

# Student Handbook

## 2023-2024 Academic Year

Baccalaureate Programs:  
*Biostatistics*  
*Health Management*  
*Public Health*











Policy on Plagiarism and Citation:

Plagiarism is a serious Academic Integrity violation that involves misrepresenting someone else's words or ideas as one's own. This includes submitting work prepared by someone else (e.g. another student, commercial firm) as one's own. Examples of how to credit sources are described below, as summarized from the [University's Policy on Academic Integrity & Ethics](#).

*Quotations:* When directly quoting a source, the text (regardless of amount) must be surrounded by quotation marks or block quoted. Quotes must be referenced in the text and bibliography using the format required by each course.

*Paraphrasing or citing an idea:* When summarizing another source or person's ideas, quotation marks are not necessary, but the ideas must be cited in the text and bibliography using the format required by each course.

## Academic Records

Confidentiality of Student Records

Academic records are confidential to the student and institution. Because of professional and legal responsibilities involved, record-keeping is delegated to responsible persons who realize the confidential nature of such records. Students have the right of privacy in regard to their records as afforded by the 1974 [Family Education Rights & Privacy Act](#).

In keeping with these standards:

1. Official transcripts are kept in the Office of the University Registrar. Only this office, a member of the health care professions, 280-2401 Federal Bldg by a student. (10) 2401 (10) 215 record kept by the CPHSJ is never released outside of the University.
2. Medical records are maintained in the Student Health Center and/or University Counseling Center and are interpreted only by a member of the health care professions.
3. Counseling and conduct records are not released without the explicit consent of the student.

## Accommodations for Students with Disabilities

Students who wish to request academic accommodations and discuss eligibility requirements should contact the [Center for Accessibility and Disability Resources](#), located within the Student Success Center at [accessibility\\_disability@slu.edu](mailto:accessibility_disability@slu.edu) or 314-977-3484. Confidentiality is observed in all inquiries. Information about a student's eligibility for academic accommodations will be shared with course instructors via the class roster in Banner.



## Grading

The following [grading scale](#) applies to all CPHSJ undergraduate Biostatistics, Health Management and Public Health major courses:

Letter Grade	Percentage	GPA
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D	60-69	1.0
F	<60	0.0
FQ	<60	0.0

The grade of FQ is assigned to students who have ceased attending/participating in a course and as a result, earned a failing grade.

Biostatistics, Health Management, and Public Health majors must earn minimum grades of:

“C” in all major courses

“D” in all elective courses counting toward the minimum 120 credits for graduation

“C-” in all core courses (for students on curriculum plans prior to Fall 2022)

“D” in all University Core courses (for students entering Fall 2022 onwards)

## Appealing a Grade

Students who have questions about or disagree with a grade, should contact the faculty member who assigned the grade. A student has four weeks after the posting of the grade to initiate an appeal to the faculty member. Appeal beyond this time should be sent to the Associate Dean for Public Health. Students who wish to appeal the Associate Dean's decision may appeal to the CPHSJ Dean.

## Dean's List

CPHSJ undergraduates who earn a semester GPA of 3.70 with a minimum of 12 graded credits are named to the Dean's List and receive a letter of recognition from the Dean.



### Program Dismissal

Students may be dismissed from the Biostatistics, Health Management, or Public Health majors for reasons other than failure to meet academic requirements, e.g. academic integrity violation(s), professional misconduct, etc. Such decisions are conveyed to the student in writing by the Program Director. Appeals are made to the Associate Dean for Public Health, who may consult with the Undergraduate Steering Committee as needed.

### Academic Advising & Faculty Mentors

All CPHSJ undergraduates are assigned an Academic Advisor and a Faculty Mentor. Academic Advisors aid students with developmental transitions, plan course registration, clarify program/curriculum requirements, monitor academic progress and refer students to academic and support services on campus. Faculty Mentors support students in professional growth, exploration of career goals, and post-graduation planning. Academic Advisor appointments are scheduled via [EAB Navigate](#). Faculty mentor appointments are scheduled directly with the mentor via email or phone.

