Master of Public Health (MPH) Program
Kansas State University

"A community of scholars protecting the nation's health."

GRADUATE STUDENT HANDBOOK

Carol Ann Holcomb, PhD, CHES
Program Director
Department of Human Nutrition
210 Justin Hall
Manhattan, KS 66506-1407

FOR ADDITIONAL INFORMATION PLEASE CONTACT:

Virginia "Ginny" Barnard
Program Assistant
240 Justin Hall
Telephone: (785) 532-5568
FAX: (785) 532-3132
Email: mphealth@ksu.edu

Revised: October 1, 2005

Notice of Updates:

The material in this handbook is provided for informational purposes only and does not constitute a contract. For example, graduate program policies and course offerings are subject to constant review and change without notice. Please refer to the Kansas State University website for new information from the Graduate School (URL: http://www.ksu.edu/grad) and the MPH Program (URL: http://www.ksu.edu/mphealth).

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SECTION 1: PROGRAM OVERVIEW

1.1 Benefits of a graduate degree in public health

A Master of Public Health (MPH) degree unlocks doors of opportunity in a wide array of employment settings for graduates. These opportunities include, but are not limited to, leadership positions with local, state, and federal health agencies, applied research positions in industry, as well as positions in Extension at land-grant universities. Preparation for a career at an advanced level brings the challenge and excitement of exploring your own ideas and fully utilizing your creativity in scholarly activities. A master's degree will allow you to expand your knowledge of public health in general and specialize in an area of emphasis with the development of skills to analyze population data and address problems that threaten the nation's health.

The qualities needed for success in pursuing an advanced degree include a desire to learn, independent thinking, natural curiosity, and a dedication to serving the public through the prevention of disease and the promotion of a safe environment for everyone. An MPH degree may eventually become the recognized credential for entry into the public health workforce. Skilled, informed, and motivated leaders are needed as the United States addresses emerging challenges to our safety, security, and well-being in the 21st century.

We have designed this **GRADUATE STUDENT HANDBOOK** to assist prospective and current graduate students select an appropriate graduate program and provide information about the degree requirements, research or project activities, and career opportunities available. We appreciate your interest in our program and wish you great success in pursuing a career in public health.

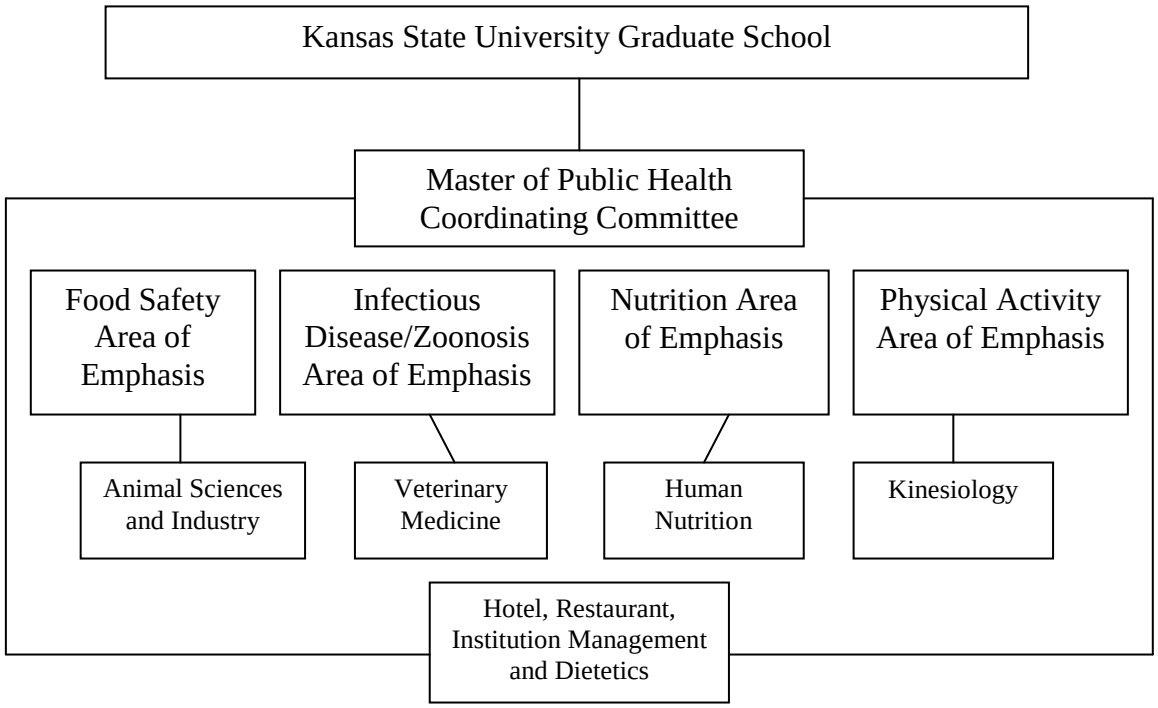
ATTENTION:

Deadlines for applying for admission to the MPH Program at Kansas State University are located in Section 3 of this **HANDBOOK**.

The most recent version of this document and additional information can be found on the website at
http://www.ksu.edu/mphealth

1.2 The Master of Public Health (MPH) Program at Kansas State University

The following diagram illustrates the structural outline of the Master of Public Health Program:



Students and faculty are expected to follow the policies and procedures of the Graduate School as well as those given in this manual. The most recent edition of the KSU GRADUATE HANDBOOK is available online at http://www.ksu.edu/grad. The GRADUATE HANDBOOK contains detailed information on the masters degree requirements. Graduate School forms, the official calendar, resources available to all graduate students are available online at the above website address

The policies and procedures presented in this HANDBOOK were approved by the members of the MPH Coordinating Committee representing each of the areas of emphasis. The information contained in this document is unique to the MPH program. University-wide policies and procedures are duplicated where special emphasis is necessary.

