



MS IN EPIDEMIOLOGY STUDENT HANDBOOK



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“This School of Public Health is founded on a commitment – a commitment to public health as social justice. We see health not as a privilege, but as a right.”

Jonathan Mann, MD, MPH - April 20, 1998

Overview of the MS in Epidemiology Program

The goal of the MS in Epidemiology Program is to produce graduates who have a solid understanding of epidemiologic principles and methods and the demonstrated ability and capacity to apply that understanding and skill. The curriculum and project requirements are designed to provide and then demonstrate the ability to effectively engage in research. This will include the development of appropriate research questions and aims, the design and conduct of epidemiologic studies, and the appropriate analysis and interpretation and presentation of research data. Upon graduation, MS students will have attained competencies in two areas: general epidemiology knowledge and skills, and epidemiologic research methods.

A. General public health knowledge

- Understand the general history of epidemiology and public health, know the principles of screening and disease surveillance, understand the global, cultural, and social context of health problems and how these influence research and practice.
- Be familiar with principles of prevention, intervention and evaluation.

B. General epidemiologic knowledge and skills

Graduates will be able to:

- Describe the general history of epidemiology and public health and the global, cultural, and social context of health problems and how these influence research and practice
- Describe the natural history, pathophysiology, risk factors, and strategies for prevention for diseases of public health importance
- Demonstrate an understanding of study design and calculate measures of disease frequency and risk
- Evaluate the integrity and comparability of different sources of data, and identify and explain the effects of bias and confounding
- Evaluate the validity of the design, analysis and interpretation of findings from published research studies
- Define and assess the health status of populations, determinants of health and illness, and factors contributing to health promotion and disease prevention

C. Epidemiologic research methods

Graduates will be able to:

- Develop a testable scientific hypothesis based upon a literature review and design an epidemiologic study to test the hypothesis validly and efficiently

- Conduct descriptive and hypothesis testing analyses of a complex epidemiologic data set using a standard statistical software package
- Present research results both orally and in writing, with the written presentation appropriate to current standards of publication in refereed journals
- Understand and ensure ethical conduct in human subjects research including issues of informed consent and data collection and protection

Drexel University and the Dornsife School of Public Health have long-standing commitment to an experiential learning philosophy. Consistent with this, the MS Epidemiology program includes a culminating data analysis project (described below) performed under the mentorship of an epidemiologist who works in a setting outside the Department (with co-mentorship by a Department faculty epidemiologist) or with the faculty member themselves. Through this project, our students will come to appreciate how epidemiology is applied in real-world settings. In addition, the student's faculty mentor will encourage the student to consider how their project, and the discipline of epidemiology in general, connects to broader issues in public health.

Degree Requirements

Completion of the Master of Science in Epidemiology will require:

- 1) A minimum of 50 credit hours of course work as prescribed below;
- 2) A cumulative grade point average of 3.0 or higher; After each quarter in which a student fails to achieve a B (3.00) cumulative Grade Point Average, the student will be placed on academic probation and notified in writing by the University Dean of Students. Any student whose cumulative grade point average for two consecutive quarters is less than 3.00 will be dismissed from the Dornsife School of Public Health, unless a waiver is approved by the Dean of the Dornsife School of Public Health. All decisions are subject to appeal to the Student Academic Appeals Committee of the University. A graduate student about to be dismissed for academic reasons may be given the opportunity to withdraw voluntarily from the Dornsife School of Public Health before final action is taken. The student must meet with the Assistant Dean for Students, complete the form for University Withdrawal, and follow the procedure outlined on the form.
- 3) A substantial data analysis project (9 credit hours), involving working with a faculty mentor, to design and conduct an epidemiologic study that poses and tests a research question using a sufficiently robust data set. Components of the project will include data collection as necessary, data management and analysis and the preparation of a manuscript for publication or a research report that is consistent with accepted thesis and publication standards in epidemiology.

A. Credit Load

The MS Epidemiology program is designed to be a full-time program. Full-time students must register for a minimum 9 credits.

