

**ASU**<sup>®</sup> College of  
**Health Solutions**  
**Arizona State University**

**GRADUATE STUDENT HANDBOOK**

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Master of International Health Management (MIHM)

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## Table of Contents

<b>GRADUATE STUDENT HANDBOOK .....</b>	<b>1</b>
<b>SECTION 1: PROGRAM OVERVIEW .....</b>	<b>3</b>
1.1: MASTERS IN INTERNATIONAL HEALTH MANAGEMENT	3
1.2: THE MASTER OF INTERNATIONAL HEALTH MANAGEMENT AND THE PLUS ALLIANCE	3
1.3 MIHM FACULTY	3
<b>SECTION 2: STUDENT RESPONSIBILITIES.....</b>	<b>4</b>
2.1 STUDENT RESPONSIBILITIES	4
2.2: ACADEMIC INTEGRITY	4
<b>SECTION 3: ACADEMICS.....</b>	<b>5</b>
3.1: PLAN OF STUDY (IPOS)	5
3.2: THE MIHM CURRICULUM	5
3.3: FINAL CULMINATION (DIGITAL) PORTFOLIO	6
3.4: GRADES	8
3.5: ADVISING	10
3.6: APPLICATION FOR GRADUATION	10
<b>SECTION 4: GRADUATE COLLEGE POLICY ON ACADEMIC PROGRESS.....</b>	<b>10</b>
4.1: ASU GRADUATE COLLEGE SATISFACTORY ACADEMIC PROGRESS	10
<b>SECTION 5: MIHM PROGRAM POLICIES ON SATISFACTORY ACADEMIC PROGRESS .....</b>	<b>11</b>
5.1: SATISFACTORY ACADEMIC PROGRESS IN THE MIHM PROGRAM	11
5.2: CONSEQUENCES OF UNSATISFACTORY ACADEMIC PROGRESS	12
5.3: GRADE APPEALS AND GRIEVANCES	13
5.4: DISMISSAL FROM THE MIHM PROGRAM	13
<b>SECTION 6: TUITION AND FEES .....</b>	<b>14</b>
6.1: FINANCIAL SUPPORT	14
<b>SECTION 7: ADDITIONAL UNIVERSITY RESOURCES.....</b>	<b>14</b>
<b>SECTION 8: CAMPUS SAFETY AND DISCRIMINATION POLICIES .....</b>	<b>15</b>
8.1: SEXUAL HARASSMENT	15
8.2: CAMPUS SAFETY	15

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## **SECTION 1: PROGRAM OVERVIEW**

### **1.1: Masters in International Health Management**

This handbook is a guide and initial resource for graduate students admitted to the Master of International Health Management (MIHM) program. Students are also encouraged to consult with support staff within the College of Health Solutions. The primary reference for graduate students on rules and regulations is the Arizona State University Graduate College [website](#) and [manual](#).

Once admitted to the MIHM graduate program, students have access to the MIHM Graduate Student Canvas organization, where they will be able to find many of the materials in this handbook. Admitted students can access the site through their [My ASU](#).

Graduate Education requirements define the basic policies for obtaining a degree from ASU; these policies can be found on the ASU Graduate College [website](#). MIHM has several additional requirements, beyond the standard ASU policies identified in this handbook.

### **1.2: The Master of International Health Management and the PLoS Alliance**

The Master of International Health Management advances the core principles of the PLoS Alliance by developing solutions to global challenges and generating social impact in health and health care. This graduate degree program is offered by Arizona State University in partnership with the University of New South Wales in Sydney, Australia. It offers a fully integrated online program taught across both the privatized and public health care systems – ideal for those seeking a career in international health systems management. All students will complete core coursework in health care management and finance and comparative health systems, then select a four-course track focusing on health informatics, quality improvement in health care, health economics, or hospital management. Four elective courses further strengthen skills in these tracks, or in disciplinary areas of student interest. Finally, students complete a portfolio at the end of the degree program to demonstrate mastery of concepts.

Students are highly encouraged to review the [PLoS Alliance Orientation](#). This orientation contains valuable information that will help students succeed and be prepared for their UNSW courses.