### Registration

Prior to each registration period, students must meet with their Academic Advisor to review their academic progress and curriculum plan. They also must meet with their Faculty Mentor. Following these appointments, the Academic Advisor and Mentor each release the registration holds, allowing the student to register through BANNER Self-Service or CourseLeaf at <http://www.courses.slu.edu>. Detailed directions for registration are on the [Registrar's website](#)

## Failure to Register

Students who do not register by the end of the second week of classes and who do not submit a [Petition for Leave of Absence \(Form #4\)](#) will have their student record deactivated. To re-enroll within a year of deactivation a student must complete the [Petition for Activation of Non-Registered Student Record \(Form #6\)](#). Undergraduates who have not been enrolled at SLU for one year (i.e., three consecutive semesters, including summer) must reapply for admission to SLU.

## Course Extensions (Incompletes)

Students who experience circumstances that prevent them from completing all coursework before the final day of class may request a Course Extension through the [Petition for Course Extension \(Form #2\)](#). An extension will not be granted to avoid an unsatisfactory grade.

Per [University policy](#), course extensions may be granted if:

1. A Petition for Course Extension is submitted before the date final grades are due.
2. The student is passing at the time of the request.
3. The student satisfactorily completed a substantial part of coursework (i.e., ~2/3).

Even if these criteria are met, the decision to offer a course extension is at the discretion of the instructor.

University policy stipulates that the student and the instructor agree in writing to the conditions for clearing the Incomplete from the student's transcript. The instructor submits the completed Petition to the Registrar. The Registrar assigns the "I" and notes the date by which outstanding work must be completed. If the completion deadline is not met, then the "I" is changed to an "F." Per University policy, an "I" must be cleared within one year after the course was taken. If the "I" is assigned to a course that serves as a pre-requisite for other coursework, then it must be cleared by the end of the first week of the course for which it is required.

## Second Majors

Students who wish to pursue a second major must declare the Biostatistics, Health Management, or Public Health major as the primary major. If the second major is within

Students must request that the SLU Registrar receive official transcripts when any of their coursework was taken at an institution other than SLU; students may request their transcripts to be sent to the SLU Registrar from the [National Student Clearinghouse](#). Although official electronic transmission is preferred, the Registrar accepts official transcripts issued to students if they are in a University-sealed envelope. Failure to provide a transcript in a timely manner may prevent progression in one's major or delay graduation. [Form #7](#) must be on file in the student's academic record for the Registrar to post the course(s) to the SLU transcript.

Up to 6 credits of transfer coursework may be used towards Biostatistics, Health Management, and Public Health major courses. Such courses are reviewed by the Director of Undergraduate Public Health Programs.

SPS Courses



Course Overload

Accelerated students enrolled in graduate (5000-level) courses may not register for more than a total of 15 credits (BSBST/MS-BSTHA, BSBST/MS-



## Accelerated BSBST/MS-Biostatistics & Health Analytics Program Policies & Procedures

To be eligible for admission to the accelerated BSBST/MS-BSTHA Program, BSBST students must maintain a 3.00 cumulative undergraduate GPA and meet eligibility criteria previously described. After an eligibility review by the Undergraduate Public Health Programs, BSBST undergraduates are approved to apply to the program.

### Application Materials & Process

Once eligibility is confirmed by the Undergraduate Public Health Program, students submit application materials to the CPHSJ Office of Admissions via [SOPHAS Express](#) in the fall of their fifth year of collegiate study. Applicants must select one of the following MS-BSTHA concentrations: Traditional Concentration *OR* Geospatial Concentration

Students must meet all MS-specific criteria for acceptance; therefore, students must refer to admission criteria on the [MS-BSTHA website](#) and work with their Academic Advisors for guidance on how to include these courses in their first three years of coursework.

Qualified applicants are invited to interview with a faculty member in the applicant's area of concentration. Admission decisions are based on the strength of the applicant's overall qualifications, recommendation of the faculty, and ability to maintain a maximum 15 credit per semester schedule in the senior year.

## Accelerated BSBST/MS-Health Data Science Program Policies & Procedures

To be eligible for admission to the accelerated BSBST/MS-HDS Program, BSBST students must maintain a 3.00 cumulative undergraduate GPA, a 3.40 GPA in mathematics and statistics courses, and meet eligibility criteria previously described. After an eligibility review by the Undergraduate Public Health Programs, BSBST undergraduates are approved to apply to the program.