B. Course Work

The full-time MS in Epidemiology requires a total of 59 quarter credit hours as follows:

- (1) Public health introductory course (3 credit hours);
- (2) 22 credit hours of epidemiology courses;
- (3) 16 hours of biostatistics courses;
- (4) 9 credit hours of elective courses – we recommend that at least 3 credits be taken in the Dornsife School of Public Health outside the Department of Epidemiology and Biostatistics which can be taken in the Department of Epidemiology and Biostatistics or at other Departments in the University

Courses are described below in the curriculum section.

(5) Data Analysis Project - described in section C (9 credit hours)

An electronic version of the 2016 – 2017 academic calendar is available at the following web address: www.drexel.edu/provost/calendars/index.html

C. Data Analysis Project

In addition to coursework, students will be required to complete a masters project which will include at a minimum: 1) a written proposal identifying and describing testable hypotheses developed from a literature review; 2) management and analysis of a sufficiently large dataset to permit hypothesis testing using appropriate multivariate techniques; 3) a written report of the project including standard sections of background, methods, results, discussion and references; 4) an oral presentation of the project to department faculty and students.

The faculty mentor will serve as the supervisor of the master's project, and the project needs to be approved by the faculty mentor in consultation with the on-site supervisor. Via this project, the student shall demonstrate the following competencies:

- (1) develop a testable research hypothesis with appropriate research aims based upon a literature review
- (2) design and conduct an epidemiology study which is valid and efficient
- (3) conduct appropriate statistical analyses of a complex epidemiologic dataset
- (4) present research results in a written format consistent with professional standards
- (5) describe and demonstrate principles of ethical conduct of human subjects research
- (6) communicate the work in a clear and logical report and oral presentation

All Data Analysis projects will require approval from the Drexel University Institutional Review Board (IRB) under Category 4 Research. Your project can be reviewed under this category based on data from studies involving human subjects (you will want to receive de-identified data). The data set can include an ID linkable by the owner of the data (your advisor or a collaborating investigator) back to personal identifiers - but you should not be able to make that link yourself. Under most circumstances, you should be able to have your data sets created so as to allow the project to be submitted as exempt research.

The project proposal will be developed in conjunction with the faculty mentor and finalized during the second year. To assure adequate time to properly plan for the placement and to facilitate smooth completion of the project, the student and faculty mentor (involving, if applicable, the on-site supervisor) need to come to agreement on the project plan by the fifth week of the fall quarter of the second year. If the student will be placed in an outside organization, a placement agreement needs to be completed and signed by this time. At the end of the data analysis project, each student shall submit a written report of the project. The report should in general be 30-50 pages long (not including appendices or citations) and consist of competency in the following:

- (1) Research question and background;
- (2) Study design and data structure;
- (3) Consideration of alternative statistical methods;
- (4) Statistical methods used and data analyses conducted;
- (5) Results and interpretation; and
- (6) Discussion and conclusion.

The student will be required to present a 25-30 minute talk on the project to the Department, complete with a power point presentation.

Curriculum

A. MS Epidemiology Program – 2 Year Course Sequence

The grid below outlines the typical sequence for full-time students in the MS Epidemiology program.

Year	Fall Quarter	Winter Quarter	Spring Quarter
1	Introduction to Biostatistics (4 credits) PBHL 520	Pathophysiology (3 credits) PBHL 691	Intermediate Biostatistics (3 credits) PBHL 620
	Statistical Computing (3 credits) PBHL 623	Introduction to Epidemiology (4 credits) PBHL 530	Epi of Infect Disease (3 credits) PBHL 636
	Intro to Public Health (3 credits) PBHL 516	Epidemiology /PH Elective (3 credits)	Epidemiology/ PH Elective (3 credits)
	10 credits	10 credits	9 credits
2	Survival Data Analysis (3 credits) PBHL 628	Longitudinal Data Analysis (3 credits) PBHL 625	Epidemiology/ PH Elective (3 credits)
	Epidemiology of Cancer (3 credits) PBHL 633	Applied Survey Research (3 credit) PBHL 632	MS EPI Project (6 credits)
	Intermed Epidemiology (3 credits) PBHL 630	MS EPI Project (3 credits)	
	9 credits	9 credits	9 credits

***** Students will have an additional 3-credit elective that can be taken in either the FALL, WINTER, or SPRING of their Second Year**

TOTAL CREDITS = 59 credits

B. Required Public Health Course

PBHL 516 Introduction to Public Health (3 credit hours)

Introduces and investigates the history, issues, function and context of public health, community health and health systems.