### **1.3 MIHM Faculty**

<b>Faculty</b>	<b>Title</b>
<b>ASU Faculty</b>	
Adrienne White	Program Director, MIHM
Swapna Reddy, JD, DrPH(C)	Clinical Assistant Professor
Jack Gilbert, PhD	Clinical Professor
Chad Stecher, PhD	Assistant Professor
Bradley Doebbeling, MD, MS	Professor
William Riley, PhD	Professor
Kristen Will, PA-C	Assistant Clinical Professor
Adela Grando, PhD	Assistant Professor
Dongwen Wang, PhD	Professor
Matthew Scotch, PhD, MPH	Associate Professor
<b>UNSW Faculty</b>	
Reema Harrison (UNSW), PhD	Senior Lecturer

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**1.3.i:** In order to locate the course and faculty associated with any UNSW courses in which you are enrolled, please [click here](#).

## **SECTION 2: STUDENT RESPONSIBILITIES**

### **2.1 Student Responsibilities**

Students enrolled in the MIHM are expected to observe policies expressed in this handbook as well as academic policies of Arizona State University. Above all, we expect each student to maintain a high level of [academic integrity](#). Each student must act with honesty and integrity and must respect the rights of others in carrying out all academic assignments. The policies that our program abides by include the student academic integrity policy, the student code of conduct and the misconduct in research policy of ASU. We require students to review and observe these policies described in the [Board of Regents Policy Manual](#).

We expect students to be accountable for the policies defined above. Violations of a the Graduate College, MIHM, College of Health Solutions, or Arizona State University policy will result in academic review and may result in disciplinary procedures.

### **2.2: Academic Integrity**

Graduate students are expected to be ethical in their multiple roles as students, researchers, teachers or supervisors of undergraduate students, and representatives of the College and University. When in doubt about appropriate conduct, students should consult a faculty mentor to seek clarification. Breaches of [academic integrity](#) include, but are not limited to, the following:

- Engaging in any form of academic deceit, e.g., referring to materials, sources, or devices (camera phones, text messages, crib sheets, solution manuals, materials from previous classes, or commercial research services) not authorized by the instructor for use during an evaluation or assignment;
- Providing inappropriate aid to another student in connection with any evaluation or assignment;
- Engaging in plagiarism by using the ideas, words, or data of another person or persons without full and appropriate attribution;
- Engaging in plagiarism by claiming credit for the ideas, words, or data of another person or persons, or submitting work done by another as one's own;
- Failing to follow ethical procedures for research involving human subjects, such as violating participants' confidentiality, or failing to maintain confidential or sensitive research data in a secure location;
- Knowingly using data that do not meet appropriate standards for reliability and validity;
- Engaging in a romantic relationship with an undergraduate student whom you supervise or evaluate in a classroom or research setting;
- Falsifying or misrepresenting hours or activities in relationship to a project or program-related learning experience;
- Repeatedly failing to meet commitments and responsibilities, such as chronically missing deadlines, or failing to provide work promised to colleagues; and
- Behaving in a way that reflects poorly on the program or University while conducting research or participating in community activities as a representative.

MIHM has a zero-tolerance policy for any form of academic malfeasance. Penalties for unethical behavior range from being placed on academic probation to dismissal from the program. Additional information about academic integrity policies of the University is available on the Student Rights and

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Responsibilities [website](#). Graduate College information regarding academic integrity is available on the Academic Integrity [website](#).

## **SECTION 3: ACADEMICS**

### **3.1: Plan of Study (iPOS)**

The Plan of Study (iPOS) is a formal plan to meet degree requirements. The iPOS is an agreement that work specified on the iPOS will be sufficient for the degree.

Students are encouraged to submit the iPOS upon beginning the MIHM program but are required to submit the iPOS online when 50% of the minimum credit hours for the degree being pursued have been completed.

A Plan of Study (iPOS) must be filed online via My ASU with the Graduate College. It includes all courses to be taken, as well as the student's Faculty Advisor (e.g. Program Director). An approved Plan of Study must be on file before a student can apply to graduate. See this [helpful guide](#).

