

**DePaul University  
Master of Public Health Program**

**Student Handbook**

**Academic Year 2022-2023**



**DEPAUL UNIVERSITY®**

**COLLEGE OF LIBERAL ARTS AND  
SOCIAL SCIENCES**

*Master of Public Health Program*

## Table of Contents

1. Introduction to the Master of Public Health (MPH) Program .....	4
• Mission Statement	
• Program Overview	
• Academic Calendar	
• Advising	
• Transfer Credit	
• Graduation with Distinction	
2. Administration and Organization.....	6
• Administration	
• Organizational Structure	
3. MPH Curriculum .....	8
• Curriculum Overview & Learning Outcomes	
• MPH Course Descriptions	
• Elective Courses External to MPH Program	
• Degree Timeline	
• Credit Hours, Registration, and Enrollment Requirements	
• Academic Standing	
• MPH Degree Conferral Requirements	
4. Practicum Experience .....	12
• Overview	
• Practicum Prerequisites	
• Qualified Practicum Placements	
• Agency and Student Right of Refusal: Skill and Knowledge Base Requirements	
• Agency Assignment Process for Students with Disabilities	
• Criminal Offense Record Investigation and Practicum Placement	
5. Student Capstone .....	14
• Overview	
• Capstone Timing	
6. Academic Procedures.....	14
• University Registration	
• University Academic Calendar Formulas for Deadlines	
• University Graduation Requirements	
• Leave of Absence from the MPH Program	
• Withdrawal from the MPH Program	
7. Student Disciplinary Action.....	16
• University Grading Scale and Grade-Point Average Calculation	
• Repeating Required MPH Courses	
• Academic Probation	
• Discipline and Discontinuance	
• Dismissal from the Program	

8. Rights and Responsibilities.....	17
• Code of Student Responsibility	
• Commitment to Diversity	
• Mutual Tolerance and Respect Statement	
• Disabilities Requiring Accommodations	
• University Academic Integrity	
• MPH Academic Integrity	
• University Sexual Harassment Policy	
• MPH Grievance Policy	
• Appeal Procedures	
9. Student Organizations and Additional Resources.....	19
• Public Health Student Organization	
• Departmental and Campus Resources	
• Funding	
• Teaching Opportunities	
• Travel Funds	
• Graduate Research Fund	
• International Students	
10. Additional Academic Opportunities .....	21
• Global Health Certificate	
• Health Care Administration Graduate Certificate	
• MBA-MPH Program	

## **1.0 – Introduction to the Master of Public Health (MPH) Program**

The Master of Public Health (MPH) at DePaul University is a stand-alone graduate program housed in the College of Liberal Arts and Social Sciences. The program admitted its first cohort in the fall of 2008 and accredited by the Council on Education for Public Health (CEPH) through 2025.

### Mission Statement

The Master of Public Health program fosters health equity by educating dynamic public health leaders, conducting justice-focused health research, and serving the global city of Chicago.

### Vision Statement

Public Health Leaders for an Equitable Urban Landscape

### Values

- Social Justice
- Cultural Humility
- Engaging in systemic change
- Ethical and evidence-based Public Health
- Community engagement

### Program Overview

The Master of Public Health program has two concentrations:

1. ***Community Health Practice:*** The community health practice concentration prepares students to be leaders, innovators, and advocates in addressing community health problems and reducing health disparities. The concentration applies an interdisciplinary approach to problem solving and focuses on skill development around community health assessment, program design, and program evaluation. Students learn to appraise community health needs and design, implement, and evaluate interventions to address those needs. The objective is to provide students with the professional knowledge and practical skills to become effective public health leaders.
2. ***Social Epidemiology:*** The social epidemiology concentration prepares students to be public health leaders that use the methodological approaches of biostatistics and epidemiology to investigate and reduce health inequalities. This concentration focuses on social determinants of health as causes of health disparities and examines the role of concepts such as power and social context. Students learn to use data to inform research, policy, and intervention efforts that lead to effective action aimed at eliminating health inequalities.

The MPH program requires completion of 58 credit hours. The MPH program offers courses in a variety of formats: in-person, hybrid, and online. All MPH courses with in-person meetings or synchronous online sessions are held in the evening, 6:00pm-9:15pm. Most in-person/hybrid course are taught on DePaul's Loop Campus, but some courses are held in Lincoln Park. Meeting times and locations for elective courses taken outside the MPH program may vary.

DePaul MPH operates as a cohort-based program, admitting students once per year to begin their coursework in Autumn Quarter. The curriculum is based on fourteen required MPH courses and two additional elective courses. Please see Section 3.0, MPH Curriculum, for more details on required coursework.

All MPH students are required to complete a practicum. The practicum constitutes a period of professional public health-focused practice that is expected to engage students in practical activities. Additional information about practicum is provided in Section 4 below.

The Master of Public Health program is designed for students to complete all degree requirements, including practicum, in two, three, or four years. Students can elect to take one or two courses each quarter, thereby determining the duration of the program. The maximum time allowed for program completion is four years.

