



# **Population Health, MS**

Student Handbook  
2024-2025 Catalog

## ASU Charter

ASU is a comprehensive public research university, measured not by whom we exclude, but rather by whom we include and how they succeed; advancing research and discovery of public value; and assuming fundamental responsibility for the economic, social, cultural and overall health of the communities it serves.

### Inclusive Excellence at the College of Health Solutions

The College of Health Solutions has a mission to improve the mental and physical health of our larger and immediate communities by better understanding the challenges that individuals and populations face, while striving to be part of the solution. The college is committed to the idea that every member of our society should have the opportunity for good health and wellness throughout their lifespans. In an effort to actualize this ideal, we embrace and support inclusive excellence in everything we do, including teaching, research, service, and clinical practice.

### Commitments to Inclusive Excellence

We create leaders who advance the principles of justice, diversity, equity and inclusion, shaping a future in which all community members can fully realize their potential.

We embed diversity, equity and inclusion as a transformational force in every aspect of our teaching, research and service as we work to address the challenges facing people and communities to stay healthy, improve their health and manage chronic disease.

We believe that diversity and inclusion are essential for excellence and innovation, and thus it is stated in our college values: We maximize opportunities for people of diverse backgrounds, abilities and perspectives.

We support underrepresented and historically marginalized groups and will not tolerate discriminatory or harmful actions.

## Contents

<b>Introduction .....</b>	<b>5</b>
Welcome .....	5
Vision and mission .....	5
Program overview .....	5
Program contacts.....	6
<b>Admission.....</b>	<b>7</b>
Graduate admission requirements .....	7
Academic program requirements .....	7
Provisional acceptance guidelines .....	8
Pre-admission credit policy.....	8
<b>Tuition and assistance .....</b>	<b>9</b>
Tuition and fees .....	9
Financial assistance.....	9
Travel assistance.....	9
<b>Curriculum and graduation requirements.....</b>	<b>10</b>
Program requirements.....	10
Application to graduate .....	12
Plan of study .....	13
Interactive plan of study (iPOS).....	14
Specializations and certifications .....	14
Satisfactory academic progress .....	14
GPA and grades .....	15
Incomplete grade requests .....	15
Academic probation and dismissal.....	15
Time to completion limit.....	16
Appeal and grievance processes .....	16
Grade appeal.....	16
Student grievance.....	16
Appealing recommendation for dismissal .....	16
<b>Student code of conduct and academic integrity .....</b>	<b>18</b>
Academic integrity.....	18
Student code of conduct.....	18
Professional conduct.....	18

**College and university procedures and policies** ..... **19**

    Continuous enrollment policy ..... 19

    Requesting a leave of absence ..... 19

    Registration policies ..... 19

    Discrimination, harassment, and retaliation ..... 19

**Student support resources**..... **20**

**Appendix**..... **22**

    A: Program faculty..... 22

## Introduction

### Welcome

Welcome to the Master of Science in population health degree program at Arizona State University!

We are excited you have selected the Population Health, MS and the faculty and staff supporting you in this program are dedicated to your success. As graduate students, you will have the opportunity to interact with faculty from a variety of backgrounds in population health who are committed to evidence-based practice to support better health outcomes in patients, clients, and the community. The intellectual diversity and practical experience of our faculty ensures graduate students will be given a variety of opportunities to expand their knowledge of population health and have a positive impact on the health of those they serve.

This handbook supports your success in the program in several ways. It provides shared expectations for both faculty and students. It also outlines the standards and policies set by the College of Health Solutions and ASU's Office of Graduate Education. As a graduate student, it is your responsibility to read this handbook and use it as a reference as you navigate through the degree program. Please contact us with questions if any of the policies or procedures seem unclear.

As program director of the Master of Science in population health program, it is a privilege to support you on your educational journey. I speak for the entire graduate faculty in reiterating our commitment to your success and we look forward to working with you to complete your graduate degree in Population Health!

*Dr. Jordan Miller*

Jordan Miller, DrPH, MCHES

Associate Teaching Professor and Program Director, Population Health, MS program

### Vision and mission

The mission of the Master of Science Degree in Population Health at ASU is to provide students with a comprehensive, rigorous academic core of knowledge and professional skills to prepare them for careers dedicated to promoting and achieving improvements in population health. The program is dedicated to assuring that students appreciate the complex biological, behavioral, social, and economic factors and systems that impact the health of populations. Students will also learn to employ analytic approaches to examine multiple data sources. They will then synthesize their academic and community experiences to plan and implement programs and initiatives to improve the health of populations. This blend of academic and experiential learning will prepare students for future careers in the rapidly changing and interconnected field of population health.