### ***Online Students***

Online students are encouraged to follow either a 12-month (full-time) plan of study, or a 24-month (part-time) plan of study in order to successfully complete the program in a prescribed length of time. Full-time students take two courses per session, part-time students take one course per session.

Failure to adhere to the plan of study will likely result in delayed graduation; courses are not offered each session, or even each semester. Please consult with the Graduate Support Coordinator to discuss any deviation from the prescribed plan of study for the term and session the program was started.

### **3.2: The MIHM Curriculum – 30 total credit hours**

#### **CORE COURSES (2 courses, 6 credits)**

ASU	HCD 532 Health Care Management and Finance (ASU)
UNSW	HCD 537 (PHCM 9471) Comparative Health Care Systems (UNSW)

#### **TRACKS: Choose 1 Track (4 courses, 12 credits)**

1. Hospital Management
  - HCD 510 High-Value Patient Centered Care (ASU)
  - HCD 570 Process Engineering (ASU)
  - HCD 527 (PHCM 9411) Health Care Economics and Financial Management (UNSW)
  - HCD 547 (PHCM9701) Health Leadership and Workforce Management (UNSW)
2. Health Economics
  - HCD 502 Health Care Systems and Design (ASU)
  - HCD 511 Health Economics, Policy, and Payment Models (ASU)
  - HCD 517 (PHCM 9440) Economic Evaluation in Health Care (UNSW)
  - HCD 527 (PHCM 9411) Health Care Economics and Financial Management (UNSW)
3. Quality Improvement in Health Care
  - HCD 510 High-Value Patient Centered Care (ASU)
  - HCD 570 Process Engineering (ASU)
  - HCD 547 (PHCM9701) Health Leadership and Workforce Management (UNSW)

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4. Health Informatics (ASU courses only)
- HCD 557 (PHCM 9748) Clinical Governance and Risk Management(UNSW)
  - BMI 515 Applied Biostatistics in Medicine and Informatics (ASU)
  - BMI 601 Fundamentals of Health Informatics (ASU)
  - BMI 603 Health Informatics Database Modeling and Applications (ASU)
  - HCD 502 Health Care Systems and Design (ASU)

**ELECTIVES: Choose 4 electives (4 courses, 12 credits)**

ASU Electives

- BMI 601 Fundamentals of Health Informatics
- BMI 603 Health Informatics Database Modeling and Applications
- HCD 502 Health Care Systems and Design
- HCD 510 High-Value Patient Centered Care
- HCD 511 Health Economics, Policy, and Payment Models
- HCD 520 Population Health
- HCD 521 Law and Health Promotion
- HCD 540 Process Engineering for Health Care Quality/Safety
- HCD 570 Process Engineering
- HCI 538 Innovation and the Individual

UNSW Electives

- HCD 557 (PHCM 9748) Clinical Governance and Risk Management
- HCD 567 (PHCM 9782) Current Challenges in Infectious Disease
- HCD 527 (PHCM 9411) Health Care Economics and Financial Management
- HCD 517 (PHCM 9440) Economic Evaluation in Health Care
- CPP 591 (PHCM 9605): International Health
- CPP 583 (PHCM 9662): Health Aspects of Crises, Emergencies and Disasters

**3.3: Final Culmination (Digital) Portfolio**

Successful completion of the digital portfolio is required to graduate from the MIHM program. Listed below are the requirements of this assignment, the portfolio rubric, as well as the details pertaining to due dates and submission processes. If you have any questions regarding the requirements of this culminating project or the expectations of the program, please contact the MIHM Program Director, Adrienne White at [Adrienne.R.White@asu.edu](mailto:Adrienne.R.White@asu.edu).

**3.3.i: Requirement #1: Personal Statement**

**Assignment Details:** Write a personal statement that effectively addresses the following:

- a) Discuss the 3 most valuable learning outcomes you received through this program citing examples from coursework that helped you solidify this learning.
- b) Explain how this program has moved (or is moving) you towards your career goals.
- c) Describe in detail how (or how not) this program met your expectations.