### Academic Calendar

To review the current academic calendar, please visit the DePaul website:

<https://academics.depaul.edu/calendar/Pages/default.aspx>.

### Advising

MPH students receive three levels of advising through the *Technical Advisor*, the *Practicum Advisor*, and the *Professional Advisor* as described below:

- **Technical Advisor**: The Program Assistant will serve as the technical advisor to all MPH students. The technical advisor assists students with curriculum planning, selecting electives, navigating the University, and providing overall assistance to ensure success. It is highly recommended that MPH students meet with their technical advisor each quarter. During regular operations, meetings can take place in person, over the phone or Zoom, or consist of check-ins via email. Dual-degree MBA/MPH students are assigned an MBA advisor, in addition to the MPH technical advisor. MBA/MPH students will find their MBA advisor here: <https://grad.depaul.edu/portal/cmc-appointments>.
- **Practicum Advisor**: The practicum advisor is the Manager of Community Partnerships. MPH students work with the practicum advisor to apply for and be placed in a practicum setting in the year prior to their degree conferral. In their final year, students work with the practicum advisor to complete their practicum and all associated requirements.
- **Professional Advisor**: MPH students will be matched with a professional advisor upon entering the program. MPH faculty members will serve as professional advisors and will be able to offer valuable advice on professional development and career planning. In addition to their assigned professional advisor, students may seek professional advising from multiple faculty as they earn their degree.
  - MPH students will find their Professional Advisor in the [CampusConnect](#) Student Center, on their Degree Progress Report, and in the BlueStar Success Network.

### Transfer Credit

The DePaul MPH program does not accept prior academic credit or any external credit during the program. All students are required to complete the 58 credit-hours at DePaul.

### Graduation with Distinction

To graduate with distinction from the College of Liberal Arts & Social Sciences (LAS), students must achieve a 3.75 GPA. In order to graduate with distinction from the MPH program, students must have a 3.75 GPA and earn a grade of “distinction” on their capstone.

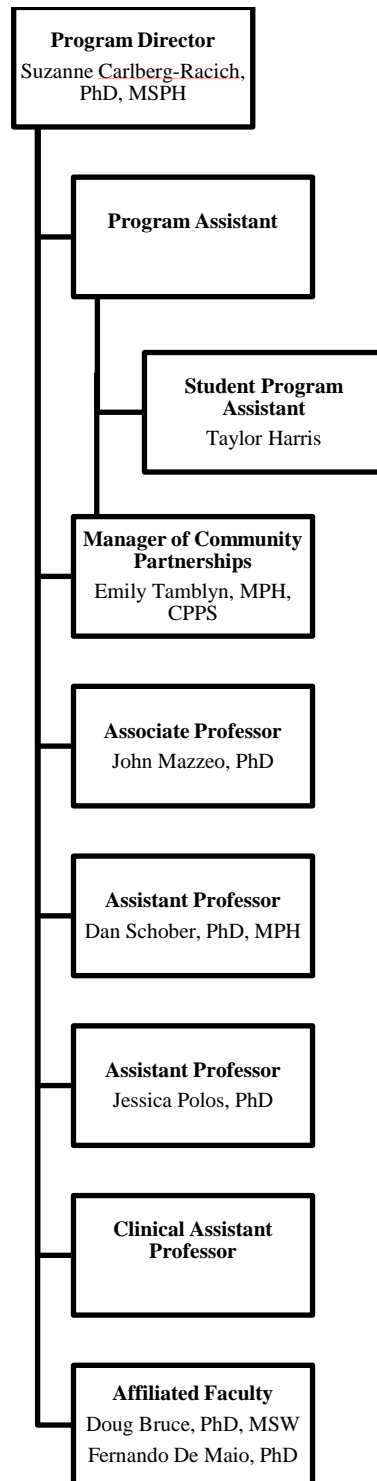
## **2.0 – Administration and Organization**

### Administration

The MPH program is governed by the MPH Program Committee and is led by an appointed Program Director. The Manager of Community Partnerships is responsible for the practicum, and the Program Assistant supports operational aspects of the program such as budget, accreditation, and general program administration.

The MPH program organizational chart can be found on the following page.

## MPH Program | Organizational Structure



### **3.0 – MPH Curriculum**

#### Curriculum Overview & Learning Outcomes

The MPH curriculum is based on accreditation standards outlined by the Council on Education for Public Health (CEPH). Learning outcomes for the MPH program are assessed as competencies, both core competencies as outlined by the CEPH and concentration-specific competencies as determined by the program.