C. Required Epidemiology Courses

It is anticipated that most students beginning the program will have completed an introductory statistics course at the undergraduate or graduate level. However, the program can admit otherwise qualified applicants who have not yet completed an introductory statistics course.

PBHL 530 Introduction to Epidemiology (4 credit hours)

Introduces and applies the principles of epidemiology and study design. Measures of disease frequency, relative risk and odds ratios are discussed and calculated. Concepts of screening, bias and confounding are presented.

PBHL 630 Intermediate Epidemiology (3 credit hours)

This course expands on basic methods used in epidemiologic thinking and research with a focus on observational studies of disease risk factors. Topics include causal inference, bias and confounding, effect modification, stratified analysis and the epidemiologic approach to multivariable modeling.

PBHL 632 Applied Survey Research (3 credit hours)

This course addresses theoretical and practical aspects pertinent to the conduct of survey research in human populations. Topics include sampling, recruitment and enrollment strategies; selection, definition, and measurement of study variables; instrument development and design; data collection techniques and requirements.

PBHL 636 Infectious Disease Epidemiology (3 credit hours)

This course introduces epidemiologic methods specific to infectious disease epidemiology within the context of several major classes of disease with global impact. Coverage includes techniques of outbreak investigation and surveillance, and topics of immunity and transmission.

PBHL 633 Epidemiology of Cancer (3 credit hours)

This course provides training in the methods and topics specific to cancer epidemiology. Topics include cancer surveillance, etiologic studies, therapy trials and prevention and screening studies.

D. Required Biostatistics Courses

PBHL 520 Introduction to Biostatistics (4 credit hours)

Introduces and applies biostatistical tools and the analytical base for population-based and community health assessment and evaluation. Provides a broad and basic understanding of biostatistics.

PBHL 620 Intermediate Biostatistics (3 credit hours)

This course covers topics in epidemiologic statistics including nonparametric statistics, choice of statistical tests and techniques and data cleaning.

PBHL 623 Biostatistical Computing (3 credit hours)

Trains students in data management and graphical presentation skills so that they can independently manage small to intermediate sized research data bases. Statistical packages SAS and R will be covered.

PBHL 628 Survival Data Analysis (3 credit hours)

This course covers different approaches of analysis of survival data. These techniques are useful in cohort designs in which the main outcome of interest is the onset of an event and the time to event.

PBHL 625 Longitudinal Data Analysis (3 credit hours)

Covers statistical methods and software commonly used to analyze longitudinal or repeated measurements data that are often encountered in public health and biomedical research studies.

PBHL 691 Pathophysiology (3 credit hours)

This course will examine the causes of many human diseases at a molecular level, paying particular attention to the role of inflammation in disease processes and examining the role of cell cycle dysregulation in the etiology of many human cancers.

E. Required Masters Project Courses

MS Epidemiology Project (3-6 credits)

This course is taken twice in the program, for 3 credits and then for 6 credits. Students will develop, conduct, analyze and present an epidemiologic research project under the supervision of a faculty mentor.

F. Potential Electives

MS Epidemiology students must take a minimum of 9 credits of electives. We recommend that one of these courses be taken in the Dornsife School of Public Health outside the Department of Epidemiology and Biostatistics.

Potential electives in the Department of Epidemiology and Biostatistics include:

PBHL 655 Making Sense of Data

PreReq: PBHL 520 Intro Biostats & PBHL 623 Intro to Statistical Computing (3 credit hours)- winter quarter

The objective of this course is to provide students with skills and practical experience in working with datasets. The focus will be on descriptive and exploratory methods often employed in the early phase of epidemiologic analysis of complex datasets. Students will work with datasets in class under the guidance of the instructors. Topics include: Descriptive and exploratory data analysis, graphical methods for data summarization and exploration, variable transformations, methods of assessing missing data patterns.