**Formatting Guidelines:**

- a) 1<sup>st</sup> person, reflection style format
- b) 2 – 3 pages, single spaced

**3.3.ii: Requirement #2: Curriculum Vitae or Resume**

**Assignment Details:** Construct and submit your professional CV or resume showing the inclusion of the MIHM program completed. Highlight any specific skills that you developed through this program in your CV or resume.

**Formatting Guidelines:**

- a) There are no specific formatting requirements for your CV or resume itself, however, we will be looking for a professional presentation including, but not limited to:
  - Proper alignment of margins and text throughout
  - Consistent fonts, styles, etc. used throughout
  - Free of grammatical, spelling errors, etc.
  - Effective use of headers/sub-headers
  - Clean, professional presentation

**3.3.iii: Requirement #3: Demonstrated Mastery of MIHM Competencies**

**Assignment Details:** The final section of your portfolio will provide you with an opportunity to demonstrate your mastery of key competencies in the MIHM program. Specifically, in 1,500 words or less for each criteria listed below, discuss the following:

- a) The influence of international health system design on individual and population health outcomes.
- b) The value of person- and population-centered health care in a changing global health care environment.
- c) The impact of integrating evidence-based financial principles toward improved individual and population health outcomes.

**Formatting Guidelines:**

- a) AMA format
- b) 3<sup>rd</sup> person format
- c) 1,500 word max for each section (4,500 words or less for total document)
- d) Be sure to properly cite all relevant sources/materials

**3.3.iv: Portfolio Rubric**

This cumulating portfolio is graded on a pass/fail basis in which students must receive an overall average rating of 3 (competent or “B” grade) to pass and be recommended from graduation.

<b>Basic Components</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments:</b>
All 3 required sections of portfolio submitted					
Submitted on time (respective to graduation term)					
Formatting guidelines are met in all sections					
Professional appearance and delivery of portfolio					
<b>Professional Components</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments:</b>
Personal Statement					
Curriculum Vitae					
<b>MIHM Competencies</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>Comments:</b>
Influence of international health systems design on individual & population health outcomes					

Value of person- and population-centered health care in a changing global health care environment					
Integrate evidence -based financial principles toward improved individual and population health outcomes					
<b>Overall Digital Portfolio Rating</b>	<b>Criteria Average:</b>				
Comments:					

### 3.3.v: Portfolio Due Dates & Submission Process

Listed below are the specific due dates for portfolio submissions based upon expected student graduation terms. Portfolios must be submitted by the respective due dates below in order to be recommended for graduation in the corresponding term.

#### Portfolio Due Dates:

Projected Graduation Term	Due Date (by 11:59pm on date listed below)
Fall A 2020	September 15 <sup>th</sup> , 2020
Fall B 2020	November 15 <sup>th</sup> , 2020
Spring A 2021	February 15 <sup>th</sup> , 2021
Spring B 2021	April 15 <sup>th</sup> , 2021
Summer C 2021	June 15 <sup>th</sup> , 2021
Fall A 2021	September 15 <sup>th</sup> , 2021
Fall B 2021	November 15 <sup>th</sup> , 2021

**Submission Process:** Your complete portfolio should be sent directly to the MIHM Program Director, Adrienne White via email to [Adrienne.R.White@asu.edu](mailto:Adrienne.R.White@asu.edu). **Please title your emailed submission specifically, “MIHM Portfolio Submission; insert your name”**. Upon submission you can expect to receive an email acknowledging the receipt of your portfolio within 48 hours. The Program Director will review your submission and return a grade and comments to you within 2 weeks of your submission. If either of these responses are not provided in the time frame given, please contact your program’s graduate support coordinator, Laura Kaufman at [ASULauraKaufman@asu.edu](mailto:ASULauraKaufman@asu.edu).