#### *Core Competencies*

All MPH students will be able to:

- Apply epidemiological methods to settings and situations in public health practice
- Select quantitative and qualitative data collection methods appropriate for a given public health context
- Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming, and software, as appropriate
- Interpret results of data analysis for public health research, policy, or practice
- Compare the organization, structure and function of health care, public health, and regulatory systems across national and international settings
- Discuss the means by which structural bias, social inequities, and racism undermine health and create challenges to achieving health equity at organizational, community, and societal levels
- Assess population needs, assets, and capacities that affect communities' health
- Apply awareness of cultural values and practices to the design, implementation, or critique of public health policies or programs
- Design a population-based policy, program, project, or intervention
- Explain basic principles and tools of budget and resource management
- Select methods to evaluate public health programs
- Discuss the policy-making process, including the roles of ethics and evidence
- Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
- Advocate for political, social, or economic policies and programs that will improve health in diverse populations
- Evaluate policies for their impact on public health and health equity
- Apply leadership and/or management principles to address a relevant issue
- Apply negotiation and mediation skills to address organizational or community challenges
- Select communication strategies for different audiences and sectors
- Communicate audience-appropriate public health content (i.e., non-academic, non-peer audience), both in writing and through oral presentation
- Describe the importance of cultural competence in communicating public health content
- Integrate perspectives from other sectors and/or professions to promote and advance population health
- Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative



## *Concentration-Specific Competencies*

Students in the Community Health Practice concentration will be able to:

- Design components of a research study appropriate for a specific question and in a particular community context.
- Analyze population needs and assets that affect community health equity.
- Develop program priorities, goals, and measurable objectives in response to community needs.
- Design a well-constructed evaluation plan.
- Develop an effective community health project component that applies theoretical study design and considers priority population, delivery method, and setting.

Students in the Social Epidemiology concentration will be able to:

- Analyze key structural and social determinants of health and the evidence base underlying conceptual thinking about these factors.
- Apply modelling strategies most commonly used in social epidemiology (OLS and logistic regression).
- Apply multilevel regression models incorporating area-level social determinants of health and individual-level health outcomes.
- Translate findings from an empirically-based project into recommendations for a population- or community-based policy or program.
- Contextualize results of data analysis for public health research, practice, or policy.

### MPH Course Descriptions

All MPH course descriptions can be found on the DePaul University Catalog, under [Course Descriptions](#).

### Elective Courses External to MPH Program

Students can take elective courses from any program in the University as long as the course is offered for graduate credit, and it is determined by the MPH Program Director to fit with the education and training needs of the student. Electives must relate to public health and enhance the student's public health interest areas. Students must produce a brief rationale for their elective which discusses its relevance to the field and public health and the student's course of study. Students must receive approval from the Program Director before enrolling in the course.

### Degree Timeline

Upon matriculation, students consult with their technical advisor to create their course plan based on anticipated graduation date. Tables 1 and 2 below show the course plan for a full time student completing the program in two years. Students wishing to complete the program in three or four years should contact Program Director Suzanne Carlberg-Racich for advising. Continual assessment of completion date is encouraged and any changes will be discussed and implemented through the technical advisor.

**Table 1. Curriculum and Timeline for Full Time Students – Community Health Practice**

<b>Year 1</b>		
<b>Academic Term</b>	<b>Course Name</b>	<b>Credits</b>
<b>Fall Quarter</b>	501: Introduction to Public Health	4 credits
	541: Biostatistics	4 credits
<b>December Intersession</b>	503: Environmental Health	4 credits
<b>Winter Quarter</b>	511: Health Behavior Theory	4 credits
	502: Introduction to Epidemiology	4 credits
<b>Spring Quarter</b>	512: Research Methods	4 credits
	522: Program Development & Grant Writing	4 credits
<b>Summer Session(s)</b>	Elective*	4 credits
<b>Fall, Winter, and Spring</b>	600: Preparation for Public Health Practice	1 credit
<b>Year 2</b>		
<b>Academic Term</b>	<b>Course Name</b>	<b>Credits</b>
<b>Fall Quarter</b>	602: Community Health Assessment	4 credits
	525: Program Evaluation	4 credits
<b>December Intersession</b>	Elective*	4 credits
<b>Winter Quarter</b>	603: Community Health Project Design	4 credits
	513: Public Health Administration	4 credits
<b>Spring Quarter</b>	604: Capstone Seminar in Community Health	4 credits
	Elective*	4 credits
<b>Fall, Winter, and Spring</b>	699: Public Health Practicum	1 credit
<b>Total</b>	<b>16 courses</b>	<b>58 credits</b>

\* Students are only required to take two (2) electives.

**Table 2. Curriculum and Timeline for Full Time Students – Social Epidemiology**

<b>Year 1</b>		
<b>Academic Term</b>	<b>Course Name</b>	<b>Credits</b>
<b>Fall Quarter</b>	501: Introduction to Public Health	4 credits
	541: Biostatistics	4 credits
<b>December Intersession</b>	503: Environmental Health	4 credits
<b>Winter Quarter</b>	511: Health Behavior Theory	4 credits
	502: Introduction to Epidemiology	4 credits
<b>Spring Quarter</b>	530: Social Epidemiology	4 credits
	531: Data Analysis	4 credits
<b>Summer Session(s)</b>	Elective*	4 credits
<b>Fall, Winter, and Spring</b>	600: Preparation for Public Health Practice	1 credit
<b>Year 2</b>		
<b>Academic Term</b>	<b>Course Name</b>	<b>Credits</b>
<b>Fall Quarter</b>	605: Social Epidemiology Project Design	4 credits
	535: Program Design and Evaluation	4 credits
<b>December Intersession</b>	Elective*	4 credits
<b>Winter Quarter</b>	606: Social Epidemiology Project Implementation	4 credits
	532: Data Analysis II	4 credits
<b>Spring Quarter</b>	607: Capstone Seminar in Social Epidemiology	4 credits
	Elective*	4 credits
<b>Fall, Winter, and Spring</b>	699: Public Health Practicum	1 credits
<b>Total</b>	<b>16 courses</b>	<b>58 credits</b>

\* Students are only required to take two (2) electives.

