pick up is usually the last week of every month and bound Capstones are returned in four weeks.

A Note on Publication

Some students may wish to publish capstone project results. However, the practicum report will be longer than a journal article. Journals typically require a 10 page manuscript with two to four tables or figures. This format does not allow space for the key elements of a practicum that are required by the accrediting body, Council on Education for Public Health, such as the description of the practicum site and the student's activities at the site. Students who do publishable work in their capstone are advised to use the process of writing and defending the capstone report to sort through their literature review, results and conclusions to select the most compelling findings that would be suitable for publication. Then, write an abstract to submit to a professional meeting and a condensed manuscript to submit to a journal.

Practicum Contract

Complete this contract and submit to your MPH assistant director before registering for the Practicum. (Document should be 3-5 pages in length, excluding references)

1. Background

Include:

- Brief Literature Review
- Public Health Importance
- Healthy People 2010 objectives
- Morbidity/Mortality
- "What is unknown and why should we know it?"

2. Practicum Project Objective(s) and/or Study Question(s)

3. Methods and Analysis

4. IRB Submission/Approval*

All student IRB submissions should first be reviewed by the Department of Preventive Medicine and Public Health. By signing this practicum contract, the Departmental Designee agrees:

- The project uses procedures consistent with sound research design, which do not unnecessarily expose subjects to risk;
- The research is likely to answer the proposed question; and
- The knowledge reasonably expected to result from the research has scientific importance

5. Description of Agency/Community

6. Timeline

Include:

- Recruitment of Committee Members
- IRB Submission Timeline
- Committee Meetings
- First Draft Completion
- Review by Committee Members
- Revisions
- Final Presentation Date

7. KU-MPH Core competency self-assessment has been completed, discussed with Capstone Committee Chair, and a copy is attached.

8. Signatures:

Student

Faculty-Committee Chair

Faculty-Second Member

Practicum Agency Mentor

Departmental IRB Designee+

*Student: Please include a copy of the signed practicum contract with IRB submission
+Student should check with Capstone Chair regarding departmental IRB regulations

Insert Title of Practicum Here

Practicum Report

by

Name of Student, Academic Degrees

Academic Degree, Name of University, Year of Graduation
(list all degrees received)

Submitted to the Department of Preventive Medicine and Public Health and the Faculty
of the Graduate School of the University of Kansas in partial fulfillment of the
requirements for the degree of the Master of Public Health

Semester and Year

Name of Faculty, Academic Degrees-Committee Chair

Name of Faculty, Academic Degrees

Name of Faculty, Academic Degrees

Name of Site Preceptor, Academic Degrees-Practicum Mentor



**UNIVERSITY OF KANSAS
MASTER OF PUBLIC HEALTH**

Practicum Mentor Evaluation of MPH Student

MPH Student: _____

Practicum Mentor: _____

Practicum Agency: _____

Semester/Year: _____

Please check the box that most closely described the MPH student's performance in the following categories.

	EXCEEDS	MEETS	NEEDS IMPROVEMENT	DOES NOT MEET	UNABLE TO OBSERVE
Attendance and punctuality					
Motivation and initiative					
Clear and timely communication					
Effective interaction with others					
Ability as a team member					
Meets deadlines/work complete					
General public health knowledge					
Demonstrates leadership abilities					

1. What strengths will this student bring to the profession of public health?

2. What areas would you suggest to this student for further development?

3. Did the student meet your expectations for completion of the practicum goals and project?

4. Are there further comments?



**UNIVERSITY OF KANSAS
MASTER OF PUBLIC HEALTH**

Student Evaluation of Practicum Site

Student Name: _____

Practicum Site/Agency Name: _____

Semester: _____

	Strongly Agree	Agree	Disagree	Strongly Disagree
Orientation to the setting was adequate.				
Staff were receptive and willing to collaborate.				
Staff were helpful in meeting my learning needs.				
Staff encouraged independent thinking.				
Staff provided appropriate feedback as needed.				
Staff modeled a commitment to public health.				
The experience I had in this setting enhanced my learning and assisted me in meeting my capstone objectives.				

Additional Comments:

Graduation



Several steps are required before a student receives a graduate degree from the MPH program. Although they are explained in more detail in the graduate school catalogs, the following list summarizes the requirements:

- Formal admission to the appropriate degree program
- An approved Plan of Study on file in the MPH program office
- Accomplishment of a "B" or better in all MPH core courses; students admitted Fall 2010 and after must also obtain a "B" or better in required courses
- Satisfactory completion of prerequisites indicated when admitted
- An Application for Degree submitted by the deadline specified
- Removal of all incomplete grades by the deadline specified
- Completion of terminal program requirements, including the defense of the practicum
- Submission of the bound practicum report by the deadline specified
- A cumulative graduate grade point average of at least 3.0 for all courses and for all graduate work taken
- Enrollment in the semester of graduation

Degrees are granted in May, August, and December, although there is only one formal graduation ceremony (in May). A Master of Public Health student must be enrolled in the semester that he/she completes the requirements for the degree. However, if a student has been continuously enrolled and completes the degree requirements during the first week of the summer session or within the first two weeks of the Fall or Spring semester, he/she may graduate in that semester without paying for an additional enrollment.

The Registrar's Office will contact the student when diplomas are ready. Students may pick them up in person, or request that the diploma is mailed.

Employment and Volunteer Opportunities

Some students may wish to find campus employment, volunteer, or research opportunities. Students who wish to become employed, volunteer, or participate in research are encouraged to solicit opportunities from their advisor, MPH assistant director, or teaching faculty.

Occasionally, a Graduate Research Assistantship position may become available. Graduate Research Assistantships (GRAs) are available to graduate students through grants from federal and private agencies and from state-appropriated research funds. For information regarding opportunities, students should contact the major department directly. GRAs receive a stipend from the grant (stipends vary) and if appointed at 40% FTE or greater, the GRA is assessed the resident rate for tuition if a non-resident. The Office of Graduate Studies maintains detailed information regarding GRA appointments on its website at:
http://www2.kumc.edu/aa/gradstudies/grad_GTA.htm

Research Travel Award

A limited number of travel scholarships for graduate students who are accepted to present at a regional or national scientific meeting are competitively awarded four times a year. These awards may be a maximum of \$550. Deadline: The first working day of the following months: January, April, July and October.

Completed applications should be submitted to the Office of Graduate Studies, 5015 Wescoe, Mail Stop 1040. Questions, contact Regina Esteban at 913/588-5237 or by e-mail at resteban@kumc.edu.

Student Union Corporation Travel Award

A limited number of travel scholarships for graduate students to attend conferences and professional meetings are competitively awarded four times a year. Unlike the Research Travel Award described above, students need not be presenting at these meetings in order to receive funds. These awards may be a maximum of \$400. Deadline: The first working day of the following months: February, May, August and November. Funds for these awards are made available by the generous support of the Student Union Corporation.

Completed applications should be submitted to the Office of Graduate Studies, 5015 Wescoe, Mail Stop 1040. Questions, contact Regina Esteban at 913/588-5237 or by e-mail at resteban@kumc.edu.

Residency Requirements for the University of Kansas

Resident tuition classification is determined by criteria found in Kansas statutes and regulations of the Kansas Board of Regents. Students are responsible for providing information sufficient to support their applications for resident classification. A brochure is available at <http://www.registrar.ku.edu/pdf/KUResBrochure082007.pdf> that provides a general overview of the procedures and criteria used to determine resident status. It does not replace or supersede the statutes or Regents' regulations which contain the detailed requirements that must be met in order to prove resident status.