### Program overview

The Master of Science program in population health prepares graduates for careers in county and state health departments and in national governmental health organizations such as the Centers for Disease Control and Prevention, Substance Abuse and Mental Health Services Administration, Health Resource and Services Administration and the US Public Health Service. They may also work in nonprofits, such as The Prevention Institute, or for nongovernmental organizations such as the American Diabetes Association, the American Lung Association and others. In these roles, graduates would be especially

well-suited to conduct assessments and data-driven analyses to contribute to policy-making or strategic planning affecting entire populations. Potential positions include:

- director of population health
- lead population health analyst, including informatics or data analysis
- lecturer in schools of population health
- manager: wellness strategy, communications and integration
- population, public, environmental or behavioral health program director, manager, coordinator or specialist
- public health initiatives coordinator

## Program contacts

Program director: Jordan Miller, [jordan.anne.miller@asu.edu](mailto:jordan.anne.miller@asu.edu)

Graduate support coordinator: Chuck Hale, [chsgrad@asu.edu](mailto:chsgrad@asu.edu)

Program faculty: see [Appendix A](#)

## Admission

Admission to the Population Health, MS is available for Fall terms. Deadlines to apply can be found [here](#). Applications will be reviewed by the admissions committee only once all materials have been received. Application status can be monitored in MyASU. Official admission decisions will be emailed to the student.

### Quick Facts:

- Location: Downtown Phoenix campus
- Start terms: Fall
- Time to completion: 2 years (full-time Fall and Spring only) or 14-month fast-track (with Summer)

## Graduate admission requirements

ASU maintains minimum standards for consideration for admission to graduate programs. The program may establish requirements in excess of those established by the university.

- An earned bachelor's degree or higher from a regionally accredited institution in the U.S., or the equivalent of a U.S. bachelor's degree from an international institution officially recognized by that country.
- A minimum grade point average of 3.00 (scale is 4.00 = "A") in the last 60 semester hours or 90 quarter hours of undergraduate coursework is required to be considered for admission to an ASU graduate degree program.
- International applicants must provide proof of English proficiency. For more information, visit the admissions [website](#).

## Academic program requirements

In addition to the graduate admission requirements, the program requires the following as part of the application:

**Undergraduate or graduate degrees** – Applicants are eligible to apply to the program if they have earned a bachelor's or master's degree in a relevant health or related field from a regionally accredited institution.

**Prerequisite coursework** – Prior to starting the program, applicants are expected to have completed a statistics course (e.g. HCD 300, STP 226, or PSY 230).

**Personal statement** – 1-2 pages, single-spaced, standard font, (i.e. Arial 11, 1-inch margins); Must address the following questions:

- What skills and knowledge have you already developed that make you prepared to succeed in this master's program?
- How do you see yourself contributing to improving health outcomes (e.g., as a researcher, teacher, professional scientist within an industry position, policy-maker, etc.)? Are there any specific populations you would like to work with or specific health conditions you would like to prioritize?
- What are you interested in learning from the Population Health MS program? How will this program help you achieve your goals?

- Is there anything else you think we should know about you when we review your application to this program?

**References** – Contact information of two references is required. References will be contacted via email to submit a letter of recommendation and respond to a series of questions about the applicant. References should be professional and academic sources who are familiar with your potential to be successful in the field of population health.

**Resume or curriculum vitae** – Resume should include relevant personal, professional, educational and community activities. The resume should be prepared in readable format such as a Word document or pdf file.

### **Provisional acceptance guidelines**

In some instances, a student may be admitted provisionally and/or with a deficiency. Students should refer to the official admission letter sent by the Graduate College via MyASU to determine if they have been admitted with a provision and/or deficiency.

A provisional admission requires a student to maintain a 3.0 or higher GPA within a specified timeframe. If the 3.0 is not achieved by the end of the timeframe specified on the official admission letter, the student will be automatically dismissed from the degree program.

A deficiency requires a student to fulfill a competency area within a given timeframe. The academic program will monitor students with deficiencies. If a deficiency is not completed within the timeframe indicated on the official admission letter, the student may be recommended for dismissal from the academic program.