### Credit Hours and Enrollment Requirements

Students are required to take a total of 58 quarter credit hours to complete the MPH program. Full-time study is at least eight (8) quarter hours plus practicum during the final year. Most courses earn four (4) credit hours each.

### Incomplete Course Grades (IN)

In order to take a full course load in the Autumn quarter of any year, students must have no more than one incomplete grade in formal coursework from the previous academic year. For each incomplete over one, the student must reduce his/her course load by one course. The student will have such a reduced course load for each subsequent quarter until no more than one incomplete remains. MPH students with two or more incompletes are prohibited from taking more than one course per quarter until the incompletes are resolved. The University policy, applicable to all MPH students, regarding incompletes states the following: "Undergraduate and graduate students have at most two quarters to complete an incomplete. At the end of the second quarter (excluding summer) following the term in which the incomplete grade was assigned, the incomplete will automatically convert to an F grade."

### MPH Degree Conferral Requirements

In order to be eligible for MPH degree conferral, students must:

- Submit all required paperwork to LAS by the College's deadlines
- Submit all required paperwork to MPH by the Program's deadlines
- Successfully complete the required 58 credit hours in 2, 3, or 4 years
- Have a cumulative GPA of 3.0 or higher
- Earn a grade of Pass on the MPH Capstone
- Present a poster at the MPH Graduate Forum
- Complete a minimum of 250 hours in practicum

## **4.0 – Practicum Experience**

### Overview

The practicum constitutes a period of professional practice that is expected to engage public health graduate students in public health activities. The purpose of the practicum is to provide students a structured, comprehensive, and thoughtful application of their MPH coursework to enhance and further develop their professional competencies in a public health practice setting, an experience that culminates in the creation of the practicum-specific project.

The practicum takes place during the student's final year of the MPH program. In addition to other field placement public health activities, as directed by the on-site practicum supervisor, practicum students are required to complete the following three elements:

1. A practicum-specific project developed in conjunction with and under the direction of the practicum site;
2. The practicum portfolio, two practice-based products or deliverables developed as part of the practicum-specific project, that demonstrate attainment of program competencies; and
3. The poster presentation, a formal poster presentation of the practicum project to our MPH community partners, DePaul colleagues, and the general public at the MPH Graduate Public Health Forum.

The practicum is required by the MPH Program for degree completion.

For additional information about practicum requirements and expectations, please refer to the Practicum Manual.

### Practicum Prerequisites

There are three prerequisites for placement in the practicum:

1. Students must take and pass the year-long MPH 600 (Preparation for Public Health Practice) preceding their placement.
2. Students considering practicum placement are matched at qualified placement sites through a competitive application process. Students who do not complete this application process are not eligible for practicum placement. In order to be eligible to participate in the application process students must be in good academic standing, with no academic probations, incompletes "IN", or research "R" grades pending.

3. Once matched in a practicum placement, students must be in good academic standing in order to begin their placements. “Good academic standing,” includes but is not limited to, students who do not have any academic probations, incompletes, “R” grades pending, or any other academic issues, at the beginning of their practicum placement.

### Qualified Practicum Placements

Students are matched at qualified placement sites through a competitive application process. A list of approved sites is available at the Practicum Information Session, usually held in the Spring Quarter prior to practicum start. Students will work with the Practicum Advisor in advance of the Info Session to discuss public health interests and potential practicum sites and opportunities.

Students who have specialized skill sets they wish to build on during practicum that may require a unique or non-traditional placement must provide the following information to the Practicum Advisor in writing by January 6, 2023: 1) a resume documenting the skill set, 2) the names of two potential practicum sites and an explanation about how each could meet the needs of the student, and 3) contact information for someone at each site who would be an appropriate Field Supervisor.

### Agency and Student Right of Refusal: Skill and Knowledge Base Requirements

Although graduate students are rarely “experts” in any public health field, some practicum placement sites may require that an MPH student have some skill set or knowledge concerning the agency’s area of service delivery prior to the initiation of the practicum experience. The MPH student practicum application process should eliminate any mismatch between agency expectations and student knowledge, and prevent the student from interviewing without proper qualifications. However, the student should know that the agency always has first right of refusal to place any incoming students. Questions on this topic should be directed to the Practicum Advisor.