Residency is determined by the Office of the Registrar. If you have questions regarding your residency, contact the Office of the Registrar at 913-588-7055 or by e-mail at kumcregistrar@kumc.edu.

Tuition

For up to date information on tuition and fees, please visit the Office of the Registrar at <http://www.kumc.edu/studentcenter/regenroll.html>.

Intellectual Property Policy

The ownership of student works submitted in fulfillment of academic requirements shall be with creator(s). The student by enrolling in the institution gives the institution a nonexclusive royalty-free license to mark on, modify, retain and review with other program faculty or staff the work as may be required by the process of instruction, or otherwise handle the work as set out in the institution's Intellectual Property Policy or in the course syllabus. The institution shall not have the right to use the work in any other manner without the written consent of the creator(s). The intellectual property policy is available in its entirety at the Provost's website at: http://www.kansasregents.org/educators/policies/intell_prop/intel.html#a5

Copyright Policies

The University of Kansas Medical Center (KUMC) requires its faculty, staff and students to comply with the United States Copyright Act.

The purpose of this policy is to assure that intellectual property rights of the creators of original works are protected, and to protect the University, its employees, and its students from sanctions and penalties occasioned by copyright violations. For detailed information regarding copyright, copyright compliance and assistance with understanding copyright go to <http://www2.kumc.edu/copyright/>.

Student Grievance Procedure

A graduate student who believes herself or himself unfairly or unlawfully treated in an alleged academic matter may present a grievance to the academic department or appropriate Program Chairperson. Each academic unit, all Graduate Divisions, and the College have established grievance policies and procedures. Appeal of a grievance heard at one of these levels is made to the Judicial Board. Graduate Studies has established a set of guidelines for graduate student petitions in certain categories that may not be under the jurisdiction of other hearing bodies. The Executive Committee of the Graduate Council has identified two categories as the purview of Graduate Studies:

1. Cases involving the Graduate Divisions of two or more schools or colleges.
2. Cases involving the interpretation of Graduate Studies policy as it pertains to the Graduate Division of a school or college.

For disputes involving alleged academic misconduct or alleged violations of student rights, the initial hearing normally is held at the unit level. There is an option to hold an initial hearing at the Judicial Board level if both parties agree, or if either party petitions the Judicial Board chair to hold the hearing at the Judicial Board level and the petition is granted. The petition must state why a fair hearing cannot be obtained at the unit level; the opposing party has an opportunity to respond to the petition.

Concerns regarding illegal discrimination or harassment should be reported to the Equal Opportunity Office; concerns regarding scientific misconduct should be reported to the Dean of Graduate Studies. If there is a question as to which procedure is appropriate, this decision will be made by the student and the Dean of Graduate Studies in consultation with the Department or Program Chair.

Any grievance should be heard at the level appropriate to a consideration of the issues. The grievance procedure may not be used as an appeal for a grade. Grades should be appealed at the department level. Committees established at the department, program or school level to hear grievances proceed in accordance with their own specific procedures and make recommendations to the appropriate administrative officers as provided in those procedures. Appeals from the decision of a department or program must be made to the Dean of Graduate Studies.

The appellate process is designed to ensure that due process has been afforded an individual in the initial hearing. The Dean of Graduate Studies will appoint the committee Chair from the membership of the KUMC Graduate Council. Two other members will be selected by the Chair from the Graduate Council and one other graduate faculty member selected by the student complainant and a second graduate faculty member selected by the accused. The selection of these faculty members shall be acceptable to both parties. A student member will be selected by the President of the Graduate Student Council. Care should be taken to ensure that none of the members have a conflict of interest in this case. This committee will examine all pertinent documents including student records and interview the parties directly involved in the complaint as well as other parties deemed necessary. Minutes of testimony will be made available to both the complainant and accused parties after the hearing is completed. It is essential that all parties retain confidentiality of information gained through the hearing process. Both parties will be provided an opportunity to respond to the minutes in writing before the committee's final recommendation is forwarded to the Dean of Graduate Studies who will make the final determination. The documents provided to the grievance committee will be retained in the Office of Graduate Studies for a period of three years, after which time they will be destroyed. There is no further appeal.

Academic Misconduct

Guidelines for dealing with alleged academic misconduct by a student in the KU-MPH program will follow guidelines stated by the KUMC Student Handbook for Graduate Studies. Information regarding student misconduct was excerpted from the KUMC handbook and summarized below. (For complete review see: <http://www.kumc.edu/studenthandbook/graduate.html>)

I. Expectations for Conduct by a KU-MPH Graduate Student:

One goal shared by the KU-MPH graduate program is to provide a seminal educational environment in which a student can master a special field of knowledge and strive to develop competence in independent scholarship and research, in order to make original contributions to knowledge. In achieving that goal, there is an expectation by the University of Kansas Medical Center that the KU-MPH faculty and their students will conduct themselves with high integrity and professional ethics. Such conduct by a graduate student must include adherence to the written and observed or taught guidelines for ethical standards of the profession for which the student is seeking to enter. A KU-MPH graduate student is responsible for informing himself/herself about these requirements and expectations of conduct as well as seeking answers to his/her own questions about what constitutes misconduct. Potential sources for this information include the:

- A. The KU-MPH Program Offices in Kansas City and Wichita (including Executive Director, Site Directors, Assistant Directors and KU-MPH faculty)
- B. University of Kansas Graduate Studies Catalog
- C. The KU-MPH Student Handbook, the KUMC Graduate Student Handbook

Academic Misconduct:

Academic misconduct by a student shall include, but not be limited to: cheating on examinations whether by a student on his/her own behalf or by giving to another student or receiving from another student unauthorized aid on examinations; giving or receiving of unauthorized aid in the preparation of notebooks, themes, reports, or other types of assignments, or in the preparation of master's theses and/or capstone projects; or knowingly misrepresenting the source of any academic work, falsification of research results, plagiarizing of another's work, violation of regulations, ethical or professional codes for the treatment of humans and animals, or otherwise acting dishonestly.

Specific Actions of Misconduct:

1. Fraud

Fraud usually involves the student's intentional and deliberate misuse of data in order to draw conclusions that may not be warranted by the evidence. Falsification of results generally takes one of two forms:

- A. The sheer fabrication of data, or
- B. The fraudulent omission or concealment of conflicting data for the purpose of misleading other scholars. An intermediate form, difficult to detect especially in quantitative analyses, occurs when students are sloppy about categorization. All researchers,

irrespective of discipline, can agree that the sheer fabrication of data is fraudulent, and all scientists, as well as most social scientists and humanists, can agree that the deliberate omission of conflicting data is also fraudulent. But a few social scientists and many humanists might argue that one person's conflicting data is another person's irrelevant data. In general, in these latter disciplines, the best researchers are those who come to terms with any piece of evidence that others may regard as conflicting. Strong support for a given hypothesis involves dealing with alternative hypotheses. The best insurance against fraud in graduate student research is, of course, the awareness on the part of the student on the importance of following the discipline of the scientific method, the careful and close supervision of the faculty advisor and the examples of other members of the academic community. The student should communicate regularly and frequently with his or her major professor. He or she can do so in a variety of ways—by submitting laboratory notebooks for frequent review by faculty, by having faculty monitor the student's reading in the field, by regular updating of the faculty advisor on one's progress or a combination of these or some other. Such communication will help the student develop intellectually and lessen the possibility of fraud. If a student is suspected of fraud, the academic community should handle the matter forthrightly but always with a clear regard to the rights of the graduate student so that the career of a student researcher who may be innocent is not damaged. Similarly, if graduate student fraud is verified, it must be adjudicated in accordance with those procedures outlined in the Graduate Student Handbook.