### **Pre-admission credit policy**

Credit hours completed at ASU or at another regionally accredited U.S. institution or international institution officially recognized by that country, before the semester and year of admission to an ASU graduate degree program, are considered pre-admission credits. With the approval of the academic unit and the Graduate College, students may include a maximum of 12 graduate-level credit hours with grades of “B” or better that were not used toward a previous degree. Preadmission credits must have been taken within three years of admission to the ASU degree or certificate program to be accepted. Certain types of graduate credits cannot be transferred to ASU (see the [Graduate College Policy Manual](#)). Official transcripts must be sent to Graduate Admission Services from the records office of the institution where the credits were earned.



## Tuition and assistance

### Tuition and fees

Tuition is set by ASU and the Arizona Board of Regents each year. View the general [Tuition and Fees Schedule](#), or calculate a more specific estimate of charges using the [ASU Tuition Estimator](#). Information on residency requirements can be found at [Residency for Tuition Purposes](#).

The Population Health, MS has a program fee of \$278 per credit (max \$2,500 per semester).

### Financial assistance

Financial assistance is available through a variety of sources, including:

- College of Health Solutions [scholarships](#)
- Graduate College [fellowships](#)
- Traditional financial aid ([loans](#) and [grants](#)).

For more information and assistance, visit the [Financial Aid website](#).

### Travel assistance

Financial assistance for travel related to conferences, workshops, or training related to a student's graduate program is available through several resources.

- Graduate College [travel awards](#)
- Graduate and Professional Student Association [travel grants](#)
- College of Health Solutions [student conference support](#)

# Curriculum and graduation requirements

## Program requirements

The Population Health, MS is comprised of 30 credits, including an applied project, portfolio with internship, or thesis.

### Required Core (15 credits)

- BMI 515 Applied Biostatistics in Medicine and Informatics (3)
- POP 575 Social Determinants of Population Health (3)
- POP 605 Population Health Systems Science and Theory (3)
- POP 633 Population Health Ethics (3)
- POP 644 Epidemiology in Population Health (3)

### Research (3 credits)

- POP 641 Qualitative Research Methods (3)

### Electives (6 or 9 credits)

- *see electives section*

### Other Requirements (0 or 3 credits)

- POP 584 Internship (3)

### Culminating Experience (0 to 6 credits)

- Portfolio (0), or
- POP 593 Applied Project (3), or
- POP 599 Thesis (6)

*Note: A maximum of 6 credit hours of 400-level coursework can be included on an iPOS with program approval.*

### Electives

Students who will complete the thesis as their culminating experience must complete 6 credits of elective coursework. Students who will complete the applied project or the portfolio + internship for the culminating experience must complete 9 credits of elective coursework. Electives should be selected in consultation with program faculty. A list of pre-approved options is included below. Additional courses that align with student interest and goals may be used with approval from the program director.

Pre-approved electives include:

- BMI 517 Advanced Biostatistics for Biomedical Research and Health Care (3) *recommended, provides certification in SAS statistical software*
- EXW 554 Planning and Implementation in Health Promotion (3)
- EXW 556 Program Evaluation in Health Promotion (3)
- HCD 520 Population Health (3)
- PBH 494 Topic: Global Sexual and Reproductive Health (3)
- POP 610 Social Epidemiology (3)

- Other HCD or POP graduate-level courses not already required in the program

### **Culminating experience**

The Population Health, MS program has three culminating experience options: a thesis, an applied project, or a portfolio + internship. Students are encouraged to explore the options early and connect with program faculty to discuss the option that best fits with the student's professional goals and interests.

#### Applied project:

Students who choose to pursue the applied project option are encouraged to complete their project in collaboration with an external entity to support an organizational goal that can be met through application of skill sets the student has learned throughout the program. The student will work with faculty in advance of enrollment in POP 593 (3 credits) to develop a project plan that will be carried out during the term in which POP 593 is taken. Students should begin discussing their desire to complete an applied project with the program director at the start of the second year, or when they have earned 18 credit hours.

#### Portfolio + internship:

The portfolio + internship culminating experience option provides students an opportunity to gain hands-on experience and prepare a collection of academic activities that can be leveraged for further study or showcase the student's knowledge to employers. Students pursuing this option must complete **both** the portfolio requirements and the internship requirement.

The portfolio is a non-credit experience that requires students to submit a written introduction and discussion section that bookends the submission of at least three notable activities or academic accomplishments (e.g., projects, reports, presentations, publications, etc.). At least one work must be directly related to the student's internship experience. The student's committee will review the portfolio. The purpose of the portfolio is to show a mastery of the principles of population health science and practice through a compilation of completed work. The portfolio is a professional document written in APA style and will be reviewed and evaluated for technical content and presentation quality by the committee noted above. Students must work with the program director and the graduate support coordinator regarding the expected timeline for the portfolio.