### 3.4: Grades

The University Registrar assigns a general grading policy for all students. The instructor of a course has full discretion in selecting which grades to use and report from the available grading options. Grades are assigned as follows:

Grade	Graduate Definition	Value
A	Excellent	4.00
A–		3.67
B+		3.33
B	Good	3.00
B–		2.67
C+		2.33
C	Passing	2.00
D	No Graduate Credit	
E	Failure	0.00*

Grade	Graduate Definition
I	Incomplete
X	Audit
Y	Satisfactory
Z	Course in progress***



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Although the plus/minus scale includes a grade of A+ with a value of 4.33, the cumulative GPA is capped at 4.00. Questions about the grade scales may be referred to the University Registrar Services at [registrar@asu.edu](mailto:registrar@asu.edu)

\*This grade cannot be applied to a graduate degree but is included in the calculation of a grade point average.

\*\*This grade is given whenever a student officially withdraws from a class.

\*\*\*This grade is usually given pending completion of courses such as research, thesis, dissertation or practicum. All grades of "Z" must be changed to "Y" before graduation.

A grade of "P" (pass) in a 400 or higher level course may not appear on a Plan of Study. Grades of "D" or "E" cannot be used to meet the requirements for a degree although they are used to compute the grade point averages. A student receiving a grade of "D" or "E" must repeat the course in a regularly scheduled (*not* an independent study) class if it is to be included in the Plan of Study. However, both the "D" or "E" and the new grade are used to compute the grade point averages. Grades on transfer work will not be used in computing grade point averages.

The grading scale with the University of New South Wales is different than what is used by ASU. Please refer to the scale below and the information [at this site](#) for more details regarding the grading conversion from UNSW to ASU.

Grade Conversion Scale		
UNSW Numeric Grade	UNSW Definition	ASU Letter Grade
85-100	HD - High Distinction	A
75-84	D - Distinction	A
65-74	C - Credit	B
50-64	P - Pass	C
0-49	FL - Fail	E

### ***3.4.i: Incomplete Grades***

The College of Health Solutions will consider an incomplete grade request when the following factors are present:

- The student has been completing acceptable work (grade of C or better) and has completed 80% of the course.
- The student is unable to complete the course due to illness or conditions beyond the student's control.
- The student can complete the unfinished work with the same instructor.

Students have up to one calendar year to finish incomplete work. If a student does not complete the missing coursework by the date that is agreed upon on the incomplete request form, the instructor may change the grade to what was earned based on the work completed in the class. If the coursework is not completed after a calendar year, the incomplete becomes permanent. Repeating a class in which an incomplete is awarded will not replace the "I" on the student's transcript. Students must complete the incomplete request form and submit it to their instructor for review and processing.

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### 3.5: Advising

To ensure that academic programs run as smoothly as possible, students should consult with their Graduate Support Coordinator prior to registering for classes each semester. Coursework is ultimately reviewed and approved when the iPOS is submitted and approved.

### 3.6: Application for Graduation

Students should apply for graduation during the semester of planned graduation and must apply no later than the [dates specified](#) on the Graduate College website. Students can apply for graduation online through My ASU or in-person through the ASU Graduation Office, located in the [university registrar services locations](#). Students must have an approved iPOS on file before applying for graduation.

## **SECTION 4: GRADUATE COLLEGE POLICY ON ACADEMIC PROGRESS**

Students in the MIHM program are subject to Graduate College Policies and College of Health Solutions (CHS) policies. ASU defines the basic requirements for obtaining a graduate degree in the [ASU Graduate Policies and Procedures](#) manual.

Please note that simply adhering to the Graduate College and CHS requirements for satisfactory academic progress may be insufficient to meet the MIHM program requirements for satisfactory academic progress. Where applicable, MIHM program policies supersede policies set forth by the Graduate College and the College of Health Solutions. For reference, the Graduate College policies on satisfactory academic progress are provided below.

### **4.1: ASU Graduate College Satisfactory Academic Progress**

Graduate students must maintain a minimum 3.00 grade point average (GPA) to maintain satisfactory academic progress and be eligible to graduate. The minimum 3.00 GPA must be maintained on all GPA's [Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA]

**4.1.i:** The iPOS GPA is calculated on all courses that appear on the student's approved iPOS (with the exception of LAW and Transfer credits)

**4.1.ii:** Cumulative ASU GPA represents all courses completed as part of the graduate record at ASU.

**4.1.iii:** The Overall Graduate GPA is based on all courses numbered 500 or higher that appear on the transcript after admission to a graduate program or graduate non-degree-seeking. This includes shared coursework if in an approved accelerated bachelor's/master's program.