PBHL 656 Pharmacoepidemiology (3 credit hours)- spring quarter

PreReq: PBHL 520 Intro Biostats & 530 Intro Epi (or equivalents)

The aim of the course is to equip students with a basic understanding of the concepts and practice of pharmacoepidemiology. By the end of the course, students should be able to: Demonstrate an understanding of the important pharmacoepidemiological concepts and methods, and how these methods can be applied to specific drug utilization in real-life settings in specific populations. Define disease burden in terms of prevalence, incidence and potential complications associated with the use of specific medications. Examine patients' characteristics and drug utilization, and address

health disparities in medications associated health outcomes. Examine patients with multiple-comorbidity, multiple drug uses and drug-disease effects on health outcomes.

PBHL 632 Applied Survey Research in Epidemiology (3 credit hours)- winter quarter
PreReq: PBHL 520 Intro Biostats & 530 Intro Epi (or equivalent)

This course addresses theoretical/practical aspects pertinent to the conduct of survey research in human populations. Topics include sampling, recruitment, and enrollment strategies; selection, definition, and measurement of study variables; instrument development/design; data collection techniques/requirements; data file development/management activities; and issues related to the influence of survey study design/execution on epidemiological effect measures.

PBHL 634 Epidemiology for Public Health Practice (3 credit hours)- spring quarter
PreReq: PBHL 640 Environmental Health

This course is designed to enable the student to understand epidemiology as a health discipline and how epidemiology provides information for infectious/non-infectious disease prevention and control. Topics cover public health surveillance, outcomes research, health services research, principles of cancer registration, and a variety of practice-related exercises.

PBHL 830 Advanced Epidemiology (4 credits hours) - winter quarter
PreReq: PBHL 620 Intermediate Biostats & 630 Intermediate Epi

This course covers more advanced methodologic issues in analytic epidemiology including: in-depth discussions of cohort, case-control, and case-cohort studies, missing data and methods of single/multiple imputation, theoretical basis of and analytic methods for using intermediate endpoints/surrogate markers, repeated measures analysis, the use of DAGS, and propensity scores to mitigate confounding.

PBHL 826 Causal Inferences (3 credit hours)- fall quarter
PreReq: 630 Intermediate Epi

This third level methods course has been designed to provide an in-depth theoretical foundation on epistemology and models of disease causation in epidemiology. To this end, we will read and vigorously discuss several scientific papers weekly on a variety of topics, all which support our understanding of the scientific basis for identifying the causes of diseases and adverse conditions.

PBHL 629 Design and Analysis of Clinical Trials (3 credits) – spring quarter
Pre-req PBHL 520 Intro Biostat & PBHL 620 Intermed Biostat

Covers the design and conduct of clinical trials with focus on the evaluation of scientific rigor of published studies. Topics include power, sample size, randomization methods, recruitment, missing data and ethical issues.

PBHL 638 Perinatal Epidemiology (3 credits) – winter quarter
Pre-req PBHL 520 Intro Biostat & PBHL 530 Intro Epi

Topical issues and methodologic approaches to study maternal and child health outcomes during the perinatal period. Focus is on study designs and data sources that are most relevant to perinatal epidemiology.

PBHL 639 Cardiovascular Disease Epidemiology (3 credits) – winter quarter
Pre-req PBHL 530 Intro Epi

Topics include the pathophysiology of atherosclerosis and cardiovascular disease, trends in coronary heart disease, stroke, hypertension and heart failure mortality/morbidity, emerging risk factors, and strategies for prevention and control.

Potential electives in the Dornsife School of Public Health, outside the Department, include:

PBHL 540 Prevention Principles and Practices (4 credit hours) - fall quarter
Focuses on how individuals and groups approach issues of health behavior, health communication, and health promotion. The goal of this course is to provide basic knowledge of social and behavioral science theories, models and research methods.

PBHL 615 Gender, Race, Ethnicity, & Class (3 credit hours) - winter quarter
This course will explore the history of concepts of gender, race, ethnicity and social class and probe the biology, sociology and constructed meanings of these deeply situated ideas.

PBHL 640 Environmental Health (4 credit hours) - winter quarter
Introduces concepts, theories, and programmatic application within the field of environmental health.