Students are required to complete an internship experience that is conducted in one (1) term for 3 credits of POP 584. Students are responsible for securing an appropriate host site for their internship experience and must identify a site supervisor who will serve as the primary day-to-day contact for the student and provide support for the student's work at the site. It is highly encouraged that students identify their internship site as early as possible to allow adequate time for ASU to complete an affiliation agreement. The affiliation agreement is a legal document that must be on file in order for a student to earn credit for an internship opportunity with an external organization. The agreement process can take 3 weeks to 6 months or more to complete. Students do not participate in the affiliation and contract negotiation process. Please note that international students pursuing an internship must also communicate with the International Students and Scholars Center ([ISSC](#)) as early as possible for visa requirements to participate in an internship.

During the internship experience, students will complete a minimum of 100 hours of practice at the site in addition to the academic work assigned in POP 584 for a total of 135 hours of effort. Students will complete reflections and are required to complete a mid-point and a final evaluation from the site supervisor.

## Thesis:

Students who are considering doctoral studies or are interested in contributing to academic research are encouraged to complete a thesis as their culminating experience. Students in the thesis option must register for a total of 6 semester hours of thesis. This is typically either done in two 3-credit registrations of POP 599 or one 6-credit registration of POP 599 in the student's final year.

### *Thesis committee*

The first step is to select a thesis committee chair whose expertise corresponds to the area in which the student would like to complete their research. To select an appropriate thesis chair, the student will need to meet with the faculty individually to discuss mutual interests. This should be done during the student's second or third semester. Theses may support a faculty member's ongoing research or may propose novel research initiated by the student. Developing positive relationships with faculty throughout the degree program will enhance the likelihood of creating a successful thesis at the culmination of the program.

The thesis committee consists of a thesis chair and at least two additional committee members. The thesis chair will help select to select other committee members. As with the thesis chair, the other members of the committee should have an expertise/interest that corresponds to the thesis research topic. Students will work with the thesis chair to finalize their plan of study. Graduate committees of students pursuing the thesis option will approve the thesis prospectus, direct and approve the thesis, and administer the oral defense of this research.

### *Oral defense*

A requirement for the thesis is a final examination that is comprised of the oral defense of the thesis and the completion of the written thesis. To schedule the thesis defense students must:

- Minimum 3.0 GPA (iPOS and graduate GPA).
- Have an approved iPOS including committee composition, on file in the Graduate College.
- Be enrolled for at least one credit hour of appropriate graduate level credit during the semester in which you defend.
- Make certain all committee members will be in attendance (required). If you have members that cannot be physically present at the defense because of extenuating circumstances, please refer to the [Absent Committee Member Procedures](#).
- You must have a completed, defense-ready document for format evaluation. Please refer to [Formatting your Thesis](#) for more information on this process.
- Apply for graduation through your MyASU.
- Please refer to [Graduation Deadlines](#) to ensure you meet all deadlines and requirements.

The student's thesis chair will be responsible entering thesis defense results in the iPOS for review by the Graduate College. More information regarding the defense can be found [here](#).

## **Application to graduate**

Students should [apply for graduation](#) during the semester of planned graduation and must apply no later than the [deadline specified](#) for that term. Students must have an approved iPOS on file before applying for graduation.

## Plan of study

To graduate in a timely manner, students should follow a recommended plan of study. Deviation from a plan of study should be discussed with the graduate support coordinator and program director. Failure to follow a plan of study may result in delayed graduation.

### Plan of Study, One-Year

Term/ Session	Course	Credits
Year 1 - Fall	BMI 515 Applied Biostatistics in Medicine and Informatics	3
	POP 575 Social Determinants of Population Health	3
	POP 641 Qualitative Research Methods	3
	Elective	3
Year 1 - Spring	POP 605 Population Health Systems Science and Theory	3
	POP 633 Population Health Ethics	3
	POP 644 Epidemiology in Population Health	3
	Elective (BMI 517 recommended)	3
Year 1 - Summer	POP 593 Applied Project & Elective, or POP 599 Thesis, or Portfolio + POP 584 Internship & Elective	6