At the present time we do not offer a doctoral degree in public health or a graduate certificate in public health. Students in the College of Veterinary Medicine may elect to apply for a joint DVM/MPH program. Information regarding this combined degree program is contained in Section 3 of this HANDBOOK. Currently enrolled graduate students may also transfer into the MPH degree program or earn two master's degrees simultaneously. Discussions are underway for the development of joint PhD/MPH programs in the areas of nutrition/physical activity and food safety.

1.3 Student participation

The MPH Program has certain course and capstone experience requirements as outlined in detail in Section 3 of this **HANDBOOK**. It is the philosophy and expectation of the faculty that each student will discover that his/her education is enriched in a number of ways outside the classroom or laboratory. One of the major opportunities available for graduate students is the chance to be mentored by experienced faculty members who can contribute to your professional development. All MPH students are expected to meet regularly with the major advisor and the supervisory committee after it is formed. Graduate students demonstrate independence, initiative, and motivation in the formation of a thesis proposal, a report topic, or a major field experience project. Everyone is encouraged to join a professional organization either in public health or in the area of emphasis, attend professional meetings and on-campus seminars, and publish the results of their scholarly work.

Students in the MPH program also have the opportunity to participate in university governance and develop leadership skills at the program, department, college, and university level. Graduate students can be elected to serve on standing committees with respective departments or colleges as well as representing graduate students in general on Graduate School committees. The Graduate School sponsors several activities and events each year that are open to all graduate students. A calendar of these opportunities is maintained on the Graduate School website at http://www.ksu.edu/grad

1.4 A quick guide to your degree

Students pursuing the MPH degree take a common core of public health courses (14 credit hours) plus an additional set of electives in an area of emphasis (16 credit hours). The capstone experience can be a thesis (6 credit hours), a combination of a report (2 credit hours) and a field experience (4 credit hours), or a field experience with a major project (6 credit hours). Students funded for assistantships or fellowships are expected to complete either the thesis or report/field experience option. The common path to the 36-credit hour degree is as follows:

- Apply for admission to the program in an identified area of emphasis.
- Meet with the major advisor to plan the first semester schedule. If your advisor is supporting you with funds for a specific project, you should also discuss and arrange your work schedule.
- During the second semester in the program, meet with your advisor and design a program of study that includes courses and the capstone experience. In consultation with your major advisor, select two other members of your supervisory committee from the list of faculty approved for the MPH Program.
- Arrange a meeting of the supervisory committee to present your program of study and obtain the required signatures on the form from the Graduate School. Submit the signed program of study to the MPH Program Director for final approval before taking it to the Graduate School.
- Complete the required courses and the capstone experience, culminating in a written document and oral defense of the scholarly work. Detailed requirements for the thesis or report are available from the Graduate School. Requirements and guidelines for the public

health field experience and accompanying project are contained in a separate document available from the MPH Program Office or can be downloaded from the website.
- Most fulltime students can finish the program within two years.

1.5 Definition of terms

Graduate School: The central administrative unit of the University responsible for the development and formulation of general University policies and procedures pertaining to all graduate programs. The Graduate School is located at 103 Fairchild Hall.

Graduate Program: A Kansas Board of Regents approved program of instruction leading to a graduate degree. Kansas State University offers an interdisciplinary Master of Public Health (MPH) degree program. Units in four colleges—Agriculture, Arts and Sciences, Human Ecology, and Veterinary Medicine-- offer courses in the program. Administrative functions are under the leadership of a Director. Policies and procedures are developed by a Coordinating Committee and approved by graduate faculty in the program.

1.6 Modes of communication

K-State eID: As a new member of the K-State community, you must register and select an eID, your K-State electronic identification. Your eID is part of your e-mail address and your key to the resources on K-State's central computer systems. For more information on eIDs and to register your eID, logon to the website at http://www.eid.k-state.edu.

Electronic listserve: All graduate students in the MPH degree program will be included in a distribution list created by the Director for sending communications that are relevant to everyone. Each department also maintains a listserve for graduate students in the individual areas of emphasis.

Campus mailbox: It is common practice for students who are receiving financial assistance through a department to be assigned a mailbox in the department responsible for the area of emphasis. For students who are parttime or who are not receiving funds from an assistantship or fellowship, the department secretary should be contacted for an assigned mailbox for receiving postal mail.

Postal mail address: Be sure to give your preferred mailing address to the Director of the MPH Program and to the secretary of the department of your affiliation. This is especially important for communication over semester breaks and during the summer session if you are not on campus.

SECTION 2: PROGRAM COMPONENTS

2.1 The public health core courses

Each student in the MPH program must complete these five required public health component core courses:

1. Biostatistics: STAT 702 Statistical Methods for Social Sciences (3 credit hours) OR STAT 703 Statistical Methods for Natural Scientists (3 credit hours)
2. Environmental health sciences: DMP 806 Environmental Toxicology (2 credit hours)
3. Epidemiology: DMP 854 Disease Epidemiology (3 credit hours)
4. Health services administration: HRIMD 720 Administration of Health Care Organizations (3 credit hours)
5. Social and behavioral sciences: KIN 818 Social and Behavioral Basis of Public Health (3 credit hours)

2.2 Electives in the area of emphasis

Courses in the area of emphasis are determined by the student's program committee from the list of approved courses in the curriculum. An area of emphasis may be selected from food safety (Section 12.), human nutrition (Section 12.), human nutrition and physical activity (Section 12.), infectious diseases and zoonoses (Section 12.), or physical activity (Section 12.). A minimum of 16 credit hours in the area of emphasis is required for all students.