### Application Materials & Process

Once eligibility is confirmed by the Undergraduate Public Health Program, students submit application materials to SLUCOR's Office of Admissions via the MS-Health Data Sciences application. Accelerated applications are TJETi30BT/.78[0 624(ed)]TJETQq0.00000912 0 612 792 reWth

## Accelerated BSPH/MPH Program Policies & Procedures

To be eligible for admission to the accelerated BSPH/MPH Program, BSPH students must maintain a 3.40 cumulative undergraduate GPA and meet eligibility criteria previously described. After an eligibility review by the Undergraduate Public Health Programs, BSPH undergraduates are approved to apply to the program.

### Application Materials & Process

Once eligibility is confirmed by the Undergraduate Public Health Program, students submit application materials to the CPHSJ Office of Admissions via [SOPHAS Express](#) in the fall of their fifth year of collegiate study. Applicants must select one of the following MPH concentrations:

- |                                     |                              |
|-------------------------------------|------------------------------|
| Behavioral Science & Health Equity  | • Global Health              |
| Biosecurity & Disaster Preparedness | • Maternal & Child Health    |
| Biostatistics                       | • Health Management & Policy |
| Epidemiology                        |                              |

Students must meet all concentration-specific criteria for acceptance; students must refer to admission criteria on the [MPH website](#) and work with their Academic Advisors for guidance on how to include these courses in their first three years of coursework. e.g. The *Biostatistics* concentration has prerequisites that are not part of the BSPH curriculum.

Applications are reviewed by the concentration to which the student is applying. Qualified applicants are invited to interview. Admission decisions are based on the strength of the ap

## Graduation & Degree Conferral

### Degree Conferral

Degree conferral occurs at the end of the term (May, August, and December) in which degree requirements are completed.

## Communication

### Canvas

Students are responsible for using Canvas per class policies and should ensure that settings allow instructor messages to reach them in a timely fashion.

### Bulletin Boards

General student announcements are posted on bulletin boards in Tegeler (stairwells, near classrooms, Tegeler 300W) and the Salus Center (hallways, 1st floor student area).



APPENDIX A – HELPFUL CONTACT INFORMATION

Contact	Building	Phone Number
Billiken Bounty Food Pantry	Busch Student Center, 311	977-9378 or 977-3000
Billiken Bus/Shuttle Line		977-RIDE
Bookstore (Barnes & Noble)	Busch Student Center	531-7925
Campus Ministry (Eckelkamp Center)	Wuller Hall, 1 <sup>st</sup> Floor	977-2425
Career Services, Lauren Robinson	Griesedieck Hall, Lower Level, Suite 130	977-2817
Center for Social Action	Wuller Hall, Ste. 204	977-4105

## APPENDIX B – PROGRAM LEARNING OUTCOMES

As a requirement for CPHSJ accreditation by the Council on Education for Public Health (CEPH), each CPHSJ undergraduate major has Program Learning Outcomes (PLOs) that students will achieve by graduation. These PLOs and the courses to which they map are as follows:

### Biostatistics Program Learning Outcomes

Program-Level Student Learning Outcomes	Courses									
	BST 3000	BST 3100	BST 3200	BST 4100	BST 4200	BST 4400	EPI 4000	PUBH 2100	PUBH 3200	PUBH 4100

## Public Health Program Learning Outcomes

Program-Level Student Learning Outcomes	Courses									
	HMP 1300	PUBH 2100	PUBH 2300	PUBH 3100	PUBH 3200	PUBH 4000	PUBH 4100	PUBH 4960	BST 3100	EPI 4000

### Public Health Capstone & Portfolio

Public Health students take PUBH-4960 Public Health Capstone in their final semester of study. During this class, students compile a portfolio containing some of the work from their previous public health classes. As such, students are strongly encouraged to save artifacts from their classes (e.g. papers, reflections, projects, activities, presentation materials, PowerPoint documents, videos) as they progress through their major for use in this project.