PBHL 641 Environmental Hazard Assessment (3 credit hours) - fall quarter
Pre-req 640 Environmental Health & 660 Occupational Health
This course provides students with a general understanding of the recognition and evaluation of chemical, physical and biological hazards. Particular emphasis is placed on airborne hazard evaluation theory and methods. Students become familiar with commonly used industrial hygiene equipment through participation in laboratory and field exercise.

PBHL 643 Occupational Toxicology (3 credit hours)- fall quarter
Pre-req 640 Environmental Health & 660 Occupational Health
This course provides students with a basic understanding of the recognition and evaluation of chemical, physical and biological hazards in the environment and workplace. The course addresses fundamentals of toxicology, legal implications of exposure and prevention strategies.

PBHL 649 Occupational & Environmental Cancers (3 credit hours) – spring quarter
Occupational and Environmental Cancers is an elective course for the Master of Public Health (MPH) program of study, concentration in Environmental and Occupational Health. It covers topics in courses of cancer, the prevention of cancer, and public policy regarding cancer.

PBHL 650 Public Policy and Advocacy (4 credit hours) – winter quarter
Introduces the fundamentals of public-health law and the concepts and theories of health-policy development, adoption, and evaluation. Introduces the advocacy process and its importance to development of sound public health policy. Emphasizes systemic integration and the integration of the assessment, assurance, and policy development roles of public health.

In addition, there are a number of other potential electives available throughout the University. The course titles and descriptions may be found on the University's Term Master Schedule.

Academic Policies

A. Academic Advising

In order to ensure timely and correct completion of the curriculum, students should consult regularly with their academic advisor. Academic advisors serve to provide career advice, are well-connected with public health resources locally, nationally, and internationally, and are excellent sounding boards for advice on educational and professional matters. Entering students are assigned an advisor by the Program Director and will be notified of their advisor prior to the start of classes.

B. Course Registration

Students in the MS in Epidemiology program will be registered by the Department of Epidemiology and Biostatistics according to the course schedule that follows the grid above. If a student and advisor decide to deviate from this proposed plan, they should contact Mary Genevieve Carty at mgc24@drexel.edu by the tenth week of prior term. Similarly, elective course selections should be communicated to Mary Genevieve Carty at mgc24@drexel.edu by the tenth week of prior term.

C. Letter Grade Definitions, Point Equivalency, and Credit

General Grading Policies and Expectations

There is an expectation of a steady increase in each student's level of performance throughout the program, with a concomitant expectation of steadily increasing ability to integrate and apply the critical elements from all preceding classes. Students are graded on their performance in all aspects of the curriculum.

- a. Students are expected to comply with the School's Attendance Policy.
- b. It is expected that all assignments are submitted on time. Failure to do so may result in a lower grade.
- c. If a student receives a grade below C in any class, they must retake that course. The course remains on their transcript and is averaged in with all other courses.

A: The student has exceeded the required standards and expectations of academic performance. A letter grade of "A" carries four (4.0) grade points. Performance at the "A" letter grade level is indicative of exemplary achievement of course objectives. A designation of **A+** can be given at the instructor's discretion to acknowledge students of highest distinction – however the A+ grade still carries four (4.0) grade points.

A-: The student has met the required standards and expectations of academic performance slightly below the exceptional level. A letter grade of "A-" carries 3.7 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

B+: The student has met the required standards and expectations of academic performance slightly above the satisfactory level. A letter grade of "B+" carries 3.3 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

B: The student has met the required standards and expectations of academic performance at a satisfactory level. Performance at this level is indicative of good academic work with command of factual knowledge. The student's critical analysis and synthesis skills are appropriate but not exceptional. A letter grade of B carries three (3.0) grade points.

B-: The student has met the required standards and expectations of academic performance slightly below the satisfactory level. A letter grade of "B-" carries 2.7 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

C+: The student has met the required standards and expectations of academic performance slightly above the marginally acceptable level. A letter grade of "C+" carries 2.3 grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

C: The student has met the required standards and expectations of academic performance at the marginally acceptable level. The academic work performed at this level is lacking in substance

and/or form, and is of marginal quality. If a student receives a grade below C in any class, they must retake that course. The course remains on their transcript and is averaged in with all other courses.