2.3 The capstone or culminating experience

The student, in consultation with the major professor, will decide whether to pursue a supervised field experience or an applied research project in the form of a thesis, or a combined field experience and report. Specific policies and procedures governing the field experience are located in Section 12. of this HANDBOOK. Placement and supervision of the field experience will be the responsibility of the student in consultation with the major professor. Guidelines for the master's thesis or report will be determined by the participating department and must meet the standards set by the Graduate School. Each participating department will determine the format (oral, written, or both) for the final examination of the student.

SECTION 3: DEGREE REQUIREMENTS

3.1 Admission categories

All new graduate students, both domestic and international, are assigned to one of four categories upon admission:

1. **Full standing**
    a. Undergraduate training essentially the same as that at Kansas State University.
    b. "B" average or higher in the junior and senior years (advanced GPA)
    c. A combined Graduate Record Examination (GRE) score of 1000 or higher for the verbal and quantitative sections combined. This requirement will be waived for applicants who already hold a graduate degree or a graduate professional degree.
    d. A TOEFL score of 550 (paper) or 213 (computer) or higher for applicants whose native language is not English
    e. At least one year of health-related experience in a health-care setting is preferred. One year of an approved internship or employment in Extension will count. For applicants who lack this requirement, a directed field experience concurrent with the program will be required.
2. **Provisional**
    a. Transcript evaluation uncertain, as is sometimes the case with international students
    b. B average or higher in the junior and senior years, but some course deficiencies in undergraduate work
    c. Final transcripts indicating award of a degree not yet in hand; applicant completing degree; other criteria for full standing met
3. **Probationary**
    a. Grade point average from 2.65 to 2.99 (A=4.00) in the last two years of undergraduate work. If work has shown a marked improvement in later semesters and there are grades of "B" or better in demanding courses in the major and related professional areas, admission is considered.
    b. Grade point average below 2.65 in last two years of undergraduate work. Admission is considered only upon documentation that the student is now qualified to do graduate work. Evidence may include: (1) satisfactory grades on GRE Advanced Test or Miller Analagies Test; (2) satisfactory work at another graduate school; or (3) outstanding professional experience that demonstrates the ability to handle academic work in the major area
4. **Special (non-degree)**
    a. Students who have an undergraduate degree but do not plan to work for the MPH degree may be admitted to graduate study as special students. No more than 9 credit hours earned as a special student may be applied toward the degree.
    b. Special students are required to meet the same academic standards as other graduate students. Special students who later wish to work for an MPH degree must make a formal application to the program and be formally admitted by the Graduate School as a student with <u>full standing</u> status.

Note: Provisional and probationary students are advised of deficiencies and of other conditions to be met to achieve admission in <u>full standing</u>. Their status is reviewed after completing 9 credit

hours of course work at Kansas State University. Those who have earned grades of "B" or higher and a GPA of 3.0 or higher for the first 9 credit hours, exclusive of individualized study, and removed all deficiencies specified at the time of admission, will be placed in full standing.

3.2 Applying for admission as a first-time graduate student

Deadlines. For admission in the fall semester, applications must be received in complete form by May 1 for domestic students and by February 1 for international students. For admission in the spring semester, applications must be received in complete form by August 1 for domestic students. International students will be admitted for fall semester only. Summer admission will be available ONLY for graduate students or veterinary medicine students already enrolled at KSU.

Application materials. Note that all of the following items are required for a complete application. Incomplete applications will not be reviewed for admission or for financial assistance. The following checklist is for any graduate student applying for admission for the first time at Kansas State University. For additional information and location of forms, please visit the following website, http://www.ksu.edu/grad. Questions may also be addressed via email at this address: ksugrad@grad.ksu.edu. A toll-free number is also available at 1-800-651-1816 for questions about the admissions process.

- Submit a completed ***on-line application form*** along with the ***application fee*** as stipulated on the Graduate School website. A paper application may be submitted along with the fee, but there may be more of a delay in processing the application. The application is submitted directly to the KSU Graduate School and is subsequently forwarded by the Graduate School to the MPH Program Director.
- Submit to the MPH Program Director a ***statement of objectives*** using the guidelines that can be downloaded from the MPH Program website, http://www.ksu.edu/mphealth. Be sure to ***document employment experience*** in this letter.
- ***Three recommendation forms and letters of support*** must be completed by instructors or supervisors familiar with the applicants potential for graduate study. The recommendation form and a waiver of confidentiality form are available at the program website and are also included in Section 12 of this HANDBOOK. Please provide a copy of the recommendation form along with the signed waiver and an envelope to each recommender. For applicants from international schools, this form must also be accompanied by letters of recommendation on official letterhead from the recommender's university.
- ***One official copy of transcripts*** from all previous universities attended, including Kansas State University, should be sent to the MPH Program Director.
- ***Graduate Record Examination (GRE) scores*** from the verbal and quantitative aptitude sections are required for all applicants, except for persons who hold degrees in human medicine and veterinary medicine from American schools. The GRE test scores must be provided to the Graduate School directly from the Educational Testing Service. A combined score of 1000 or more is required for admission in full standing.
- ***The Test of English as a Foreign Language (TOEFL) scores*** are required fro all international applicants who are on an F-1 visa from a non-English speaking country. TOEFL test scores must be provided directly to the Graduate School by the Educational Testing Service. A score of 550 on the paper-based examination, or 213 on the computer-based examination, is required for admission by the Graduate School. If the TOEFL score is below 600, the international student must demonstrate proficiency in written and oral

English at the time of enrollment. If the minimum proficiency level is not met, the student will be required to complete specified courses offered by K-State's English Language Program.

NOTE: All of the above items are required for a complete application to be considered for admission. These requirements are not waived for anyone, nor can the application fee be waived.

3.3 Applying for transfer to the MPH program from another KSU graduate program

Admission requirements. For students already enrollment in a graduate program at KSU, the qualifications for transfer to the MPH program are the same as those for students who are applying for first time admission to the Graduate School. However, the application procedure is different because the applicant is already a student at KSU.