2. Plagiarism

Unlike fraud, which is usually the deliberate creation of false data, plagiarism is the use of another's words, ideas, or creative productions which are then passed off as one's own without proper attribution (not giving due credit to the original source). Flagrant cases of plagiarism, which like fraud fortunately occur seldom, may involve the extensive use of others' articles, books, or creative productions with perhaps only slight modifications. The penalties here are usually very severe for the student and would likely result in expulsion from Graduate Studies or, if a degree has already been earned, rescinding of that degree. Less extensive cases of plagiarism can be either intentional or unintentional (just plain carelessness or ignorance of the commonly accepted rules). In general, one must cite one's authorities in the text or, more commonly, in the footnotes and use either direct quotations or skillful paraphrasing, with citations, for all ideas that are not one's own. Since much of the basic information about our disciplines comes from outside ourselves through a variety of sources common to all who work in a discipline, it is of course unnecessary to footnote those facts and ideas which are, so to speak, in the common domain of that discipline. Otherwise, we would be footnoting everything we know. But an intimate familiarity with the literature of the discipline, or a subdiscipline thereof, lets one know when the distinctive words or ideas of another researcher should be given proper attribution. The fairly common practice among natural scientists of citing the previous significant literature relating to the subjects of their articles or books serves as something of a safeguard against plagiarism, which is frequently not present in some social sciences and most arts and humanities disciplines. Every graduate student who works with graduate faculty should have a comprehensive knowledge of what constitutes plagiarism. Ignorance of the concept of plagiarism on the part of the student is no excuse for resorting to it at the graduate level, if indeed ignorance is an excuse at the undergraduate level. Graduate students, if in any doubt about the concept, should discuss plagiarism with faculty members. And students should expect faculty members and departments to demand that they know what constitutes plagiarism.

There are problems, however, not always associated with traditional perceptions of plagiarism. One of these is the danger, when borrowing from the works of others, of quoting, paraphrasing, or summarizing the material in such a way as to misrepresent what the author is trying to say. A second problem arises when a student is overly dependent on the work of another, even if the other is cited meticulously. Still another problem is plagiarizing oneself by submitting the same data for findings in more than one article. And, finally, there is the problem of a graduate student's findings being used by his or her mentor without proper attribution to the student either in the article or book, indeed of not giving credit for joint or co-authorship in articles or books where a substantial amount of the work is done by the student. The student should discuss any perceived problem of this nature with the faculty member involved, the head of the department, or if need be, the Dean of Graduate Studies.

In nearly all of these instances of plagiarism, or variations thereon, the best preventive is the example set by the faculty advisor and the rest of the academic community who are sensitive to all of the nuances. Again, as with cases of fraud, the University should handle any suspicion of plagiarism in accordance with procedures used for cases involving alleged fraud and misconduct.

3. Cheating

Cheating at the graduate level may not differ morally from the same action on the undergraduate level, but many find cheating at the graduate level more reprehensible and the consequences, understandably, more serious. Academic dishonesty in one whose presence in graduate school declares he or she has opted for the intellectual life is a serious matter indeed. While cheating in the classroom is covered by regulations from other parts of the university, cheating on qualifying or preliminary examinations is not. At the very least such dishonesty, once proven, should result in failure of the examination. Refer to Section Misconduct of this handbook for guidelines and sanctions.

4. Abuses of Confidentiality

Abuses of confidentiality by graduate students can take various forms. One example is that in which students have access to data or unpublished papers--or, in the case of natural scientists, grant proposals--of other graduate students or faculty members which they then use in their own research without permission, even though proper attribution may be made. By extension such an abuse of confidentiality would include the adaptation into one's own research of a thesis or dissertation proposal that one has opportunity to read. A biological and medical science student also must address himself or herself to the issue of research on live subjects.

In some ways, confidentiality is one of the forms of integrity which is relatively easy to abuse and relatively difficult to detect. Once again, as with fraud and plagiarism, following the example set by the graduate student's mentor and that of the rest of the academic community is the most likely mode for prevention.

5. Conflicts of Interest

Genuine conflicts of interest between graduate students and faculty members can arise in a variety of ways. As continuing formal education becomes more common and as academics begin to become involved in the world of business, the possibility of a business relationship between student and teacher becomes greater. Another kind of conflict of interest that may arise is through nepotism, that is, when a person serves in an administrative or supervisory relationship to those who are related to him or her by blood or marriage. Most universities have rules, which try to regulate professional relationships in such cases. Many faculty members are reluctant to have their own sons, daughters, or spouses take their courses for credit on the

grounds that such students may be perceived by others to have an unfair advantage. A business relationship, including a consulting one, must evoke the same kind of caution.

Similarly, a student should not date an instructor while the student is enrolled in the instructor's course. And, of course, it goes without saying that a student should not ask any instructor to serve as his or her thesis or dissertation director (or research committee member) if the student is having or has had either an intimate personal relationship, a family relationship, or a business relationship with that instructor. If such a relationship should develop after a professional one has been established, the student should expect the instructor to remove himself or herself from the professional role. Such a relationship, whether between a graduate student and a faculty member or between a graduate student acting as an instructor and an undergraduate, constitutes a potential conflict of interest, especially as perceived by other students and faculty members, and therefore, should be scrupulously avoided. This is not intended to affect the normal and expected mentorship which should include both personal and intellectual advising. (adapted from guidelines developed by the Graduate School at Indiana University)

II. Decisions by a Faculty Member Relative to Academic Misconduct:

- A. **Not to Make Recommendation for an Investigative Hearing:** A faculty member (acting as an instructor or assistant in a course, or a graduate student's advisor or mentor for his/ her research and/ or academic program, etc.) may decide not to recommend an investigative hearing, as outlined in these Guidelines, for what he/ she believes is academic misconduct by a student. The faculty member thus may treat as unsatisfactory any student work which he/ she believes is a product of academic misconduct and impose a sanction(s) appropriate to the traditionally accepted realm of authority or jurisdiction of the faculty member. Any action by the faculty member shall be with due written notice to the student.

- B. **Make a Recommendation for an Investigative Hearing:** The Faculty Member may decide to recommend to his/ her Chairperson (also see Section IV. A. 4, and Section IV. B., below):
 - 1. That an investigative Hearing be held for the alleged occurrence of academic misconduct, and/or
 - 2. Imposing a sanction that is outside of the traditionally accepted realm of authority or jurisdiction of The Faculty Member (e. g., see Section VI. D., below). Hence, The Faculty Member initiates the procedures in Section IV.

III. Procedural Information for and Investigative Hearing Process:

A. Definitions of Terms Hereafter Applied in these Guidelines:

- 1. **"The Faculty Member"** is the faculty member initiating an allegation of academic misconduct by a student.

- 2. **"The Student"** is the graduate student identified by The Faculty Member as the subject of the alleged act(s) of academic misconduct.

- 3. **The "Involved Department"** is the department, center, or functional unit in which the act(s) of academic misconduct allegedly occurred by The Student.