### Plan of Study, Two-Year

Term/ Session	Course	Credits
Year 1 - Fall	BMI 515 Applied Biostatistics in Medicine and Informatics	3
	POP 575 Social Determinants of Population Health	3
	Elective	3
Year 1 - Spring	POP 605 Population Health Systems Science and Theory	3
	POP 633 Population Health Ethics	3
	POP 644 Epidemiology in Population Health	3
Year 2 - Fall	POP 641 Qualitative Research Methods	3
	Elective (BMI 517 recommended)	3
Year 2 - Spring	POP 593 Applied Project & Elective, or POP 599 Thesis, or Portfolio + POP 584 Internship & Elective	6

### Plan of Study, 14-Month

Term/ Session	Course	Credits
Year 0 - Summer	POP 575 Social Determinants of Population Health	3
	Elective	3
Year 1 - Fall	BMI 515 Applied Biostatistics in Medicine and Informatics	3
	POP 641 Qualitative Research Methods	3
	Elective	3
Year 1 - Spring	POP 644 Epidemiology in Population Health	3
	POP 605 Population Health Systems Science and Theory	3
	POP 633 Population Health Ethics	3
Year 1 - Summer	POP 593 Applied Project & Elective, or POP 599 Thesis, or	6

## Interactive plan of study (iPOS)

The Interactive Plan of Study, or iPOS, is an agreement between the student, the academic unit, and the Graduate College. The student must submit their iPOS in the first semester of the program. Students are encouraged to review the iPOS at the end of each semester to ensure the courses listed on the iPOS match the student's transcript and that the courses meet the plan of study course requirements. More information on iPOS can be found [here](#).

**Faculty advisor/chair:** POP 593 instructor (applied project) or program director (portfolio + internship) or thesis chair (thesis)

**Change of coursework:** If a change of coursework is needed, the student must update the courses listed in the iPOS and submit a course change for review. This process is required if you projected a course you did not complete, or if you need to change courses listed. The iPOS will be routed electronically to the graduate support coordinator for review and approval, and then for auditing by the Graduate College.

## Specializations and certifications

The College of Health Solutions prepares graduates for excellence upon entering the workplace. Graduates from this program are eligible to sit for the Certified in Public Health exam upon graduation and three years of relevant work experience. More information on the credential is available on the National Board of Public Health website: <https://www.nbphe.org/eligibility/>.

Since certification and licensure requirements vary by profession and from state to state, we recommend that you visit the [ASU licensure website](#) to determine if your program meets the requirements of individual state licensures or national certifications, as applicable. If you have specific questions, please contact your program director or degree coordinator.

## Satisfactory academic progress

All graduate students are expected to make systematic progress toward completion of their graduate program. This progress includes satisfying the conditions listed below, and achieving the benchmarks and requirements set by the individual graduate programs as well as the Graduate College. If a student fails to satisfy the requirements of their 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 dean of the Graduate College makes the final determination.

Satisfactory academic progress includes:

1. Maintain a minimum 3.00 for all GPAs.
2. Satisfy all requirements of the graduate program.
3. Satisfy the maximum time limit for graduation for the student's graduate program (six years for masters and certificates, ten years for doctoral)
4. Successfully pass comprehensive exams, qualifying exams, foreign language exams, and the oral defense of the proposal/prospectus for the thesis or dissertation.
5. Successfully complete the culminating experience.

6. 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.

### GPA and grades

Graduate students must maintain a minimum 3.00 (scale is 4.00 = "A") grade point average (GPA) to maintain satisfactory academic progress and to graduate. The minimum 3.00 GPA must be maintained on all GPAs (Plan of Study (iPOS) GPA, Overall Graduate GPA and Cumulative GPA):

1. The iPOS GPA is calculated on all courses that appear on the student's approved iPOS
2. Cumulative GPA represents all courses completed at ASU during the graduate career.
3. 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. This includes shared coursework if in an approved accelerated bachelor's/master's program.

Transfer credits and some courses taken in the Sandra Day O'Connor College of Law are not calculated in the iPOS GPA or the Graduate GPA. Courses lower than a "C" cannot appear on the iPOS but will be included when calculating the Graduate GPA. Courses with an "I" grade (incomplete) or "X" grade (audit) cannot appear on the iPOS.

University grade definitions and policies can be found [here](#).