Application procedure. Fill out a paper copy of the admissions application and write the word "Transfer" at the top of the form. Send or take this completed form to the MPH Program Director because you are already a graduate student at KSU. Be sure to include the application fee with the application form. Include the following items with your application packet:

- One copy of the official transcript from schools other than KSU.
- Proof of GRE scores (for all students) and TOEFL scores (for international students)
- Three recommendation forms and letters of support by faculty who are familiar with your potential for graduate study. These forms may be obtained on the MPH Program website, http://www.ksu.edu/mphealth
- A statement of objectives and reasons for the transfer.

3.4 Applying for a second graduate degree from KSU or the joint DVM/MPH degrees

Admission requirements. For students already enrollment in a graduate program at KSU, the qualifications for adding the MPH program are the same as those for students who are applying for first time admission to the Graduate School or who are transferring from another master's program at KSU. However, the application procedure is different because the applicant is already a student at KSU.

Application procedure. Fill out a paper copy of the admissions application and write the words "Second Masters" OR "Joint DVM/MPH Degrees" at the top of the form. Send or take this completed form to the MPH Program Director because you are already a graduate student at KSU. Be sure to include the application fee with the application form. Include the following items with your application packet:

- One copy of the official transcript from schools other than KSU.
- Proof of GRE scores (for all students) and TOEFL scores (for international students)
- Three recommendation forms and letters of support by faculty who are familiar with your potential for graduate study. These forms may be obtained on the MPH Program website, http://www.ksu.edu/mphealth
- A letter of support from your major professor or the graduate coordinator in your current major department or the College of Veterinary Medicine representative on the MPH Coordinating Committee.
- A statement of objectives and reasons for adding a second degree OR adding the MPH degree to the DVM program.

3.5 Program admission selection process

The admission selection process occurs in five steps: First, the MPH Program Director reviews the application packet to make sure all items have been completed and submitted. Second, based on the stated area of emphasis, the MPH Program Director sends a copy of the application file to the area of emphasis coordinator for approval and assignment of a temporary major advisor. Third, the temporary major advisor notifies the MPH Program Director in writing of his/her decision to admit the student, indicates the category of admission, and indicates his/her willingness to serve as the advisor. Fourth, the MPH Program Director completes the admissions application and forwards it, along with the official transcripts, to the Graduate School. Fifth, the Associate Dean of the Graduate School reviews the application, approves or disapproves the recommendation from the Program Faculty, and notifies the student in writing of the final decision on admission.

3.6 Requirements for the MPH degree

The following conditions must be met in order for a student to be awarded an MPH degree:

1. The student must not be on probation.
2. The student's cumulative graduate grade point average must be at least 3.0.
3. All requirements of the Graduate School, the student's academic program area, and the student's supervisory committee must be met.
4. The student must be enrolled for at least 1 credit hour during the semester in which the degree requirements must be met.

3.7 Graduate commencement ceremony

Graduation ceremonies are held during the last week of the spring and fall semesters. All graduates are encouraged to attend these ceremonies and be recognized. Approval Forms, Graduation Check sheets, Graduation Fees, and Graduation Cards are due throughout the student's final semester. The deadlines are posted and can be checked on the Graduate School website. Failure to submit forms in a timely manner will delay graduation date, posting of the degree, and/or listing in the Graduation Program for the Commencement Ceremony.

SECTION 4: SELECTION OF THE MAJOR ADVISOR

4.1 The advisor selection process

When a student is being considered for admission to the MPH degree program, the area of emphasis coordinator identifies a graduate faculty member who is willing to serve as the temporary major advisor. Before a student can be admitted to the Graduate School, a graduate faculty member has to agree to serve as the temporary major professor. This same person may continue to serve as the major advisor for the entire program or the student may change prior to the filing of an official Program of Study (POS). Changes in the major advisor after the POS has been filed with the Graduate School require a form with appropriate signatures (see Section 5.1 below).

4.2 Time line for selection of a permanent major advisor

A permanent major advisor should be selected during the second semester in the program so that decisions on the program of study and the selection of the supervisory committee can be made.

4.3 Roles and responsibilities of the student

In the advisor/mentor relationship, the graduate student also has a number of key responsibilities. These include the following:

- Learning and adhering to the Graduate School and MPH Program rules, procedures, and policies applicable to graduate study and scholarly activity.
- Meeting university and program requirements for degree completion.
- Forming a supervisory committee that meets Graduate School requirements as well as requirements that are outlined in the Graduate Student Handbook for the MPH program.
- Following disciplinary and scholarly codes of ethics in course work, thesis research, and field experience project.
- Practicing uncompromising honesty and integrity according to KSU and federal guidelines in collecting and managing data from human subjects.
- Seeking Institutional Review Board approval for research with human subjects where applicable.
- Keeping the major advisor and supervisory committee apprised on a regular basis of the progress toward completion of the degree requirements, including progress on the thesis research or approval of the field experience placement.

4.4 Roles and responsibilities of the advisor

Activities that are the responsibility of the major advisor include the following:
Ensuring that graduate students receive information about requirements, policies, and procedures of the MPH degree program.

- Advising graduate students on the selection of courses for the program of study and selection of the capstone experience option.

- Advising graduate students on the selection of members of the supervisory committee.
- Providing training and supervision in scholarly activities, including selection of a research problem if the thesis option is chosen, development of the research design, theoretical and technical aspects of data collection, management, and analysis, and preparation of the final written document.
- Encouraging graduate students to stay abreast of the literature and cutting-edge ideas in the area of emphasis.
- Helping graduate students to develop professional skills in writing papers, reports, or grant proposals, making professional presentations, establishing professional networks, interviewing for positions, and evaluating manuscripts or reports for publication.