4. The "**Chairperson**" is the Chairperson of the Involved Department in which the act(s) of academic misconduct allegedly occurred by The Student and is the next higher administrative officer to whom The Faculty Member sends the initial report about an allegation of academic misconduct.
 - a. "**Dean of the School of Medicine**" replaces the designation of "Chairperson" hereafter throughout these Guidelines for Dealing with Alleged Misconduct by a Graduate Student as the appropriate administrative officer to whom faculty members in the School of Medicine shall forward any report or recommendation, if the alleged act occurred in this School.
 - b. **Possible Conflicts of Interest:**
 - i. **If The Faculty Member perceives** (relative to Section II. B., above) that there may be a conflict of interest involved in this issue between The Student and The Chairperson, or if The Chairperson is The Faculty Member initiating the allegation of misconduct, then The Faculty Member's Inquiry Report of the alleged incident(s) (see Section IV. B., below) shall be forwarded to the Dean of the Faculty Member's or Chairperson's, respectively, School or the next higher administrative officer, as appropriate, who thereafter will assume the responsibilities of "The Chairperson" identified throughout these Guidelines for Dealing With Alleged Misconduct by a Graduate Student.
 - ii. **For Other Situations** when questions arise about conflict of interest, the questions shall be directed to the Dean of Graduate Studies.
5. **The Official Record of the Hearing Process:** The Dean of Graduate Studies shall initiate and maintain in the Office of Graduate Studies an Official Record (i. e., file) of the entire Hearing Process. All subsequent original written communications, documents, audio tape recordings (see Section III. H. 3., below), and recommendations that relate to the alleged misconduct and the Hearing shall be sent on a timely basis by The Chairperson and/or the Hearing Officer (see Section III. F. b., below) to the Dean of Graduate Studies for inclusion in the Official Record. If the final conclusion of the Hearing Process is that academic misconduct has not occurred, then only the Dean's Official Record of the entire Hearing Process shall be saved as the permanent record; all other faculty, Departmental, and School copies of a "record/ file" for the Hearing Process must be destroyed (see Section III. J. 2. a., below).
6. **The Time Periods for the Hearing Process:** Throughout these Guidelines, MAXIMUM LIMITS are specified for the length of time allowed for certain stages of the overall Hearing Process to take place. Unless specified otherwise, all lengths of time shall be in terms of the traditionally considered "working days" of any given week (recognized holidays that occur on otherwise traditional working days are not to be counted in these time frames). Any request for an extension of a time limit shall be made expeditiously, and before the expiration of the limit, to either the Chairperson or the Hearing Officer or the Dean of Graduate Studies, as appropriate, (or, in their absence, their designates), who shall decide and

notify within three (3) days if there is good cause for the extension and, if so, for what period of time. Notification shall be to all involved parties of the Hearing Process and may be done first by telephone if deemed appropriate, and then shall be followed by written notification.

- B. Inquiry Report by the Faculty Member is Sent to the Chairperson:** Following the decision by The Faculty Member in Section II. B., above, and with due notice to The Student, The Faculty Member shall submit a **detailed** written report about the allegation (hereafter called the **Inquiry Report**) to the Chairperson. The Inquiry Report shall be submitted within twenty (20) days of the **discovery** of the alleged occurrence of misconduct. The Chairperson shall, within 15 days of receiving the Inquiry Report, review the report and attempt to resolve the allegation through consultation and mediation with the involved persons. If the Chairperson determines that the allegation should be resolved through the investigative Hearing Process, then the Chairperson shall continue the procedure outlined hereafter in these Guidelines. Written notice shall be sent to The Student (see Section III. F. a., below) and to the Faculty Member (including a request for the Faculty Member to respond, within 10 days of receipt of the notice, with his/ her selection of a faculty member to serve on the Hearing Panel; see Section III. E. 3 and E. 4., below).
- C. Notification of the Dean of Graduate Studies:** The Chairperson shall send a written notification to the Dean of Graduate Studies that an investigative Hearing Process for alleged academic misconduct by The Student is going to be initiated. The Chairperson's notification shall include copies of The Faculty Member's Inquiry Report of the alleged misconduct and all written communications up to this time with The Student.
- D. Notification About the Allegation to the Student:** A written notification of the specific allegation shall be sent (certified or registered letter with return receipt requested indicating the date of receipt) to The Student by The Chairperson within fifteen (15) days after the time The Chairperson receives the Faculty Member's Inquiry Report. A copy of this notification shall be sent to the Dean of Graduate Studies. The notice shall include:
1. A statement of the specific allegation(s) with sufficient explanatory information to enable The Student to understand the nature and extent of the allegation(s);
 2. An invitation for The Student to provide, to The Chairperson, within ten (10) days after receiving the notification letter: a. a written response to the allegation(s); and b. the name of a faculty member whom The Student selects to serve on the Hearing Panel (see Section III. E. 2., below), and a statement indicating that this faculty member told The Student that he/ she agreed to serve;
 3. A statement indicating that The Student has the right to continue attending class as scheduled until such time as the Dean of Graduate Studies has reached his/her final decision UNLESS there is a question of unsafe and/ or disruptive behavior and/or offense against other persons (including patients of or visitors to) and/or property of the University of Kansas.
 4. A copy of these "Guidelines for Dealing with Alleged Academic Misconduct by a Graduate Student" so that The Student is aware of the procedural process and possible actions.

- E. **Selection of Members for the Hearing Panel:** The Hearing Panel shall be composed of four (4) members of the graduate faculty (voting members of the Panel), **excluding** The Faculty Member initiating the allegation of misconduct (See Section III. A. 1., above) and **excluding** the chairperson of the department in which The Student named in the allegation is a graduate student member, and one (1) graduate student (voting member of the Panel), excluding The Student who is the subject of the allegation. One of the graduate faculty members of the Panel will be designated by The Chairperson as the "**Hearing Officer**" in charge of the Hearing Panel. Any member of the Hearing Panel who perceives that there is any irregularity in the proceedings of the Hearing process has the responsibility of **PROMPTLY** reporting this to the Dean of Graduate Studies. Selection of the Hearing Panel shall include at least one but no more than two faculty members from the Involved Department in the allegation and shall be done as follows:
1. The graduate student member:
 - shall be** selected by the officers of the Graduate Student Council at an on-need basis,
 - shall not be** a graduate student member of the same Department as The Student named in the allegation, and
 - must** be currently classified as a Regular Graduate Student in the category of Degree-Seeking Students and in good academic standing (not on probation);
 2. One faculty member from inside or outside the Involved Department may be selected by The Student named in the allegation;
 3. One faculty member from inside or outside the Involved Department may be selected by The Faculty Member initiating the allegation; and
 4. Two faculty members selected by The Chairperson. The Chairperson's selections shall assure that the composition of the Panel includes at least one but no more than two members from the Involved Department in the event that The Student and/or The Faculty Member do not select such a member. Additionally, if The Student and/or The Faculty Member decline(s) to select a Panel member or fail to respond to The Chairperson within ten (10) days of the request (see Section III. B. and III. D. 2., above), then The Chairperson will also select that member or members, likewise with due consideration for the basic composition of the Panel as defined above.
- F. **Scheduling the Hearing:** The Hearing Officer shall, within five (5) days of the selection of members of the Hearing Panel, (a) schedule the day, time and place for the Hearing to occur (which shall be sometime between 20 and 30 days after the selection of the Hearing Panel), and (b) provide written notice of this schedule to The Faculty Member, The Student, The Chairperson, and The Dean of Graduate Studies. Both The Student and The Faculty Member shall be informed with this scheduling notification that during the Hearing each:
1. Will be given the opportunity to present his/her own viewpoint of the situation(s) that directly led to the allegation(s), and/or
 2. May have witnesses speak or have witnesses' affidavits read on his/ her behalf.
- G. **Documents, Representatives & Witnesses for the Hearing:** All information cited below shall be promptly sent to (see time deadlines indicated in this Section) or collected by the

Hearing Officer, who shall promptly distribute copies of the information to The Student, The Faculty Member, and the rest of the Hearing Panel members.