**4.1.iv:** Courses with grades of "D" (1.00) and "E" (0.00) cannot appear on the iPOS but will be included when calculating the Graduate and/or cumulative GPA. Courses with an "I" grade cannot appear on the iPOS.

**4.1.v:** All graduate students are expected to make systematic progress toward completion of their degree. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual degree programs as well as the Graduate College. If a student fails to satisfy the requirements of their degree program and/or the benchmarks outlined below, the student may be dismissed from their program based on the academic unit's recommendation to the Graduate College at which time the Vice Provost for the Graduate College makes the final determination.

**4.1.vi:** The below as well as all other Graduate College policies can be found in the [ASU Graduate Policies and Procedures](#).

**4.1.vi.a:** Maintain a minimum 3.0 for all GPA's.

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- 4.1.vi.b:** Satisfy all requirements of the graduate degree program.
  - 4.1.vi.c:** Satisfy the maximum time limit for graduation from the student's graduate degree program (six years for masters).
  - 4.1.vi.d:** Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation. (*not applicable to this program*)
  - 4.1.vi.d:** Successfully complete the culminating experience.
  - 4.1.vi.e:** Graduate students must remain continuously enrolled in their graduate program. Failing to do so without a Graduate College approved Leave of Absence is considered to be lack of academic progress and may result in the Graduate College withdrawing the student from their program.

## **SECTION 5: MIHM PROGRAM POLICIES ON SATISFACTORY ACADEMIC PROGRESS**

### **5.1: Satisfactory Academic Progress in the MIHM Program**

To maintain satisfactory academic progress and remain eligible to graduate, students pursuing the MIHM degree will be expected to meet the following requirements:

**5.1.i:** Per Graduate College guidelines, graduate students must maintain a minimum 3.00 grade point average (GPA) as outlined in section 4.1 above.

**5.1.ii:** Earn ONLY satisfactory grades throughout the program. Satisfactory grades are defined as a follows:

**5.1.ii.a:** All graduate coursework, a grade of "C" or higher.

**NOTE:** if a student *receives a single grade below a "C" in a core or elective course*, he/she must retake the course and earn a grade of "C" or higher.

**5.1.iii:** Receive *no more than two* grades lower than a "B-" in courses that appear on the iPOS.

**Note:** Although "C's" are permitted within the MIHM program, the maximum number of courses allowed to appear on the iPOS with grades below "B-" is two. Thus, should a student receive a third grade below "B-," regardless of whether or not he/she has retaken a course and earned a higher grade, will NOT be permitted to continue coursework as scheduled and will be recommended for dismissal from the program. Example:

- A student earns a "D" in a course and retakes it and earns a "B."
- He/she later earns a "C" in another course.
- This student will have the maximum number of courses with a grade below "B-" that are allowed by the program. Therefore, if the student obtains a third grade below "B-," he/she will be recommended for dismissal from the program.

**5.1.iv: Complete all required core courses as scheduled.** If a student receives an incomplete (grade of "I") in any course that appears on the iPOS, the student and course instructor must submit to the Program Director a mutually agreed upon written plan to complete the coursework by a specified date, not to exceed one calendar year. The student will be permitted to continue coursework. However, if the student does not complete the required course by the conclusion of the agreed upon time period, the grade in the course may become an "E."

**5.1.v: Maintain Continuous Enrollment**

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Once admitted to a graduate degree program or graduate certificate program, students must be registered for a minimum of one credit hour during all phases of their graduate career, including the term in which they graduate. This includes periods when students are engaged in research, conducting a doctoral prospectus, working on or defending theses or dissertations, taking comprehensive examinations, taking Graduate Foreign Language Examinations, or in any other way utilizing university resources, facilities or faculty time.