4.5 Roles and responsibilities of the area of emphasis coordinator

Each participating department will appoint a coordinator for the area of emphasis. A coordinator may be re-appointed for any number of subsequent one-year terms. The coordinator will represent the area of emphasis as a voting member of the MPH Coordinating Committee.

- Responsibilities of the area of emphasis coordinator include:
- Represents the interests of the faculty participating in their area of emphasis.
- Communicates information from the Director of the MPH Program to members of their area of emphasis in a timely manner.
- Corresponds with applicants to answer questions that the Director cannot answer pertaining to the area of emphasis. Copies of correspondence should be sent to the MPH Program secretary for inclusion in the official applicant file.
- Manages applicants' files using the ***Application Checklist for Admission Form***. When all of the required documents are present in an applicant's file, the coordinator should circulate it for review among the faculty in the area of emphasis.
- Gives the applicants' ***Application Checklist for Admission Form*** to the MPH Program secretary. The secretary will assemble the necessary documents, have the Director sign them, and send them to the Graduate School for approval. If the applicant is rejected for admission, the copies of the documents in the department file can be destroyed by shredding. ***Do not release confidential information to anyone outside the university without the applicant's permission.*** If the applicant is accepted for admission, the department file should be given to the major professor or the designated temporary major professor in the area of emphasis.

    - Ensures that information on the KSU website and in departmental brochures relating to the MPH Program is updated and consistent with the information in this manual.
    - Serves as a member of the MPH Coordinating Committee when decisions regarding program policies, procedures, and requirements are needed. ***If any exceptions to the program policies and procedures are requested by a student or faculty member, this committee will decide whether the change is justified.***

4.6 Roles and responsibilities of the MPH program director

The MPH Program Director is appointed by the Dean of the Graduate School for a three-year term and may be reappointed for a second consecutive term. In the initial organization phase of the Program the Director will serve as Chair of the Coordinating Committee and thereafter as an ex-officio member of the Coordinating Committee.

Responsibilities of the Director include the following:

- Chairs the meetings of the Coordinating Committee and any meetings, held as needed, of the graduate faculty participating in the Program.
- Represents the Program to the Graduate School for communications and signatures, etc.
- Works with the Program secretary in maintaining databases, applicants' files, students' files, and forms and application materials; in writing letters of rejection or acceptance for admission; in writing letters to remind students to select a program committee and plan a program of study; in signing forms and forwarding the proper documents to the Graduate School.
- Organizes and maintains documentation pertinent to the program, such as forms, the policy and procedures manual, websites, printed information, etc.
- Attends professional meetings and other gatherings to publicize the Program.

SECTION 5: FORMATION OF THE SUPERVISORY COMMITTEE

5.1 Supervisory committee

Prior to preparation of the Program of Study (POS), the graduate student must form a supervisory committee including a major professor and at least two other graduate faculty. All three committee members may be from the same area of emphasis with the exception of the nutrition and physical activity combined area. In this area at least one graduate faculty person must be from the Department of Human Nutrition and at least one graduate faculty person must be from the Department of Kinesiology. A list of approved MPH graduate faculty members can be found near the end of this handbook and on the MPH program website.

The role of the supervisory committee is to offer advice concerning the POS and approve the original and any subsequent changes in the POS. The supervisory committee also assists in the intellectual and professional development of the student and in evaluation of the student's research project, if the thesis option is selected. The supervisory committee will participate in the final examination of the student in fulfillment of the degree requirements set by each area of emphasis.

The student is responsible for obtaining the signatures of the supervisory committee members on the POS which meets the requirements of the Graduate School and the MPH Program. The student is also responsible for filing the POS within the time frame specified in the previous section. The major professor serves as the chair of the supervisory committee. After approval, the Dean of the Graduate School will formally appoint the supervisory committee.

5.2 Changing members of the supervisory committee

In case it becomes necessary to change or replace a member of the supervisory committee, the student should meet with the major professor to discuss the reasons for the change. If the student and major professor concur with the change, the student should complete a copy of the **PROGRAM/COMMITTEE CHANGE FORM** found on the Graduate School website and then print the completed form to be signed by the committee members. Consult a representative in the Graduate School for instructions when a signature cannot be obtained from a faculty member who is no longer on campus.

5.3 Preparing the Program of Study (POS)

Every student in the MPH program who intends to earn a degree must file with the Graduate School a Program of Study (POS), which is the formal approved list of the courses the student intends to take to fulfill the requirements of the degree. The POS should consist solely of courses directly related to the MPH degree. Deficiency courses should not be listed. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours.

The student should prepare the POS in consultation with the major professor and the supervisory committee, all members of which must indicate their approval by signing the POS form provided by the Graduate School. This form can be downloaded in MS-Word or PDF format from http://www.ksu.edu/grad/guidelines/masters. Guidelines for preparing a POS and a sample of a POS are located in Appendix A and Appendix B at the end of this handbook.

The Director of the MPH Program must then endorse the POS and forward it to the Dean of the Graduate School, whose approval must be received within the first two semesters of graduate work. ***Do not ask the head of an academic department to approve or sign the POS as only the Program Director is authorized by the Graduate School to do this.***

Subsequent changes in the POS require approval of all members of the supervisory committee, and if changes are made, a Program/Committee Change form (Appendix C) should be submitted to the Graduate School before graduation. This form can be downloaded from the Graduate School website noted above.

SECTION 6: THESIS, REPORT, or FIELD EXPERIENCE PROJECT DEFENSE AND FINAL ORAL EXAMINATION

6.1 Nature and scope of the thesis, report, or project

The capstone or culminating requirement (6 credit hours) for the Master of Public Health degree is a thesis, report plus a field experience, or field experience with a written project. This experience is the culmination of a student's graduate education and training that reflects on only on the accomplishments of the individual but also on the quality of the public health program. The area of research for a thesis should be focused on population-based health questions rather than on basic research in a laboratory. This does not preclude doing laboratory analyses of data gathered in populations of animals or humans. A master's report is usually an extensive literature review on a topic of public health interest or an extensive project with full written documentation. For students who chose to complete a public health field experience, there is also a requirement for a written and oral presentation of a project report. A thesis or report that is accepted by the Graduate School becomes a single-authored publication and contributes to the body of knowledge in public health.