1. The Faculty Member's Inquiry Report sent to The Chairperson (see Section III. B., above),
 2. The Chairperson's Notification of Allegation letter sent to The Student (see Section III. D., above),
 3. The Hearing Officer's letter to The Student and The Faculty Member stating the day, time and place for the hearing (see Section III. F., above),
 4. The Student's written Response to the allegation(s), if such was sent to The Chairperson (see Section III. D. 2. a., above),
 5. Any documents provided by The Student and/ or The Faculty Member for presentation as evidence to the Hearing Panel (sent at least by five (5) days before the Hearing),
 6. Names of Representatives:
 - a. Each party to the Hearing should be present for the Hearing unless the Chairperson agrees that another person may appear as a substitute representative. A Hearing may be held even if The Student and/ or The Faculty Member fail to appear for the Hearing. Neither The Student nor The Faculty Member is compelled to appear or testify at the Hearing, and no inference may be drawn by the Hearing Panel against The Student or the Faculty Member due to his/ her failure or refusal to testify or appear.
 - b. The use of legal counsel is discouraged.
 7. Names of Witnesses:

The Student and The Faculty Member shall provide a list of intended witnesses, if any, to the Hearing Officer at least ten (10) days before the Hearing is to occur. The Hearing Officer shall provide these names, reciprocally, to The Faculty Member and The Student at least five (5) days before the Hearing.
 8. All materials (including the audio recording tapes identified in Section III. H. 3., below) concerning the alleged violation of misconduct should be treated as CONFIDENTIAL documents. The Hearing Panel members will return all materials received for the Hearing to the Hearing Officer at the end of the scheduled Hearing, The Hearing Officer will forward ALL ORIGINAL AND PHOTOCOPIED AND AUDIO TAPE RECORDED MATERIALS to the Dean of Graduate Studies (see Section III. A. 5., above).
- H. **Conducting the Hearing:** The Hearing Officer of the Hearing Panel may establish procedures in addition to those listed, however, the basic requirements of the Hearing procedure as listed here may not be altered by the Hearing Officer:
1. The Hearing shall be conducted in a closed session and witnesses shall be excluded from the Hearing except when actually testifying.

2. The Hearing Officer shall have the authority to keep order, rule on questions of relevance and evidence, and shall possess other powers normal and necessary for a fair and orderly Hearing. Rules of Evidence that govern courtroom proceedings shall not apply.
3. There shall be only a single audio tape recording made of the proceedings in order to provide an accurate record of the Hearing for possible review by the Hearing Panel (Section III. I. 1., below) and/or Dean of Graduate Studies (Section III. I. 4., below).
4. The Hearing Officer shall introduce the Hearing Panel members, The Faculty Member, The Student, and, their representatives, if any.
5. The Hearing Officer shall explain the Hearing Procedures as outlined herein.
6. The Hearing Officer shall announce that The Faculty Member initiating the allegation has the responsibility to persuade the Hearing Panel by a preponderance of evidence that academic misconduct has occurred.
7. The Hearing Officer shall orally review the allegation(s) of misconduct which led to the Hearing, and the possible sanction(s).
8. The Hearing Officer shall allow The Faculty Member to state the allegation and explain the incident. The Faculty Member may choose to remain silent. (see Section III. G. 6. a., above).
9. The Hearing Officer shall allow The Student to reply and explain the incident. The Student, if present, may choose to remain silent. (see Section III. G. 6. a., above).
10. Hearing Panel members may direct questions to The Faculty Member, if present, The Student, if present, and any witnesses and/or representatives.
11. Through the procedural process of the Hearing, The Student and The Faculty Member may question one another and any witnesses appearing. One witness at a time may be called by either The Faculty Member or The Student. No witness will be permitted to participate in the Hearing if his/ her name was not previously given to the Hearing Officer in accord with Section, III. G. 7., above. IN EXCEPTIONAL CIRCUMSTANCES, this provision may be modified by decision of the Hearing Officer, and, if it is, The Student and The Faculty Member will be given sufficient opportunity to collect information to respond to whatever the witness presents.
12. The Hearing Officer shall state that the Hearing Panel will make a recommendation to the Dean of Graduate Studies within seven (7) days after the Hearing.

I. Findings of the Hearing Panel and Recommendation Carried Forward:

1. At the conclusion of the Hearing, the Panel members, alone and in closed session, shall deliberate and decide by a majority vote (anonymous written ballot counted by the Hearing Officer and verified by the graduate student member) if "academic misconduct," as alleged by The Faculty Member and only based upon all evidence presented to and heard by the Hearing Panel, "has occurred" or "has not occurred."
2. If the Panel's decision is that "academic misconduct has occurred," then the Panel members shall deliberate and determine (by majority vote) their recommendation(s) for specific disciplinary action and/ or sanction(s), if any.
3. The Hearing Officer shall compile comments, rationale, findings, voting results, and recommendations in writing and forward them within seven (7) days after the Hearing to the Dean of Graduate Studies. The Hearing Panel recommendation(s) shall not be binding upon the Dean of Graduate Studies.
4. The Dean of Graduate Studies shall consider the recommendation(s) and report of the Hearing Officer and any relevant information and take action.

J. Notifications Consequent to the Hearing Process:

1. The Dean of Graduate Studies shall, within seven (7) days of receipt of the summary final report of the Hearing Officer, send written notification of his/ her action(s) to The Faculty Member, The Student (notification by certified or registered mail with return receipt requesting delivery date), and the Hearing Officer.
2. If this final action of the Hearing process concludes that academic misconduct by The Student has **NOT** occurred, then the Dean of Graduate Studies also shall, in writing, instruct the chairperson(s) of the involved department(s) that: a. all materials appended to any and all departmental files, including a possible so-called permanent file on The Student, that would not have been in these files if an allegation of misconduct had not been made shall be removed (also see Section III. A. 5., above) b. conscientious efforts are to be made by the involved department(s) not to subject the student to unwarranted bias or action by the department(s) consequent to the hearing process.

IV. Sanctions that may be Imposed for Academic Misconduct:

- A. **Censure:** A written reprimand for actions which constitute academic misconduct. Censure may include a written warning that subsequent actions of academic misconduct may be the cause for a more severe disciplinary sanction.
- B. **Unsatisfactory Work:** Treating as unsatisfactory any work which is a product of academic misconduct. This may include reduction of a pending or existing grade (including the awarding of a Failing grade) for the work and/ or a grade in the course.
- C. **Suspension:** Exclusion from classes and other specified privileges or activities for a definite period not in excess of two years.
- D. **Expulsion:** Termination of graduate student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion.

Approved by Graduate Studies Committee. University of Kansas Medical Center, April 4, 1991.