### Incomplete grade requests

An incomplete grade request may be considered by an instructor when a student, who is doing otherwise acceptable work, is unable to complete a course (e.g., final exam or term paper) because of illness or other conditions beyond the student's control. Unfinished work must be completed with the same instructor except under extenuating circumstances. The completion date is determined by the instructor but may not exceed one calendar year from the date the mark of "I" is recorded. Once the work is completed, faculty must request a change on the grade roster to post the grade. 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.

### Academic probation and dismissal

Failure to maintain a minimum 3.0 GPA or failure to satisfactorily progress in the program as referenced in this handbook will result in the student being placed on academic probation. Students will be notified of probationary status and expectations for improvement by the program director or graduate support coordinator. Time limits for probationary status may vary. Typically, students have 9 credit hours or one year, whichever comes first, to raise their GPA.

Students who fail to meet requirements or timeline needed to demonstrate satisfactory improvement will be recommended for dismissal from the program. Notice will be provided by the program and will include procedures for appeal.

Additionally, students may be dismissed from the Population Health, MS program:

- For a single violation of academic integrity.

- For failure to meet the terms/goals of any student support or remediation plan implemented by the program (such as for writing deficits, academic progress, professionalism, etc.).
- For a single instance of threatening behavior or continued unprofessional communication or conduct directed to faculty, staff or other students.
- For severe underperformance in a practicum or internship.
- For seriously compromising the relations of the program with the public.
- For breaches of ethical judgment or professional responsibility.
- For serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare.

### Time to completion limit

All work toward a master's degree must be completed within six consecutive years. Graduate courses taken prior to admission that are included on the Interactive Plan of Study must have been completed within three years of the semester and year of admission to the program. The six-year period begins with the term of admission to the program OR the earliest term of applied pre-admission credit.

Any exception to the time limit policy must be approved by the program director, the College of Health Solutions, and the dean of the Graduate College. The Graduate College may withdraw students who are unable to complete all degree requirements and graduate within the allowed maximum time limits.

### Appeal and grievance processes

#### Grade appeal

For grade disputes during a class, students must first contact the instructor of the course. Concerns that are not able to be resolved with the instructor should be brought to the program director.

The process to appeal a final course grade may only be initiated by a student once the course has concluded and a final course grade has been posted to the student's transcript. Per university policy, grade appeals must be processed in the regular semester immediately following the issuance of the final grade in dispute (by commencement for fall or spring) regardless of whether the student is enrolled at the university.

The process begins with a discussion about the matter between the student and the course instructor. If the matter is unresolved, the student should submit a Grade Appeal Form for further review. If this review does not adequately settle the matter, the student should begin the formal procedure of appealing to the College of Health Solutions Academic Standards and Grievance Committee. More information on all steps of this process can be found [here](#).

#### Student grievance

Students who wish to file a grievance about a non-grade-related matter may use the established procedure (more information can be found [here](#)). Non-grade-related grievances may include dissatisfaction with an instructor, problems with a classmate or other unresolved situations.

#### Appealing recommendation for dismissal

1. Students may appeal a decision for dismissal from the program by submitting a letter to the program director.



- a. The appeal letter must be received within 10 business days of the date of the letter of dismissal. The letter should state the reasons justifying a reversal of the original decision and provide substantive evidence in support of the request.
  - b. Letters received after the 10 business-day interval will not be reviewed, and the dismissal will be final.
  - c. The program committee will review all letters of appeal that are received within the 10 business-day time frame. The committee will submit their decision to the program director within 10 business days of receipt of the student's letter.
2. The program director will then notify the Student Success Hub of the decision. The Student Success Hub will inform the student of the decision.
  3. If the appeal is denied, the student may appeal to the CHS Academic Standards and Grievances Committee within 10 business days of receiving the denial of the appeal. The CHS Academic Standards and Grievances Committee will review the dismissal and appeal materials and make a recommendation to the dean of the College of Health Solutions. The dean will have 20 calendar days to make a final decision.
  4. If at any stage, a timely appeal is not submitted by the student, the program director will recommend dismissal to the Graduate College via the Student Success Hub. The Graduate College will then inform the student of the dismissal by letter.

## Student code of conduct and academic integrity

ASU expects and requires its students to act with honesty, integrity, and respect. Required behavior standards are listed in the [ASU Student Code of Conduct](#), the [ABOR Code of Conduct](#), the [Computer, Internet, and Electronic Communications Policy](#), the [ASU Student Academic Integrity Policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). Violations of a Graduate College, College of Health Solutions, or Arizona State University policy will result in academic review and may consequently result in student disciplinary procedures.