6.2 Examination regulations and format

Each MPH graduate student will present the results of the thesis, report, or project in a seminar open to the public. The student is responsible for the following activities in arranging for the final oral examination:

- Discuss the date and time with the major professor and members of the supervisory committee.
- Arrange for a suitable room in which to hold the seminar by consulting the person responsible for scheduling rooms in a given building.
- Obtain, complete, and submit an APPROVAL FOR FINAL EXAMINATION FORM from the Graduate School at least two weeks in advance of the seminar date. Supervisory committee signatures on this form indicate that the written materials are in suitable form to be reviewed prior to the oral examination. A faculty member's signature does not imply approval of the content of the written document.
- Deliver a copy of the written document to the members of the supervisory committee at least two weeks prior to the scheduled seminar.
- Arrange for announcements of the seminar and reserve the necessary computer equipment, such as a laptop and a data projector.

For all MPH degree candidates, the following regulations in addition to the above apply:

- The student must be enrolled in at least one credit hour during the semester in which the final oral examination is taken.
- The final oral examination must be taken on the Manhattan campus with exceptions being given final approval by the Dean of the Graduate School. If a member of the committee is participating via distance technology, there must be capability for simultaneous interaction between the student and all members of the supervisory committee.
- Failure in the final examination occurs if two or more members of a three- or four-member committee cast a negative vote. A second examination can be taken no sooner than two months nor later than 15 months after the negative ballot is signed, unless an extension of

the time limit is given by the Dean of the Graduate School. A third attempt to pass the final examination is not allowed.

6.3 Role and responsibilities of the supervisory committee

When a student is initially admitted to the MPH program, a graduate faculty member agrees to serve as the major advisor. The major advisor may be changed before a Program of Study is filed without going through formal procedures. Within the first year in the program, the student should discuss and assemble a supervisory committee of three graduate faculty in the MPH program. The major advisor serves as one member and two other faculty members should be selected from the area of emphasis. Certain restrictions apply for visiting or part-time faculty, those on adjunct appointments, or faculty holding emeritus status. See Chapter 5, Section D of the latest version of the GRADUATE HANDBOOK.

The major advisor serves as the chair of the supervisory committee. This committee has the role and responsibility for advising the student in developing a program of study, supervising the student's progress toward the capstone experience, reviewing the final written document, and conducting the final oral examination.

SECTION 7: PROGRAM POLICIES--ACADEMIC PERFORMANCE

7.1 Course load

The usual course load for a graduate student who is not receiving an assistantship is 12 graduate credit hours. The maximum course load for graduate students is 16 credit hours. Minimum and maximum course loads for students on graduate assistantships is described in the previous section of this Handbook.

7.2 Enrollment process

Enrollment is the process of selecting and registering for courses to be taken during the semester. New students should meet individually with the Director of the MPH Program and the temporary major professor prior to the beginning of the first graduate semester. The core courses for the MPH degree are prescribed for everyone but may be taken during any semester when they are available. The courses approved for the area of emphasis are to be selected in consultation with the major professor and may be taken at any time.

Currently enrolled students complete the enrollment process during the prior semester (pre-enrollment). Pre-enrollment is held in late March for summer and fall semesters and late October for spring semester. Consult the current line schedule at http://
For course offerings, times, and location as well as additional enrollment information, such as tuition, fees, and payment schedules. Graduate students may enroll on the first day of pre-enrollment. Enrollment on this day is highly recommended, as many elective courses will fill and close within a few days. Some departments may require major professor permission to enroll. In such cases, after conferring with your major professor electronic permission will be granted to permit you to enroll. Enrollment can be completed via the KSU electronic system known at **KATS** for a small fee or via a walk-in method at Enrollment Services in Willard Hall (2^{nd} floor).

Students must be enrolled in courses before the 20^{th} day of the semester.

7.3 Drop-add procedure

If it is necessary to drop or add a course after the initial enrollment, a Drop/Add form must be filed with the signatures of the Director of the MPH Program and the Dean of the Graduate School. Drop/Add forms are available in department offices, Justin Hall 210, and in Fairchild 103. During the first two weeks of classes, drop-adds are handled at the Enrollment Center in Willard Hall. After this period, the Dean's Office in the Graduate School processes the completed forms. ***This process is the responsibility of the student.***

7.4 Grade change

If a student has a good reason to believe that an incorrect grade has been received for a course or if an incomplete grade has been recorded, the student should first consult with the instructor of the course involved. If the instructor agrees that the grade should be changed, the instructor is responsible for filing a Grade Change Report form with the Registrar's Office.

7.5 Incomplete grades

The grade of "Incomplete" (I) is may be given in regular courses (other than independent studies, research, and problems) upon request of the student for personal emergencies that are verifiable. The instructor of the course has the responsibility to provide written notification to the student of the work required to remove the incomplete. The student has the responsibility to take the initiative in completing the work and is expected to make up the "I" grade during the first semester in residence at the University after receiving the grade. Exceptions to this policy include credit hours for the thesis, dissertation, or directed research.

A grade may be given by the instructor without further consultation with the student if the student does not make up the incomplete (I) during the first semester in residence after receiving it. After the end of the first semester if the "IX" remains on the transcript, it will be changed to an "F" and will be computed in the GPA with a weight of 0 points per credit hour. A grade of "NR" for no grade reported will be treated in a like manner. Only the grades "A", "B", "C", "D", and "F" (and the designation "IX", under conditions described above) are used in calculating resident graduate grade point average (GPA).