Equal Opportunity and Nondiscrimination

The KU-MPH program and the University of Kansas Medical Center are committed to ensuring equal opportunity. Detailed information about equal opportunity and non-discrimination policies are outline on the Equal Opportunity Office website at: <http://www.kumc.edu/eoo/nondis.html>.

All MPH students are asked to complete a Request for Service Form at the beginning of the MPH program. If any student identifies the need for services they are asked to contact:

Equal Opportunity/ Disability Services

KUMC - 1040 Wescoe

Phone: (913) 588-1206 (voice) or (913) 588-7963 (TDD)

Student Counseling and Educational Support Services

KUMC - G116 Student Center

Phone: (913) 588-6580

MPH Student Organization

Mission Statement

The MPH Student Organization (MPHSO) at the University of Kansas School of Medicine strives to broaden perspectives of MPH students through community service, involvement with the public health community, and the development of a dynamic network of current students, alumni and public health leaders.



Purpose

The purpose of the MPHSO is:

1. To promote the welfare of MPH students through participation in University governance activities; to represent MPH students in department-wide and campus-wide affairs that affects the students; and represents their interests and concerns to the faculty and University administration.
2. To enhance the cultural, social, and professional growth of MPH students.
3. To ensure that the learning opportunities in the MPH program are open to all students regardless of race, religion, color, sex, disability, national origin, age, ancestry, marital status, parental status, sexual orientation, or Vietnam-era status, as set forth in the University's affirmative action policy.
4. To protect and enhance the students' right to free speech.

Membership

The membership of the MPHSO shall include all students enrolled in the MPH program and/or those who are actively seeking dual degrees.

Meetings

Meetings of the MPHSO shall be held once per month during the scholastic year. Meetings are scheduled to avoid established class times.

KPHA and APHA

MPH students are encouraged to be active members of the Kansas Public Health Association (KPHA). KPHA holds an annual conference in the state of Kansas to discuss topical public health issues. Students are encouraged to submit papers and posters to the annual conference and can receive a discounted membership.

The American Public Health Association (APHA) has a student membership which provides a subscription to *The Nation's Health* and online access to the [American Journal of Public Health](#). More information about APHA and student programs can be found online at www.apha.org.

MPHSO Bylaws

Article I: Name

The name of this organization shall be the Student Organization of the Master of Public Health Program, hereafter called the MPHSO.

Article II: Mission Statement

The MPHSO at the University of Kansas School of Medicine strives to broaden perspectives of MPH students through community service, involvement with the public health community, and the development of a dynamic network of current students, alumni and public health leaders.

Article III: Purpose

The purpose of the MPHSO is:

1. To promote the welfare of MPH students through participation in University governance activities; to represent MPH students in department-wide and campus-wide affairs that affects the students; and represents their interests and concerns to the faculty and University administration.
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3. To ensure that the learning opportunities in the MPH program are open to all students regardless of race, religion, color, sex, disability, national origin, age, ancestry, marital status, parental status, sexual orientation, or Vietnam-era status, as set forth in the University's affirmative action policy.
4. To protect and enhance the students' right to free speech.

Article IV: Membership

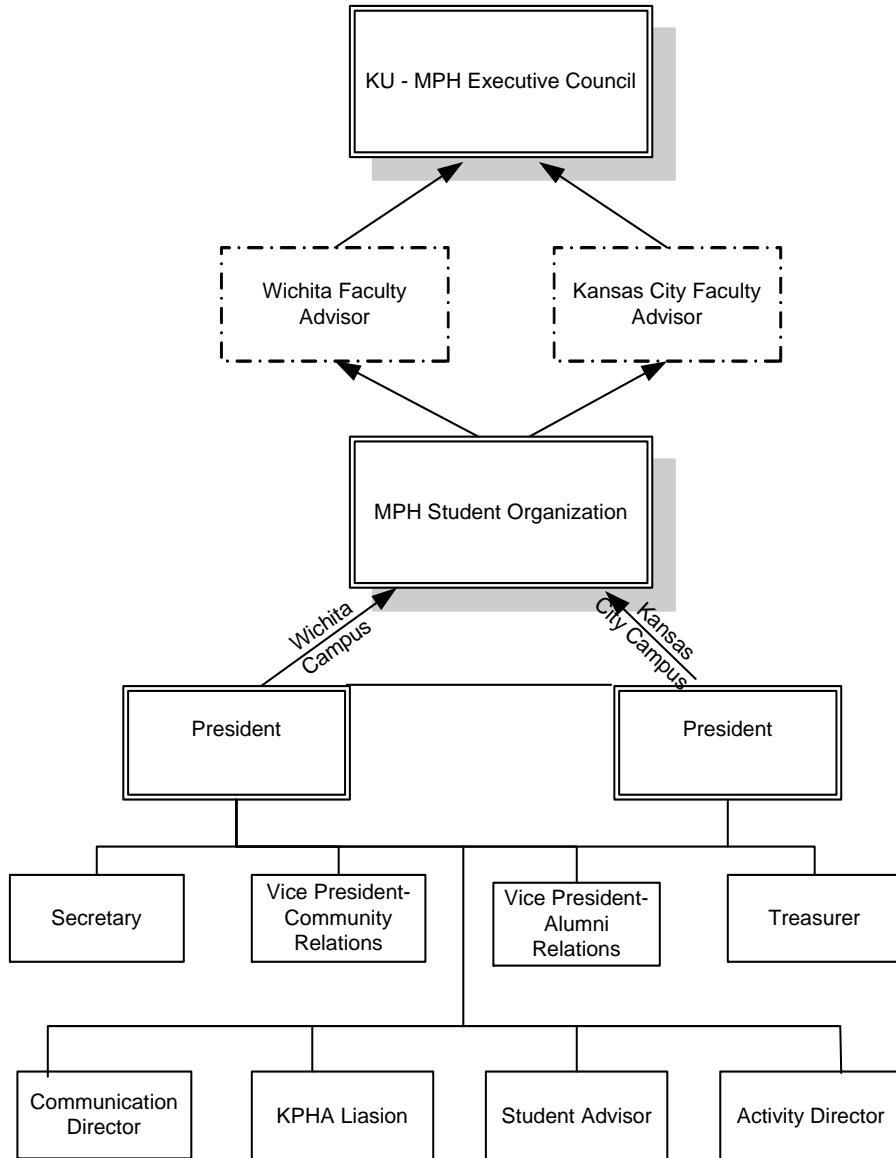
The membership of the MPHSO shall include all students enrolled in the MPH program and/or those who are actively seeking dual degrees.

Article V: Officers and Committees of the MPHSO

Section 1: Officers:

The MPHSO shall have a minimum of three (3) elected officers at each location: Co-President (Kansas City) and Co-President (Wichita), Co-Secretary (Kansas City) and Co-Secretary (Wichita), Co-Treasurer (Kansas City) and Co-Treasurer (Wichita). In addition, the MPHSO may have other elected officers including, but not limited to, the following: Vice-President of Community Relations, Vice-President of Alumni Relations, Communications Director, Kansas Public Health Association (KPHA) Liaison, Student Advisor, and Activity Director. These positions are illustrated in the Organizational Chart (Figure 3).

Figure 3. MPHSO Organizational Chart



Section 2: Election of Officers:

Officers of the MPHHSO shall be elected by majority vote of the Student Body. The Presidents and the Treasurers shall be elected during the last regular meeting of the Spring term. All remaining officers shall be elected during the first regular meeting of the Fall term. The terms of office shall last one year, with options for renewal.