### Agency Assignment Process for Students with Disabilities

As required by federal law, state law, and DePaul University policy, practicum placement sites, as a whole, must be accessible to students with disabilities. MPH students with disabilities should have the same types of educational opportunities as students without disabilities. However, given the wide range of disabilities, it is possible that not every placement site will have the capability to accommodate every student with a documented disability. For example, a site may not be able to accommodate students who use wheelchairs because of the agency’s location or architecture, but the same site could accommodate students with visual or hearing impairments. The Practicum Advisor will work with all students to assure that they have a site that is able to accommodate their needs during the practicum application process.

### Criminal Offense Record Investigation and Practicum Placement

Students should be aware that many sites require a criminal background check prior to beginning their practicum placements. Having a felony or misdemeanor conviction does not necessarily preclude a student from obtaining a practicum placement within an agency. However, many sites will not accept a student with violence- or drug-related convictions. A student who is in a criminal registry should notify the Practicum Advisor during the application process.

## **5.0– Student Capstone**

### Overview

All students complete a capstone that demonstrates synthesis of foundational and concentration competencies. The capstone is required by the MPH Program for degree completion.

The capstone represents a culminating experience and allows students to apply the knowledge they gained in the MPH program to a public health concern in the form of a high-quality written product. Capstone format requirements may vary by concentration, but all students will participate in dedicated course(s) with to complete their capstone in an iterative process. Additional information about capstone requirements and expectations will be provided to students in the dedicated capstone course(s).

### Capstone Timing

Completion of the capstone occurs during or after the student’s practicum experience, to take place in the final year of their program.

## **6.0 - Academic Procedures**

### University Registration

1. Students can add, drop or swap classes via [Campus Connect](#). It is the student's responsibility to verify that the transaction has been processed.
2. Students will receive credit only for classes for which they are registered.
3. Students who are not on the class roster are responsible for completing the steps necessary to resolve the issue. It is not the responsibility of the instructors to resolve the problem.
4. Students must officially register for classes by the stated deadline. For 10-week classes, the deadline is the end of the first week of the term. In addition, students should consult individual college regulations regarding special registrations (e.g., independent studies, internships, etc.).
5. The university is required to report enrollment and attendance to fulfill requirements established by several governmental agencies. To satisfy these requirements, it is university policy that attendance will be monitored in all classes. Each school or college maintains additional specific policies concerning attendance. Students should become familiar with these policies. Promptness is expected of a student for all class sessions. Tardiness of more than 10 minutes is generally to be considered by the instructor as an absence.
6. Students' status at the university will be changed from "active" to "discontinued" if:
  1. There is no enrollment in the term of admittance.
  2. There is no registration activity for three consecutive quarters — excluding summers — in which case these students must seek readmission.
  3. No progress has been made towards their degree for three consecutive terms, excluding summers. (Candidates for theses and students on year-long study abroad programs are excluded from this rule.)
7. Students who have been "discontinued" must be readmitted through the Office of Admission in order to continue their studies.

### University Academic Calendar Formulas for Deadlines

Academic calendar deadline dates are based on the following formulas. These formulas are particularly important for classes that meet outside the standard start and end dates for a term (10-week term plus finals week). Students should consult the LAS office for specific dates relevant to MPH classes.

- Students may not add classes after 10% of the scheduled class has elapsed.
- Students who drop a class or classes after 20% of the scheduled class has elapsed will be responsible for 100% tuition and a grade of W will be assigned.
- Students may not select a Pass/Fail grading option after 20% of the scheduled class has elapsed.
- Students may not select Audit (non-credit) grading option after 30% of the scheduled class has elapsed.
- Students may not withdraw from classes after 70% of the scheduled class has elapsed.

### University Graduation Requirements

1. The student must have satisfied all the requirements and regulations of the individual program and college or school granting the degree. Please see MPH Degree Conferral Requirements above.
2. A formal application for graduation must be filed by a candidate. Application for graduation may be made only by classified degree seeking students. The student must complete the online degree conferral application in Campus Connect. Students in the MPH program will be applying for spring degree conferral. More details on conferral can be found here: <https://las.depaul.edu/student-resources/undergraduate-advising/graduation/Pages/degree-conferral.aspx>

Submitting this online application does not guarantee the conferral (granting) of a degree from DePaul University. A student can change the expected completion term up to the last day of that term. Degree requirements are reviewed at the end of the expected completion term indicated. If all requirements are met, the degree will be conferred within 30 days of the end of the term. Diplomas are mailed to graduates without financial holds within 45-60 days after the end of the term. DePaul reports degree information to the National Student Clearinghouse monthly. Many companies and agencies use this service to verify awarded degrees. A student's degree will be verified by the Clearinghouse if the student does not have a FERPA/Privacy restriction in Campus Connect at the time the degree is conferred. Students should verify Privacy Settings before the end of their completion term.

### Leave of Absence from the MPH Program

There is no formal leave of absence process, save for military leaves, for the MPH program. Students can take up to three consecutive quarters off before being discontinued in the system. Students wishing to take some time off must email the MPH Program Director and MPH Program Manager to provide a brief explanation. For student needing to take a military leave, the appropriate form can be found and completed in Campus Connect.