F: The student has failed to meet the required performance standards and expectations of academic performance. A letter grade of “F” carries zero (0) grade points. Feedback to students – both written and verbal – should define the specific areas where improvement is needed.

D. Course Evaluations

Course evaluations are sent to students toward the end of every semester/quarter through AEFIS and can be accessed through the “AEFIS” hyperlink in Drexel One. It is important that students complete these evaluations so that faculty and administrators in the Dornsife School of Public Health can have a better understanding of students’ educational experiences. These evaluations take about 10-15 minutes to complete and the process is completely anonymous. The course evaluations are a critical component to Dornsife’s program evaluation process and the overall quality improvement of the courses. Student feedback is essential, if we wish to understand the strengths and address the limitations of the content and instruction of our Public Health courses.

E. Dropping or Withdrawing from Courses

Dropping a course:

Courses may only be dropped during the “drop period” lasting from the beginning of the enrollment period through the end of the second week of the quarter. A student can drop the course via Drexel One during the first week, but the Program Manager must drop the student from the class if done in the second week. Dropping a course results in the course being removed from the student’s academic record without a “W” appearing on the transcript—specifically, neither the course nor the grade of “W” appears on the student’s transcript. Dropping required courses in a given academic year may however result in a student being unable to complete the program on time.

Withdrawing from a course:

Graduate students may withdraw from a course during the “withdrawal period” lasting from the beginning of the third week through the end of the seventh week of the quarter. Withdrawing from a course causes both the name of the course and the grade of “W” to appear on the student’s transcript. Before withdrawing from a course, students should consult with the instructor. All students must obtain their advisor’s written authorization before withdrawing from courses. Written authorization is obtained once the instructor has signed the “ENROLL/WITHDRAW” form available from Student Administrative Services’ web page: **www.drexel.edu/SRC/forms**. Withdrawing from required courses in a given academic year may however result in a student being unable to complete the program on time.

In accordance with Drexel University’s Tuition Refund/Credit Schedule Policy, the effective date of withdrawal (whether it is from an individual course or from Drexel University) will determine the amount of credit that you may be eligible to receive, thereby reducing the total amount of fees owed to Drexel University. Please refer to the Tuition Refund/Credit Schedule on the Bursar’s Office website at **<http://drexel.edu/drexelcentral/billing/refunds>**

F. Incompletes

At the sole discretion of the instructor a grade of Incomplete (INC) may be assigned to a course

where, 1) the instructor judges the student to have a legitimate reason to request the Incomplete grade, 2) the student has successfully completed more than 70% of course work at the time of request, and 3) the student has the ability to pass the course upon successful completion of the course requirements. The student and instructor must complete a formal agreement stipulating all work to be completed and the deadline for such completion. A term grade of "F" will be assigned if contractually assigned work is not completed by the agreed upon deadline.

A Contract for Grade of Incomplete (INC) must be initiated by the student, signed by the instructor, and given to the Program Manager for processing. A student with two or more incomplete grades will not be allowed to register for additional courses without permission from the Associate Dean for Academic and Faculty Affairs.

G. Academic Calendar

Students can find current and upcoming University academic calendars at:
www.drexel.edu/provost/calendars

H. Academic Integrity

As detailed in the Drexel University Student Program Guide, plagiarism, cheating, forgery or other forms of academic misconduct are not tolerated at this institution and if allegations of misconduct related to academic integrity are upheld, a student may be expelled from the school. It is the responsibility of each student to ensure that his/her study and participation in the academic process is so conducted that there can be no question concerning his/her integrity. All assignments, unless clearly designated group projects, are expected to be the work of the individual student. Any use of ideas, data or wording of another person must include explicit acknowledgement of the source. Failure to give such credit is plagiarism. Any alteration/fabrication of data or inaccurate reporting of actual participation in an assignment are examples of academic misconduct. Any violations of the above will be dealt with utilizing the procedures outlined in the University Student Program Guide which is available online at **http://www.drexel.edu/studentlife/community_standards/studentHandbook/**

Turnitin: Some courses may use Turnitin to submit written assignments. Faculty can also use Turnitin at their discretion to evaluate any student writing submitted.