Section 3: Responsibilities of the Presidents:

The Presidents of the MPHHSO shall execute the following responsibilities at her/his own respective location (Kansas City or Wichita):

- A. Conduct monthly meetings of the organization
- B. Act as the executive officer of the MPHHSO, enforcing its resolutions and by-laws at all times
- C. Develop the meeting agenda with appropriate assistance from other officers
- D. Call to vote any act, measure, motion, or amendment proposed by the MPHHSO
- E. Vote on MPHHSO issues only in the case of a tie vote, in which case the President's vote shall constitute a majority decision
- F. Reserve conference room for meetings at least one week in advance
- G. Attend monthly President's Roundtable meetings (KC campus only)
- H. Fill out and submit the University of Kansas Medical Center Organization Registration Application once per year (KC campus)
- I. Ensure that all required forms (i.e. fundraising form, registered organization application) have all necessary signatures and are submitted prior to deadlines
- J. Maintain communications with Co-President (from other campus) and officers
- K. Communicate with newly elected President to discuss and facilitate the transition of the office and responsibilities to the newly elected officer.
- L. Communicate with faculty advisors regarding MPHHSO activities, and advisors will, in turn communicate with the KU-MPH Executive Council

Section 4: Responsibilities of the Vice-Presidents:

The Vice-Presidents of the MPHHSO shall execute the following responsibilities:

- A. Assume all responsibilities and duties of the President in the President's absence
- B. In the absence of the secretary, record monthly meeting minutes
- C. Assist other officers with their responsibilities as needed
- D. The VP of Community Relations shall handle all communications with community members and organizations outside of the Medical Center
- E. The VP of Alumni Relations shall handle all communications with alumni
- F. Communicate with newly elected Vice President to facilitate the transition of the office to the newly elected officer

Section 5: Responsibilities of the Secretaries:

The Secretaries shall execute the following responsibilities in her/his her own respective location (Kansas City or Wichita):

- A. To prepare and distribute to all members of the MPHHSO:
 - 1. A contact list of all MPHHSO officers (e-mail addresses and phone numbers)
 - 2. Minutes of each monthly meeting in an appropriate format
 - 3. Agenda for each monthly meeting in an appropriate format
 - 4. MPHHSO bylaws
 - 5. Other MPHHSO communications as required
- B. Send thank-you cards to those individuals / organizations who donate items / money / time to the organization
- C. Organize the MPHHSO's documents in an orderly fashion

- D. Create a paragraph or summary of necessary information relevant to his or her office to facilitate the transition of the office to the newly elected Co-Secretary
- E. Other tasks as assigned by the President or Vice-President
- F. Submit minutes to the faculty advisor and MPH assistant director for posting on the MPH SO shared drive.

Section 6: Responsibilities of the Treasurers:

Each Treasurer shall execute the following responsibilities:

- A. To develop the annual budget, with assistance from other officers, for presentation to the MPH SO
- B. To monitor budget expenditures and report them to the MPH SO on a monthly basis
 - 1. Deposits money into a safekeeping account (Kansas City campus) or a MPH SO account within the Preventive Medicine and Public Health Department (Wichita campus)
 - 2. Makes authorized withdrawals from the organization's account
- C. Each semester fill out form to request food funding from the Student Governing Council (SGC)
 - 1. Attend SGC meeting when requesting food money (KC campus)
- D. Other tasks as assigned by the President or Vice-President
- E. Shall communicate with newly elected Treasurer to facilitate the transition of the office and responsibilities to the newly elected officer.

Section 7: Responsibilities of the Communications Director:

The Communications Director shall execute the following responsibilities:

- A. Serves as the contact person for students interested in joining MPH SO
- B. Actively involved in recruitment for the organization
- C. Serve as internet liaison when communicating in real-time with the MPH SO – other campus
- D. Communicate with newly elected Communications Director to facilitate the transition of the office to the newly elected officer
- E. Other tasks as assigned by the President or Vice-President

Section 8: Responsibilities of the KPHA Liaison:

The KPHA Liaison shall execute the following responsibilities:

- A. Encourage active participation by MPH students in the Kansas Public Health Association (KPHA). This can be accomplished through a number of different avenues, including but not limited to the following:
 - 1. Encourage students to attend or present at the annual KPHA conference
 - 2. Acquire funds to apply towards conference student enrollment fees
 - 3. Coordinate with the KPHA student caucus to disseminate information pertaining to KPHA student association
 - 4. Organize events at the KPHA conference designed to bolster network connections between KU-MPH students and public health professionals, especially KU-MPH alumni
- B. Communicate with newly elected KPHA Liaison to facilitate the transition of the office to the newly elected officer

Section 9: Responsibilities of the Student Advisor:

The Student Advisor shall execute the following responsibilities:

- A. Serve as point-of-contact for MPH students
- B. Represent and address any concerns of the general MPH student population

- C. Communicate with newly elected Student Advisor to facilitate the transition of the office to the newly elected officer

Article VI: Funds and Budgets:

An estimated budget will be developed annually by the Treasurers and other officers. This proposed budget may be periodically revised as needed. The budget is established by the treasurers and other officers and will be submitted to the MPHSO faculty advisor.

Article VII: Meetings:

Section 1:

Meetings of the MPHSO shall be held once per month during the scholastic year. Meetings shall be scheduled to avoid established class times. Formal meetings shall be held in accordance with Robert's Rules of Order, Revised.

Section 2:

Meetings shall be held by a written notice sent to members at least three (3) days prior to the meeting date. Meetings shall be called by the President and notices sent by the Secretary.

Section 3:

Any change, cancellation, or postponement of a meeting time or place may occur by direction of the President and the other officers. Written notice must be sent no less than three (3) days prior to the meeting date. Notification by telephone, e-mail, or personal communication must be made no less than twenty-four (24) hours prior the meeting date.

Section 4:

The agenda shall be drawn up by the President with the assistance of other officers and will be prepared and distributed, along with the minutes of the previous meeting, to all MPHSO members.

Section 5:

The vote of the simple majority of the MPHSO present at a meeting in which there is a proposed act, measure, motion, or amendment shall decide the action of the MPHSO.

Formal voting shall be accomplished in the following manner:

1. Established meeting format is public attendance and/or participation via a real-time forum (such as teleconference, live web chat, or video teleconference) to accommodate the Wichita MPHSO branch
2. Upon calling the vote, attending members and distance participants (via real-time forum) will vote in the following manner:
3. Secretaries at each location will tally votes and give tally to each respective internet liaison; the liaisons will exchange voting results and a final, total tally of all votes will be computed.
4. Parties who will be absent from an upcoming meeting may e-mail or contact the Executive Council with concerns and comments regarding an upcoming agenda or action item.

Section 6:

The MPHSO shall have one combined group meeting (to include both Kansas City and Wichita members) per semester. Possible venues for this meeting include the KPHA conference and the Kansas City and Wichita campuses.

ARTICLE VIII: AMENDMENTS

These bylaws may be amended by a favorable simple majority vote of the MPHSO. Proposed changes in the bylaws of the MPHSO shall be submitted in writing for consideration at a regularly scheduled meeting. An official vote to accept or reject said proposal shall be called no earlier than the next scheduled meeting.