Registration for every fall semester and spring semester is required. Summer registration is required for students taking examinations, completing culminating experiences, conducting a doctoral prospectus, defending theses or dissertations, or graduating from the degree program.

To maintain continuous enrollment the credit hour(s) must:

- Appear on the student's *Plan of Study*, OR
- Be research (592, 792), thesis (599), dissertation (799), or continuing registration (595, 695, 795), OR
- Be a graduate-level course.

Grades of "W" and/or "X" are not considered valid registration for continuous enrollment purposes. "W" grades are received when students officially withdraw from a course after the drop/add period. "X" grades are received for audit courses. Additionally, students completing work for a course in which they received a grade of "I" must maintain continuous enrollment as defined previously. Graduate students have one year to complete work for an incomplete grade; if the work is not complete and the grade changed within one year, the "I" grade becomes permanent. Additional information regarding incomplete grades can be found at [asu.edu/aad/manuals/ssm/ssm203-09.html](http://asu.edu/aad/manuals/ssm/ssm203-09.html).

## **5.2: Consequences of Unsatisfactory Academic Progress**

The program will review the academic record of any student who fails to meet satisfactory academic progress and will make appropriate recommendations and a remediation plan for the student. Note: students in the MIHM program are responsible for adhering to all policies outlined by the Graduate College, the College of Health Solutions (CHS), and those of the Master of International Health Management program.

### **5.2.i: Academic Probation and Recommendation for Dismissal**

Students who fail to remain in *satisfactory academic standing*, as defined and outlined in section 5.1 of this document, will be:

- Placed on academic probation;
- Receive an advising hold on their account, and
- Required to complete an academic performance improvement plan

**5.2.ii:** Once placed on academic probation, the student must raise their cumulative GPA to a 3.00 AND meet the guidelines outlined in their remediation plan within nine credit hours or one year (whichever comes first), or the program may recommend the student for dismissal.

**5.2.iii:** Once a student has been placed on academic probation, he/she will remain on academic probation while continuing coursework in the program and will only be removed from academic probation once the criteria outlined in their remediation plan have been met OR the student completes all degree requirements, whichever comes first.

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### 5.3: Grade Appeals and Grievances

Grade appeals are heard based upon the nature of the appeal:

**5.3.i:** [Grade related appeals](#) should first begin by having a discussion with the instructor in question. If the issue remains unresolved the student may submit an appeal to the Program Director for their respective degree program. If the issue remains unresolved the student may then appeal to the College of Health Solutions Academic Standards and Student Grievance Committee.

**5.3.ii:** [Non grade-related appeals](#) should begin with a discussion between the student and instructor to discuss the grievance. If the matter remains unresolved the student may then petition their case to the College of Health Solutions Executive Director of Student Success.

**5.3.iii:** For additional information, including the appeal form, please click [here](#).

### 5.4: Dismissal from the MIHM Program

A student may be recommended for dismissal from the program for failing to meet the guidelines outlined in section 5.1 AND/OR section 5.2 of this document.

**5.4.i:** Additional reasons for dismissal from the program include:

- Two (or more) separate instances of unsatisfactory academic progress regardless of the session(s) in which the poor performance occurred.
- A single violation of academic integrity which includes, but is not limited to: cheating, fabrication, tampering, plagiarism, or aiding and/or facilitating such activities. At the graduate level, it is expected that students are familiar with these issues and each student must take personal responsibility for his/her work. In addition, graduate students are expected to follow university guidelines related to the Student Code of Conduct. University policies related to academic integrity and code of conduct are available in the [Office of Student Life](#). Conduct prohibited by the Arizona Board of Regents Student Code of Conduct can be found [online](#).
- Seriously compromising the relations of the program with the public and/or community partners.
- Breaches of ethical judgment or professional responsibility.
- Serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare.
- Periods of absence during a semester without the endorsement of the program.

**5.4.ii:** The student, Program Director, CHS Standards and Grievance Committee members, and Vice Provost of the ASU Graduate College will be notified in writing of any recommendation for a student to be dismissed from the program.