If a student receives a grade of incomplete in a course, a Grade Change Report form must be filed in order to change the "I" to a letter grade. A student may not graduate with an "I" on record. It is the student's responsibility to make sure that the instructor files a Grade Change Report to remove the "I" from the transcript.

7.6 Courses applied toward two degrees

No graduate student may use credit for a course in meeting the requirements for the bachelor's degree and the master's degree. Students fulfilling the requirements for two master's degrees may apply no more than six (6) credit hours from the first master's degree to the requirements of the second degree.

7.7 Transfer of credit

Kansas State University accepts graduate credit hours from another institution under the following conditions: 1) other accredited institutions that offer graduate degree programs appropriate to the level of the credit to be transferred; 2) credit is fully acceptable to the other institution in satisfaction of its own advanced degree requirements; and 3) credit is applicable to the student's program of study for the MPH degree at Kansas State University. ***The Program of Study should consist solely of courses directly related to the MPH degree.***

Upon approval by the Director of the MPH Program at KSU, students may transfer up to 10 graduate credit hours for the MPH degree. Only courses with a grade of "B" or better may be transferred. Credit hours earned more than six (6) years prior to the semester in which the Program

of Study is approved cannot be transferred. ***Research conducted outside the MPH program cannot be accepted for credit as part of a Program of Study.***

7.8 Class attendance

The instructor of each course determines the class attendance policies for his/her course. The student is responsible for learning the procedures from each instructor. Absence from all classes does not automatically constitute dropping the course and may result in a grade of "F" being recorded for the course.

7.9 Grade requirements

A student must receive a grade of "C" or higher in order to receive graduate credit for a course.

7.10 Dismissal

A graduate student will be denied continued enrollment at Kansas State University for any of the following reasons:

1. Failure of a student on probationary status for admission to achieve a minimum cumulative GPA of 3.0 in the first 9 credit hours of graduate level coursework.
2. Failure of a student placed on probation for deficient grades to achieve a cumulative GPA of at least 3.0 within two (2) semesters for fulltime students and within 12 graduate credit hours for part-time students.
3. Failure to meet published departmental, program, or university-wide requirements.
4. Failure to maintain satisfactory progress, as determined by the major professor or the supervisory committee, toward a graduate degree.

7.11 Reinstatement

A student who has been dismissed may petition for reinstatement to the same program or for admission to a different one. Petitions for readmission are heard and decided by the Graduate Council Readmission Committee. Students whose petitions are granted are readmitted on probation as a condition of readmission. In such cases, Graduate Council Readmission Committee usually stipulates enrollment in a specific number of hours or courses, as well as other conditions. To regain regular status, the reinstated student must satisfy the conditions outlined in the Graduate Handbook, Section F.3 for removal from probation.

7.12 Change of emphasis

Students wanting to change areas of emphasis within the MPH degree program should consult with the Director of the MPH Program as well as with the Graduate Coordinator of the department responsible for the area of emphasis. If both departments involved agree to the curriculum change, the student must then consult with the Dean of the Graduate School. A Change of Curriculum form must then be processed by the Graduate School before the transfer is formalized.

7.13 Withdrawal from classes

If it is necessary to withdraw from all courses during a semester, notify the Director of the MPH Program. The Director will then contact the Graduate School to process a Notice of Withdrawal. If the Notice of Withdrawal is not filed with the Office of Admissions and Records, the student's name may not be removed from the class roll. This will result in the reporting of failing grades for each of the courses in which the student was enrolled.

7.14 Student records

The MPH Program Office maintains a complete file of academic records for each student until five years after graduation. Thereafter, only items useful for preparing historical accounts will be kept in permanent archives. Each student has the right to inspect any of their own records, with the exception of confidential letters of recommendation, including official transcripts and any reports or evaluations of academic performance. Students on graduate assistantships have separate personnel files kept by the personnel representative in the department of employment.

A typical inventory of the record file consists of the following items:

- Application documents, including official transcripts, standardized test scores, financial affidavits for international students, the statement of objectives for graduate study, and letters of reference
- Semester grade reports and unofficial transcripts of all work completed at KSU
- A signed copy of the Program of Study
- Memos and letters prepared on behalf of the student
- Other forms filed by the student, major advisor, or program director
- Notes of meetings with the student
- A copy of the thesis, report, or project proposal

SECTION 8: PROGRAM POLICIES--INTEGRITY AND SAFETY IN RESEARCH AND SCHOLARLY ACTIVITIES

8.1 The KSU Honor System and Honor Code

A graduate student's personal integrity is presumed to be sufficient assurance that in academic matters, including research and field experience, one does work ***without unauthorized assistance*** from any other source. Graduate students are expected to abide by the KSU Honor Pledge System that states: *"On my honor, as a student, I have neither given nor received unauthorized aid on this academic work."*

The KSU Honor System presumes that all work, submitted as part of academic requirements, is the product of the student submitting it unless credit is given with proper citations, or as prescribed by the course instructor or major professor. The system applies to examinations and to all work handed in, such as research papers and reports, case studies, solutions to problems, non-print media, and computer programs, unless an exception is made by the faculty person. Plagiarism and cheating are serious offenses and carry penalties that may involve failure on the exam, paper, or project; failure in the course; and/or expulsion from the University. If failure in the course is recommended by the Honor Council, an "XF" grade will be assigned and recorded on the transcript. An "XF" designates failure of a course as a result of a breach of academic honesty. More detailed information about the policy can be found on the Honor System web page at: http://www.ksu.edu/honor.