Graduate Student Council

The Graduate Student Council (GSC), formed in 1969, is composed of student representatives from all graduate programs on the Kansas City campus. All KUMC graduate students are eligible to become members of the GSC. The GSC and the Office of Graduate Studies sponsors the KUMC Student Research Forum which includes students from the Schools of Medicine, Nursing, Allied Health, and Graduate Studies. At the Forum, students give presentations of their research in the format of national research meetings. The presentations are judged by faculty researchers and awards are presented to students. GSC sponsors annual events providing the opportunity for students to interact in an informal, social setting. An orientation for incoming graduate students is conducted by the GSC. The GSC also lobbies for student interests on the Kansas City campus, and GSC members serve on university-wide committees concerning the Medical Center. The GSC maintains a website at: <http://www.kumc.edu/student/GSC/>

Student Services

The Division of Student Services advocates for the physical, academic, mental and financial development of each student at the University of Kansas Medical Center. The division is composed of seven distinct departments that are dedicated to preparing skilled health science professionals to thrive in a diverse and dynamic community.

Student Service Departments include:

Office of the Registrar - <http://www.kumc.edu/studentcenter/registrar.html>

Student Health Services - <http://www.kumc.edu/studentcenter/health.html>

Counseling & Educational Support Services - <http://www.kumc.edu/studentcenter/scsess/>

Student Financial Aid - <http://www.kumc.edu/studentcenter/fincontact.html>

Student Engagement - <http://www.kumc.edu/studentcenter/srwd.html>

Kirmayer Fitness Center - <http://www.kumc.edu/kirmayer/index.html>

Enroll and Pay

Enroll and Pay is the student information system used at KUMC for:

- Admissions
- Enrollment
- Bills and Payments
- Financial Aid
- Curriculum Management
- Class Rosters
- Grading
- Academic Records
- Emergency contacts

Students log on to Enroll and Pay at: <https://sa.ku.edu> using their KUMC Network/GroupWise username and password.

Student tutorials on how to sign-in and navigate the system, how to enroll, how to view course schedules and course grades, online payments, navigating financial aid, and how to update personal and contact information are available at <http://www2.ku.edu/~sakut/tutorials/studentguardian.shtml>.

Other KU Medical Center Campus Services

Academic Offices

Office of Graduate Studies
KU Medical Center, 5015 Wescoe, Mail Stop 1040
3901 Rainbow Blvd., Kansas City, KS 66160
www2.kumc.edu/aa/gradstudies
(913) 588-1258

Bookstore

KU Medical Center Bookstore
G014 Orr-Major, Mail Stop 4036
3901 Rainbow Blvd., Kansas City, KS 66160
bookstore@kumc.edu, www.kumedbooks.com
(913) 588-2537 or (800) 262-7509

KU MedBooks – Wichita Campus
1010 N. Kansas
Wichita, KS
www.kumedbooks.com
(316) 293-2618

Computer Resources

Dykes Library of the Health Sciences
KU Medical Center, Mail Stop 1050
2100 W. 39th St., Kansas City, KS 66160
www.library.kumc.edu, (913) 588-7166
Telecom Help, (913) 588-7995
Visit <https://my.kumc.edu>.

Counseling, Personal

Student Counseling Services, KU Medical Center
G116 Student Center, Mail Stop 4006
3901 Rainbow Blvd., Kansas City, KS 66160
www.kumc.edu/studentcenter/scess
(913) 588-6580, Crisis after-hours: (913) 917-6283

Educational Support Services

Learning Specialists, KU Medical Center
G116 Student Center, Mail Stop 4006
3901 Rainbow Blvd., Kansas City, KS 66160
www.kumc.edu/studentcenter/scess
(913) 588-6580

Equal Opportunity

Equal Opportunity Office, KU Medical Center
1040 Wescoe Pavilion, Mail Stop 2014
3901 Rainbow Blvd., Kansas City, KS 66160
www.kumc.edu/eoo
(913) 588-1206 (voice), (913) 588-7963 (TDD)

Health Service

Student Health Center, KU Medical Center
1012 Student Center, Mail Stop 4044
3901 Rainbow Blvd., Kansas City, KS 66160
www.kumc.edu/studentcenter/health
(913) 588-1941

Student Services (KU Medical Center Campus)

The KUMC Office of the Vice Chancellor for Academic Affairs and Dean of Graduate Studies
KU Medical Center
5015 Wescoe Pavilion
Mail Stop 1040
3901 Rainbow Blvd.,
Kansas City, KS 66160
(913) 588-1258.

Housing Information and Referrals

Housing Office, KU Medical Center
G116 Student Center, Mail Stop 4006
3901 Rainbow Blvd., Kansas City, KS 66160
housinginfo@kumc.edu, www2.kumc.edu/classifieds/housingads
(913) 588-4695

Libraries

Dykes Library of the Health Sciences
KU Medical Center, Mail Stop 1050
2100 W. 39th St., Kansas City, KS 66160
www.library.kumc.edu
(913) 588-7166

Clendening History of Medicine Library and Museum
KU Medical Center, 1020E Robinson, Mail Stop 1025
3901 Rainbow Blvd., Kansas City, KS 66160
www.clendening.kumc.edu
(913) 588-7244

George J. Farha Medical Library
The University of Kansas School of Medicine-Wichita
1010 N. Kansas, Wichita, KS 67217
<http://wichita.kumc.edu/library/>
(316) 293-2639

Loans

Office of Student Financial Aid, KU Medical Center
4007 Student Center, Mail Stop 4005
3901 Rainbow Blvd., Kansas City, KS 66160
financialaid@kumc.edu, www.kumc.edu/studentcenter/financialaid
(913) 588-5170

Office of the Registrar

(Student Records, Loan Deferments, Registration, Tuition and Fee Payment, Veterans' Benefits)

Office of the Registrar, KU Medical Center

3001 Student Center, Mail Stop 4029

3901 Rainbow Blvd., Kansas City, KS 66160

www.kumc.edu/studentcenter/registrar

(913) 588-7055

Student Activities, Organizations, and Recreation

Kirmayer Fitness Center

KU Medical Center, Mail Stop 1007

3901 Rainbow Blvd., Kansas City, KS 66160

www.kumc.edu/kirmayer

(913) 588-1532

Office of Student Engagement, KU Medical Center

G005 Orr-Major, Mail Stop 4018

3901 Rainbow Blvd., Kansas City, KS 66160

www.kumc.edu/studentcenter/srwd, (913) 588-6681

Student Union Corporation, KU Medical Center

120 Support Services, Mail Stop 2032

2100 W. 36th Ave., Kansas City, KS 66160

(913) 588-3099

Fax: (913) 588-1040

Student Employment

Employment Office, KU Medical Center

1052 Wescoe Pavilion, Mail Stop 2033

3901 Rainbow Blvd., Kansas City, KS 66160

www2.kumc.edu/hr

(913) 588-5086

Student Health Insurance

Student Health Insurance, KU Medical Center

G116 Student Center, Mail Stop 4006

3901 Rainbow Blvd., Kansas City, KS 66160

shinsurance@kumc.edu, www.kumc.edu/studentcenter/healthinsure

(913) 588-4695

Fax: (913) 588-6597

Student Services

Student Services Division, KU Medical Center

3001 Student Center, Mail Stop 4029

3901 Rainbow Blvd., Kansas City, KS 66160

www.kumc.edu/studentcenter

(913) 588-4698