### Academic integrity

The [ASU Student Academic Integrity Policy](#) lists violations in detail. These violations fall into five broad areas that include, but are not limited to:

1. Cheating on an academic evaluation or assignment.
2. Plagiarizing.
3. Academic deceit, such as fabricating data or information.
4. Aiding academic integrity policy violations and inappropriately collaborating.
5. Falsifying academic records.

Information on the Academic Integrity procedure within the College of Health Solutions can be found at <https://catalog.asu.edu/policies/chs>.

Newly admitted graduate students will receive a "priority task" on their MyASU directing them to complete a canvas module on academic integrity. The module consists of a PowerPoint that outlines academic integrity and students must take a quiz and pass with an 80% or higher.

### Student code of conduct

Violations of the ASU Student Code of Conduct, other than the provision concerning academic dishonesty, are more generally considered inappropriate behavior. The [Office of Student Rights and Responsibilities](#) reviews and sanctions these matters. If a student violates both the academic integrity provision and additional provisions of the Student Code of Conduct, both the college and the Office of Student Rights and Responsibilities will review the matter. Each independently makes determinations concerning violations and appropriate sanctions.

### Professional conduct

ASU is a community and a professional work environment. Graduate students are expected to treat their peers, teachers, students, staff, and members of the ASU community with respect and work with them in a professional manner. Graduate students are representatives of their program, the College of Health Solutions, and ASU. Students must demonstrate the requisite qualifications for successful professional performance, including interpersonal skills, basic communication skills, appropriate professional conduct, and satisfactory performance in field experiences.

Graduate students who demonstrate behaviors or characteristics which make success in their related fields questionable will be reviewed by the program committee. The committee's review may result in a recommendation for dismissal from the program or implementation of probational conditions for continued participation. Students may appeal a recommendation for dismissal by following [established procedures](#).

## College and university procedures and policies

All policies and procedures outlined in this handbook are in accordance with policy set by the [Graduate College](#) and [Office of the University Provost](#). In some cases, program policies may be more restrictive than those set by Graduate College and Provost.

### Continuous enrollment policy

Students must be registered for a minimum of one credit hour during all phases of their graduate education, 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 using 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. More information on this policy can be found [here](#).

### Requesting a leave of absence

Graduate students planning to discontinue registration for a semester or more must submit a leave of absence request via their Interactive Plan of Study (iPOS). This request must be submitted and approved **before** the anticipated semester of non-registration. Students may request a maximum of two semesters of leave during their entire program. Students with a Graduate College-approved leave of absence are not required to pay tuition or fees, but in turn are not permitted to place any demands on university faculty or use any university resources. These resources include university libraries, laboratories, recreation facilities or faculty and staff time. More information on this policy can be found [here](#).

### Registration policies

Students are strongly encouraged to enroll in courses well in advance of the start of the term. Enrollment must be complete by the Add/Drop deadline for the session in which the class is offered. Courses that are dropped by the Add/Drop deadline will not appear on a student's transcript. If a course is removed from a student's schedule after this deadline, it will be considered a withdrawal and a grade of "W" will be recorded. Term dates and deadlines, including the Add/Drop, Tuition Refund, Course Withdrawal, and Session Withdrawal deadlines, can be found on the [Academic Calendar](#).

### Discrimination, harassment, and retaliation

Title IX of the Education Amendments of 1972 is a federal law which provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy [ACD 401](#) make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. For information on resources, visit the sexual violence awareness, prevention, and response [website](#).

## Student support resources

### Academic program support

After admission, students will receive a welcome letter with information on getting started in the program, including recommendations for first term course enrollment. The graduate support coordinator and the program director hold open office hours periodically, which are communicated to current students. Additionally, one-on-one meetings with the program director or with the graduate support coordinator are available.

Graduate students in the College of Health solutions may access the [CHS website](#) for information on [college policies and resources](#) and [advising information](#).

### University resources

- [Graduate College](#)
- [Office of the University Provost](#)

### Academic and career support

- [ASU Libraries](#)
- [Graduate Writing Center](#)
- [Career and Professional Development Services](#)
- [Graduate and Professional Student Association](#)
- [Student Clubs and Organizations](#)

### Business and finance services

- [Financial Aid and Scholarship Services](#) (financial aid)
- [Billing and Student Finances](#) (tuition, fees, and payments)
- [Parking and Transit Services](#) (permits, shuttles, public transit)
- [Sun Devil Card Services](#) (ID cards)
- [Enterprise Technology](#) (technology assistance)
- [Sun Devil Dining](#) (meal plans, M&G, hours)

### Counseling services

ASU Counseling Services provides confidential, time-limited counseling and crisis services for students experiencing emotional concerns or other factors that affect their ability to achieve their goals. Support is available 24/7.