### Withdrawal from the MPH Program

Students who wish to discontinue studies, permanently or for some indefinite period of time, and are in good standing should complete the appropriate process. Withdrawal from or dropping courses may have financial implications. All related information is found [here](#). A student who has withdrawn and subsequently wishes to resume studies must reapply to the program.

Readmission is not guaranteed. If a student wishes to gain readmission less than a year from the initial withdrawal date, a readmission form may be completed through the Office of Graduate Admissions. For students wishing to be readmitted more than a year after the initial withdrawal date, a new application for admittance must be submitted through the Office of Graduate Admissions.

## **7.0 – Student Disciplinary Action**

### University Grading Scale and Grade-Point Average Calculation

The University grading scale can be seen in Table 4 below.

**Table 4. DePaul University Grading Scale**

<b>Grade</b>	<b>Quality Points Per Credit Hour</b>	<b>Credit Hours</b>	<b>Quality Points</b>
<b>A</b>	4.0	4	16.0
<b>A-</b>	3.7	4	14.8
<b>B+</b>	3.3	4	13.2
<b>B</b>	3.0	4	12.0
<b>B-</b>	2.7	4	10.8
<b>C+</b>	2.3	4	9.2
<b>C</b>	2.0	4	8.0
<b>C-</b>	1.7	4	6.8
<b>D+</b>	1.3	4	5.2
<b>D</b>	1.0	4	4.0
<b>F, FX</b>	0.0	4	0.0

(Source: <http://www.depaul.edu/university-catalog/academic-handbooks/graduate/graduate-academic-policies/Pages/grades.aspx>)

Official GPAs are calculated by the DePaul Registrar and are made available to students through Campus Connect. Student GPAs are also reported to the MPH Program. DePaul calculates a student's grade point average by dividing the total number of quality points accumulated by the total number of credit hours attempted with quality points assigned. The grade point average is calculated only upon grades earned at DePaul University.

### Repeating Required Courses

Students who fail to earn a B- or higher in any course are required to repeat that course to earn a grade acceptable to the MPH program. No course may be repeated more than one time. In addition, practicum placement and/or degree conferral will be delayed in the event that a course must be repeated. Both grades for the course will appear on the student's transcript and be used to calculate GPA.



### Academic Probation

If a student's cumulative GPA is below 3.0 (on a 4.0 scale) after any academic quarter, the student is placed on probationary status. The student will receive a warning letter stating the specific conditions of probation. Students on probation are required to meet with the Program Director and technical advisor to establish an action plan for addressing the academic probation. Students on probation have one academic quarter to address the specific probation conditions or face dismissal from the program.

### Discipline and Discontinuance

Violation of university or MPH program regulations and policies can result in disciplinary action ranging from restrictions on registration to termination of the student's graduate status.

Restriction on registration may simply mean that the student is not allowed to register for a full load of courses until he/she has resolved the issue. Other forms of disciplinary action can include lowered grades in coursework, or, in extreme cases, recommendation for termination from the program. The action taken is based on stated policies of the university and the MPH program, the magnitude and scope of student behavior, and current/prior evaluations of student performance.

### Dismissal from the MPH Program

Dismissal from the program may occur under any of the following circumstances (but is not limited to this list). Additionally, students should note that degree conferral might be delayed under any of these conditions.

- Fails to meet what the program, the college, or the university deems to be satisfactory progress toward a graduate degree
- Violates the university standards as specified by the program and college, including academic integrity policies
- Fails to address conditions for academic probation within one academic quarter
- Fails to complete MPH requirements for degree conferral as listed above

Students subject to disciplinary action by the MPH program are also subject to the university procedures as described in the Graduate Academic Policies.

## **8.0 Rights and Responsibilities**

### Code of Student Responsibility

A student, by voluntarily joining the DePaul community, agrees to abide by the standards that have been instituted by DePaul University. Students are responsible for being familiar with all of the policies and procedures included in the Code of Student Responsibility. The full University Code is available in the Academic Student Handbooks section of the University Catalog. It can be accessed online at (<https://catalog.depaul.edu/student-handbooks/code-student-responsibility/university-policies-applicable-students/>)

### Commitment to Diversity

Diversity is a core value of DePaul University and has been since the University's founding. DePaul's history and mission demonstrates a deep and abiding respect for the dignity of individuals and their cultures. The University is committed to action that supports such diversity and enables all members of the University community to build and enhance relationships in a safe environment. DePaul University is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty members, free of harassment, discrimination and/or assault behavior of any kind against any person or group of individuals based on race, gender, sexual orientation, age, national origin, religion, marital status, or disability. The DePaul community is marked by its inclusivity, diversity, and openness to a wide range of students, faculty, and staff.

### Mutual Tolerance and Respect Statement

Public health deals with controversial issues from multiple perspectives and consideration of these issues may cause disagreements among people or may evoke strong personal feelings, depending on each person's individual experience, histories, identities, and worldviews. Therefore, in all interactions and communications, it is important that students and faculty strive to have mutual respect and tolerance for one another and for any course guests and members of the community. If a student feels they have been offended by any content or interactions, they are encouraged to discuss this with the instructor or another faculty member.