I. Leave of Absence

On recommendation of the student's advisor and the Assistant Dean for Student Affairs, a student may take a leave of absence for up to a maximum of two years consecutively or separately for master's candidates, for reasons of 1) military service, 2) family care, 3) serious illness or 4) another reason deemed adequate for interrupting graduate studies. Financial obligations to the University for past periods of matriculation are not waived by a leave of absence. Furthermore, a leave of absence does not extend the time limits allowed for completion of degree. Students on F-1 or J-1 visas are not eligible for a leave of absence. For more information on the leave of absence policy see the Drexel University contact Mary Genevieve Carty at mgc24@drexel.edu

J. Maintenance of Matriculation

All matriculated Dornsife School of Public Health students are required to be registered each quarter in order to continue to be degree candidates, unless they have requested and have received permission for a formal leave of absence. Informal leave of absence arrangements are not acceptable and will not be honored retroactively.

Matriculated students who fail to obtain a leave of absence or register for a quarter will be subject to termination of their matriculated status and may be administratively withdrawn and dropped from the rolls of the Dornsife School of Public Health. Reinstatement to matriculated status for students who are administratively withdrawn will require petition to, and action by, the Admissions Committee. Such students will be treated as new applicants requesting admission with advanced standing. They will be required to file a new application and pay the application fee again.

K. Graduation Requirements

As part of the steps to graduate, all students must complete the Student Resource Center's online Application for Degree. Submitting the application notifies the University of your intent to graduate and initiates a check to make sure you have met all degree requirements. This form may be found by logging on to your DrexelOne account one.drexel.edu; selecting the students tab; under the Student Record Box select "More BannerWeb student records" then select "Apply for Your Degree." Students who are unable to graduate must submit a new Application for Degree form in the next term they anticipate graduating. Degrees earned during any term will be awarded at the end of that term, after all grades have been submitted. Commencement is held once a year, in June.

The following conditions must be met in order for a student to receive a degree:

- An Application for Degree must be filed with the Registrar's office no later than the deadlines specified in the Drexel Main Campus Academic Calendar.
- Specific course requirements must be completed for the program or major in which the student is enrolled.
- A grade point average of 3.0 or higher must be achieved for all coursework undertaken as part of this program at Drexel University.
- All grades for required courses must be submitted. No student will be approved for a degree while an unreported grade for a required course remains on his or her record.
- A master's student must receive final approval for graduation from the Office of Academic Affairs.
- Students must satisfy all financial obligations to the University.
- If for any reason a student does not meet all requirements for graduation two days before commencement, he or she cannot graduate until the term in which all requirements are met.
- If a student completes all requirements for graduation in any term other than the spring term, the degree will be awarded in the term in which the requirements are met. All financial obligations to the University must be met before the student receives his or her diploma.

L. Grievance Policies and Procedures

The Dornsife School of Public Health encourages open student-faculty communication and discussion to affect a satisfactory solution to problems relating to academic matters. Grade issues should be discussed first with the faculty member and then with the Department Chair.

M. Other Grievances

To submit a formal complaint, the student must address a letter to the Associate Dean for Academic Affairs and the Dean, stating the specific complaint. The Dean will review the complaint, gather supporting material and render a decision within 30 days from receipt of the letter.

N. Voluntary withdrawal from the program

Students who wish to withdraw from the program should do so in consultation with their advisor, the Program Director and the Assistant Dean for Student Affairs. Students must then submit a letter of intent to withdraw to the Assistant Dean for Student Affairs and complete an exit interview with the Assistant Dean for Student Affairs.

O. Probation/Dismissal

A student may be placed on probation or dismissed from the MS program due to academic misconduct, a GPA falling below a 3.0 (note that a 3.0 or above GPA is required for graduation). Remediation is at the discretion of the PhD Director and faculty mentor.

The Dornsife School of Public Health and the University may, at any time, change any provisions, curricular requirements, bylaws, rules, regulations and policies and procedures as may be necessary in the interest of the University, the Dornsife School of Public Health and its students.