In-person counseling: Monday-Friday 8 a.m. – 5 p.m.

ASU Counseling Services, Student Services Building 234 Tempe, AZ 85287

480-965-6146

After-hours/weekends

Call EMPACT's 24-hour ASU-dedicated crisis hotline:

480-921-1006

For life threatening emergencies

Call 911

**Disability accommodations**

Reasonable accommodations are determined on a case-by-case, course-by-course basis to mitigate barriers experienced due to a disability ([SSM 701-02](#)). Students with disabilities who require accommodations must register with the [Student Accessibility and Inclusive Learning Services](#) and submit appropriate documentation. It is recommended students complete this process at the beginning of the term and communicate as appropriate with their instructor.

- Email: [Student.Accessibility@asu.edu](mailto:Student.Accessibility@asu.edu)
- Phone: (480) 965-1234
- FAX: (480) 965-0441

*Pregnancy:* Students requesting services due to pregnancy ([SSM 701-10](#)) should be prepared to submit documentation regarding the pregnancy, any complications and clearance to return to school related activities. Student Accessibility can work with students to foster continued participation in a program, whether that be with academic accommodations such as absences or assistance requesting a leave, or through other requested accommodations.

**Health and fitness**

All ASU students enrolled in in-person programs have access to Sun Devil Fitness facilities on all campuses. For more information about facilities, membership and group fitness classes, please visit: <https://fitness.asu.edu>

For information about health insurance and appointments with care providers, please see the ASU Health Services website: <https://eoss.asu.edu/health>

**International students**

ASU's International Student and Scholars Center can provide support and answers to questions about visas, employment, scholarships and travel. To find more information or schedule an appointment with an ISSC adviser, visit the website: <https://issc.asu.edu/>

**Veterans and military**

The Pat Tillman Veterans Center provides guidance and support for students who are veterans, active-duty military or military dependents. For more information, please call the office at (602) 496-0152 or visit: <https://veterans.asu.edu/>

## Appendix

### A: Program faculty

**Marc Adams, PhD** ([profile](#)) – Quantitative research methods, Public health, Epidemiologic methods, Health behavior theory, Built environment, physical activity

**Cady Berkel, PhD** ([profile](#)) – Health disparities, Dissemination & Implementation

**Matthew Buman, PhD** ([profile](#)) – Physical Activity, Sleep Disorders, Healthy Lifestyles, Movement, Human Activity Analysis, Veterans, Health Information Technology

**Raminta Daniulaityte, PhD** ([profile](#)) – Public Health, Epidemiology, Drug Abuse and Addiction, Substance Abuse, Social Media, Qualitative Methods, Sociocultural Issues, Qualitative Inquiry, Social Determinants of Health, Population Health

**Rajendra Karkee, PhD** ([profile](#)) – Global Health, Maternal and Child Health

**Alexis Koskan, PhD** ([profile](#)) – Vaccines, Public and Community Health, Qualitative Methods, Population Health

**Chong Lee, PhD** ([profile](#)) – Cancer, Cardiovascular, Chronic Disease

**Mindy McEntee, PhD** ([profile](#)) – Behavioral Health and Interventions, Health Disparities, Health Systems, Quality Improvement, Community Health

**Jordan Miller, DrPH** ([profile](#)) – Social Determinants of Health, Greenspace and Built Environments, Global Health, Community-Engaged Practice, Health Communication

**Adewale Oyeyemi, PhD** ([profile](#)) – Social Determinants of Health, Global Health, Community-based Physical Activity Interventions, Built Environment, Quantitative Research Methods

**Allison Poulos, PhD** ([profile](#)) – community-engaged health promotion, behavioral science, school and community-based physical activity in children

**Niko Verdecias, DrPH** ([profile](#)) – Community-Engaged Research, Metabolic Diseases, Health Disparities, Dissemination and Implementation

**Michael Yudell, PhD** ([profile](#)) – Ethics, Autism, Ethics of Community-Engaged Research, Health Communication, Global Health

**Xing Zhang, PhD** ([profile](#)) – Family and Couple Relationships, Health Disparities, Health Equity, Parenting Quantitative Analysis, Race and Ethnicity, Social Demography