### Disabilities Requiring Accommodations

Students who need an accommodation based on the impact of a disability should contact their instructor privately to discuss their specific needs as soon as possible, preferably within the first week of classes. All discussions will remain confidential from other students, but faculty may need to discuss accommodation requests with MPH program staff.

To ensure that each student receives the most appropriate accommodation based on their needs, please contact the Center for Students with Disabilities (CSD) Program at DePaul University, a year-round comprehensive program designed to meet the needs of DePaul University students with specific learning disabilities, associated disorders, and other disabilities. CSD is located in Student Center, Suite 370, and more information may be found at the [Center for Students with Disabilities Page](#)

### University Academic Integrity

Adapted from DePaul University Academic Integrity Policy <https://offices.depaul.edu/academic-affairs/faculty-resources/academic-integrity/Pages/default.aspx>

### MPH Academic Integrity

Due to the serious nature of academic integrity violations, students found to have engaged in such actions jeopardize their status with the MPH program and the university. The MPH program will consider the student's behavior with regard to the ethical and professional standards of public health and may recommend procedures up to and including permanent dismissal from the program.

### University Sexual Harassment Policy

Reproduced from the Code of Student Responsibility; a full-text version may be found at: <http://www.depaul.edu/university-catalog/academic-handbooks/code-of-student-responsibility/university-policies-applicable-to-students/Pages/anti-discrimination-and-anti-harrassment-policy-and-procedures.aspx>.

### MPH Grievance Policy

The MPH program realizes that students may have concerns throughout their academic career that will require the intervention of the university, or that will require a university response. The university has a number of established policies and procedures for responding to specific concerns. The MPH program further acknowledges that students may have concerns not addressed by university policies, which may require further attention. These include concerns about coursework or working relationships with faculty and/or other students.

Students are always encouraged to try and address concerns through direct communication with involved parties. However, there may be time where such attempts at resolution are not successful, or where the assistance of another party may be helpful. In these instances, the MPH program and university have several resources available to students. If requested, all inquiries will be treated confidentially to the extent possible.

### Appeal Procedures

A student may appeal a decision of the MPH Program faculty by preparing a statement (this can be delivered in person, but it also must be delivered in writing) giving the grounds and rationale for the appeal. This statement should be presented to the MPH Program Director, who then will arrange a meeting with the faculty. The student can be present at this meeting to present the appeal, or they can opt to have themselves represented by the written statement or a faculty member familiar with the situation. If the student chooses to be present at this meeting, they can be asked to leave the meeting after making the presentation, in order to allow for discussion and decision-making. The Director and faculty as a group will then consider the appeal, and its decision will be communicated to the student. Please note that the MPH Program Director may also consult with the Associate Dean of LAS or other relevant Program, College, or University parties at any point during this process.

## **9.0 – Student Organizations and Additional Resources**

### Public Health Student Organization

The mission of the Public Health Student Organization (PHSO) is to develop students in public health practice. Open to graduate and undergraduate students, but housed in the MPH Program, DePaul's PHSO mission is to act as a liaison between students, staff, and faculty to promote community involvement, and to facilitate education and advocacy in the profession of public health. Both undergraduate and graduate students must be in good academic standing in order to be members. Ideally, the PHSO actively examines the needs of DePaul's community and as well as those of the city of Chicago and aims to provide creative programming the address the specific health needs of these populations.

PHSO is governed by the Officers of PHSO Executive Board (President, Vice-President, Secretary, Treasurer, PHSO Newsletter Editor, Undergraduate Student Representatives, and MPH Program Student Representatives). Officers are elected by the general membership once a year in Spring Quarter.

### Departmental and Campus Resources

DePaul University and the Master of Public Health program provide students with various resources to support them during their graduate training. The DePaul Graduate Student Handbook (<http://www.depaul.edu/university-catalog/academic-handbooks/graduate/university-information/Pages/about-this-handbook.aspx>) contains information on numerous University programs and services available to students, such as library facilities, computer centers, photocopying facilities, email accounts, health services and insurance, handicapped student services, and international student services. It also outlines many community resources of potential interest to students, such as banks, transportation facilities, restaurants, cultural establishments.

### Funding

All tuition and financial concerns are handled by DePaul Central (<http://offices.depaul.edu/depaul-central/Pages/default.aspx>) and the Office of Financial Aid (<http://www.depaul.edu/admission-and-aid/financial-aid/Pages/default.aspx>).

The MPH program offers a limited number of graduate assistantships (GA). The GA position is designed for a MPH student to participate in research by assisting a faculty member with a research project for a full academic year. The expectation is that the student will gain valuable knowledge, experience, and skills for building a career in public health and the faculty member will benefit from research support.

The GA position comes with **16 credit hours of tuition support and a stipend of \$7,500.**

### Minimum Eligibility Criteria:

- Full time MPH student for the academic year, enrolled in at least 16 credit hours
- Able to dedicate 10 hours per week to a faculty research project for an entire academic year
- Able to assume the position on the first week of Autumn Quarter classes
- GPA of 3.75 or higher
- Demonstrates the capacity and interest for advanced public health research
- Not employed full time at DePaul University
- Not receiving other forms of tuition support from DePaul University
- Not on academic probation for any reason

### Teaching Opportunities

The Master of Public Health Program does not offer any teaching opportunities within the program to its students.