**5.4.iii:** Students may appeal any decision for dismissal from the program by following these steps:

- STEP ONE: The student submits a formal letter of appeal addressed to the Program Director. The letter of appeal is then forwarded to the MIHM Program Director for review. The Program Director will review the appeal and report their decision to the student. If the student wishes to appeal the decision made by the MIHM Program Director, move to step two.
- STEP TWO: The student will have 10 days to send their appeal of the program level decision to

the chair of the CHS Academic Standards and Grievance Committee. Upon receiving the appeal, the chair of the CHS Academic Standards and Grievance Committee will contact both the student and the program to request all materials related to the reason for dismissal from the program and reasons for appeal from the student. Materials must be received within 10 days of this request. At this point, a decision will be made through the following process:

- The materials will be reviewed at the monthly CHS Academic Standards and Grievances Committee meeting.
- After reviewing the materials, the committee deliberates and sends a recommendation to the Dean of CHS within 5 business days.
- The Dean of the College of Health Solutions reads the committee recommendation and writes a letter giving his/her final disposition. The Dean sends this letter to the chair of the CHS Academic Standards and Grievances Committee.
- The chair of the CHS Academic Standards and Grievances Committee forwards the Dean’s final disposition to the committee, the Program Director, and the student.

## **SECTION 6: TUITION AND FEES**

**Students can find up to date information on tuition and fees [here](#).**

### **6.1: Financial Support**

Students should visit the Graduate College site and other links for funding resources:

- The [ASU Financial Aid Office](#)
- Finance Your Education: [ASU Resources](#)
- [National Science Foundation Graduate Research Fellowship Program](#)
- [National Institutes of Health Grants](#)
- National Research Service Award (NRSA) [Research Training Grants and Fellowships](#)
- [Federal Student Aid](#) (Student Loans)
- [Working at ASU](#)

## **SECTION 7: ADDITIONAL UNIVERSITY RESOURCES**

<a href="#">10 Best Practices in Graduate Student Wellbeing</a>
<a href="#">Bookstore</a>
<a href="#">Campus Health Services</a>
<a href="#">Career and Professional Development Services</a>
<a href="#">College of Health Solutions Graduate Student Site</a>
<a href="#">Counseling and Consultation</a>
<a href="#">Disability Resource Center (DRC)</a>
<a href="#">Graduate Admissions Office</a>
<a href="#">Graduate College - Current Student Academic Resources</a>
<a href="#">Graduate College - Format Evaluation</a>
<a href="#">Graduate and Professional Student Association</a>
<a href="#">Graduate Wellness Resources</a>
<a href="#">Graduation Office (Registrar)</a>
<a href="#">International Student Office</a>
<a href="#">My ASU</a>
<a href="#">Parking and Transit Services</a>

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<a href="#">Records (Academic)</a>
<a href="#">Residency</a>
<a href="#">Scholarship Office</a>
<a href="#">Student Accounts (Student Business Services)</a>
<a href="#">Student Employment</a>
<a href="#">Student Financial Assistance</a>
<a href="#">Student Recreation Complex</a>
<a href="#">Sun Card Office</a>
<a href="#">Sun Devil Ticket Office</a>
<a href="#">Testing Services, University</a>
<a href="#">University Housing</a>
<a href="#">University Technology Office</a>

## **SECTION 8: CAMPUS SAFETY AND DISCRIMINATION POLICIES**

### **8.1: Sexual Harassment**

The university prohibits sexual harassment by employees and students and will not tolerate sexual harassment that interferes with an individual’s work or educational performance or creates an intimidating, hostile, or offensive working, learning, or residential environment. Additional information can be found [here](#).

### **8.2: Campus Safety**

To report an emergency on campus, students can simply dial 911 or use one of the emergency call boxes found on campus. Non-emergency ASU Police or campus- safety matters should be directed to 480-965-3456. ASU has an opt-in, text- message alert system by which students can choose to receive a text message from ASU in times of an emergency. For safety resources and contacts, such as Counseling Services, Police, and Safety Escort Services, click [here](#).