### Travel Funds

The Public Health Student Organization and individual students may have the opportunity to secure funds for travel from external bodies, and limited funds are available from the MPH Program. PHSO administers the application process through which support from the MPH program can be obtained. Students are also encouraged to apply for external scholarships, travel funds, and conference discounts through various member organizations. Please see Graduate Student Conference Funding & Dean's Office Travel Funding for more information (<https://las.depaul.edu/academics/philosophy/student-resources/Pages/conference-and-travel-funding.aspx>).

### Graduate Research Fund

Annually, the College of Liberal Arts and Social Sciences Graduate Office provides funding for students who are conducting or presenting research through a competitive application process: <https://las.depaul.edu/research/graduate/Pages/default.aspx>. The College supports the research, scholarship and creative work of graduate students through this program. The Graduate Research Funding (GRF) Program provides research funds to the college's graduate student population who contribute to the academic rigor of our programs by providing funds to help defray costs of conducting research /creative work and for presenting papers at academic conferences. If you are interested in learning more about this opportunity, contact the MPH Technical Advisor for more information.

### International Students

In addition to receiving advising through the MPH program, international students work closely with the office of International Student & Scholar Services (ISS). Any questions related to immigration status, visas, required paperwork, etc. should be directed to the international student's ISS advisor. Contact information for ISS can be found [here](#). Information on how to maintain lawful immigration status can be located [here](#). Additionally, the [ISS employment page](#) also includes tutorials regarding Optional Practical Training (OPT) and Curricular Practical Training (CPT).

## **10.0 – Additional Academic Opportunities**

### **Global Health Certificate**

#### Overview

The Certificate in Global Health prepares professionals to work collaboratively with communities to prioritize and investigate health concerns to achieve lasting social change, and foster health equity to promote the health and well-being of populations in diverse global contexts. The four-course certificate trains students in key aspects of global health, using a multidisciplinary approach to analyze the underlying determinants of health, the relationship between public health and development, and public health practice.

### Course Requirements for MPH Students

- MPH 551: Global Health
- MPH 554: Global Public Health Practice
- Choose one elective (*please see [the certificate webpage](#) for an approved list of electives*)

Any of the above courses can count toward the required 8-credit hours (2 courses) of elective work required by the MPH degree.

### Admission Requirements

Applications are accepted at any time, and students may begin the program at the start of any academic quarter. The program is open to both non-degree seeking students and students concurrently enrolled in a DePaul graduate degree program. All applicants must hold a bachelor's degree. To apply to the program, prospective students must submit the following materials:

- An LAS graduate admission on-line application. The application fee is waived for current DePaul students.
- Transcripts from all schools attended. These may already be on file for current students.
- A personal statement of 300-500 words describing their professional interests and goals in the certificate.

For more information on the application process, please contact Graduate Admissions:  
[GradDePaul@depaul.edu](mailto:GradDePaul@depaul.edu).

## **Health Care Administration Certificate**

### Overview

The Health Care Administration certificate provides students with the managerial and analytical skills necessary to understand and influence the processes through which hospitals, associated health care organizations and public and private agencies provide health care opportunities to explore the roles of specific nonprofit and governmental health care providers and regulatory agencies

### Course Requirements

- MPS 531: Health Care Administration or MPH 513 Public Health Administration
- Choose two electives (*please see [the certificate webpage](#) for an approved list of electives*)

## **MBA-MPH in Community Health Practice**

The Master of Business Administration/Master of Public Health (MBA/MPH) joint degree develops students' managerial acumen and their expertise as public health professionals. Offered jointly by the Kellstadt Graduate School of Business and the College of Liberal Arts and Social Sciences, this unique 88-credit MBA/MPH provides students with the opportunity to earn advanced degrees in two highly complementary fields—business and public health. Focusing on Healthcare Sector Management and Community Health Practice, respectively, the MBA/MPH program allows students to obtain both degrees in as little as three years of full-time course work. This rigorous program is designed for highly motivated students who work or plan to work

in management, executive, or consulting positions in community/population health. Acceptance into the joint degree program requires applicants to meet the admissions requirements of both the MBA and MPH program. If a current MPH student wants to pursue the joint degree, they must apply and be accepted into the MBA program.

The joint degree program will consist of 27 total courses for 88 credit hours. Sixteen (16) courses, or 52 credit hours, are from the Master of Business Administration program in the Driehaus College of Business. Eleven (11) courses, or 36 credit hours, are from Master of Public Health Program in the College of Liberal Arts and Social Sciences. Student can complete the joint degree program in three or four years.

For more information, please consult with an [advisor in the MBA program](#) to develop a plan for coursework. Additional details can be found here: <https://las.depaul.edu/academics/public-health/graduate/mba-mph/Pages/default.aspx>