8.2 Principles of integrity

Several important principles of integrity in the conduct of research and scholarly activities are defined and supported by the faculty, staff, and students of Kansas State University. Guidelines established by the Faculty Senate and found in the UNIVERSITY HANDBOOK, Chapter ___ apply to graduate students as well as faculty and staff who are involved in the search for new knowledge and the dissemination of information to the public. The highest standards of professional integrity in research and scholarship are expected from everyone and the primary responsibility for adherence to these standards lies with the individual. It is also the role of advisors, mentors, and the academic community at large to foster an environment that actively discourages improper practices and conduct. Further support of a creative work environment is based on a commitment to the values of respect, equality, and dignity for everyone regardless of personal differences.

Examples of specific principles governing research and scholarly activities include:

- Integrity in planning, implementing, and disseminating information
- Recognition of one's own and others' prior work
- Confidentiality in the peer review process
- Open and timely disclosure of all potential conflicts of interest
- Knowledge of and compliance with institutional review requirements for the protection of human subjects and the humane care of animals in the conduct of research
- Collegiality and trust in scholarly interactions and in the sharing of information, resources, and space

8.3 Misconduct in research and scholarly activities

The definition of misconduct in research and scholarly activities includes Making up data or information and recording or reporting them (fabrication); manipulating research materials, equipment or processes, or changing or omitting data in a manner that the results are not accurately represented in the final report (fasification); and claiming or citing another person's work without giving appropriate credit (plagiarism). Misconduct may also occur with non-compliance to government regulations. Retaliation against a person who reports a violation of research or academic integrity is also considered a breach of conduct. Inadverdent, unintentional or honest errors in data collection or reporting as well as differences in opinion regarding the review or evaluation of data do not constitute misconduct.

8.4 Research involving human subjects

Federal regulations and KSU policy require that all research projects involving human subjects be reviewed and approved by the Institutional Review Board (IRB). The committee at Kansas State University charged with this responsibility is known as the Committee on Research Involving Human Subjects. The chair and members of the committee are appointed by the President of the University. Administrative support for the IRB is under the direction of the University Research Compliance Office (URCO) located in Room 1 Fairchild Hall.

For the purpose of compliance with IRB regulations, ***research*** is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to ***generalizable knowledge***". The criteria for identifying "generalizable knowledge" includes the preparation and dissemination of the results of research in the form of papers, electronic publications, journal articles, books, theses, reports, and public presentations such as PowerPoint slides or poster displays. A human subject of research is 1) a living individual from whom an investigator obtains data by interaction or intervention in oral or written form OR 2) a living individual from whom identifiable private information is obtained. Guidelines and instructions for applying for approval from the IRB are available at the following website: http://www.k-state.edu/research/comply

8.5 Research involving animals

Kansas State University is also committed to providing an animal care and use program to campus scientists and students in providing a humane and compliant environment for research involving animals. The Institutional Animal Care and Use Committee (IACUC) is under the direction of the University Research Compliance Office (URCO) located in Room 1 Fairchild Hall. Access to information and training materials as well as copies of the Federal regulations governing animal research can be found at the following location: http://www.k-state.edu/research/comply/iacuc/about/index.html

8.6 Other research compliance committees

In addition to oversight of research with human subjects and animals, the University Research Compliance Office monitors the protocols involving use of hazardous or potentially

hazardous materials, including agents of biological origin, in research and teaching activities. The KSU Institutional Biosafety Committee (IBC) is responsible for oversight of all activities by faculty and students that involve research with microorganisms, recombinant DNA, or toxins of biological origin. In addition the Confidential/Sensitive Research Committee (CSRC) formulates and implements university wide policies regarding activities that involve collection of information that may be judged to be restricted, inadvisable, illegal, or contraindicated. Committee members, operating procedures, and the application for such research may be found at the URCO website http://www.k-state.edu/research/comply.

SECTION 9: STUDENT CONDUCT AND CONFLICT RESOLUTION

9.1 Graduate Student Rights and Responsibilities

1. Every graduate student has:
    a. Freedom of inquiry, conscience, expression, and association and the right to petition for the redress of grievances.
    b. The right, to the extent permitted by law, to have any information about his or her opinions and associations unrelated to academic performance or assigned responsibilities that has been acquired by professors or administrators in the course of their work as instructors, advisors, or counselors held confidential at his or her request and not disclosed to others without his or her consent.
    c. Freedom from unfair treatment by faculty or administration in the assignment and evaluation of academic work toward the completion of requirements for a particular course.
    d. The right to due process in the conduct of proceedings pursuant to the provisions of this document or of any proceedings conducted under any other provisions of any other rule or regulation governing Kansas State University.
    e. The right to immunity from reprisal in the form of University disciplinary action or proceedings for seeking redress pursuant to the provisions of this document.
2. Every graduate student is responsible for:
    a. The exercise of applicable rights and freedoms, as enumerated above, in a manner that does not materially and substantially interfere with the requirements of appropriate discipline in the operation of the institution nor infringe upon the rights of other students, faculty, or staff.
    b. Completing the requirements and meeting the standards of any course in which he or she is enrolled.
    c. Understanding the legal and ethical standards applicable to scholarship in general and to the student's discipline, and understanding the policies and procedures that the University has in place to ensure compliance with these standards.

9.2 Graduate Student Grievance Procedures

The ***Graduate Handbook*** contains general rules and procedures governing graduate education developed by the Graduate Council. In addition, each graduate program may have more detailed departmental or program guidelines that specify how that degree program operates within general Graduate School policies, and what graduate students can expect during their graduate career. If departmental or program policies are inconsistent with Graduate School policy, the Graduate School policy is the overriding policy. Non-academic conduct of graduate students is governed by the KSU Student Code of Conduct in the ***Student Life Handbook*** and the hearing procedures therein. The undergraduate grievance procedure applies to any academic matter involving an undergraduate student taking graduate courses.

1. Definition of Terms
    a. Graduate Student - Under these procedures, a graduate student is any person who has been formally admitted into the Graduate School of Kansas State University and was enrolled as a graduate student at the time the alleged events leading to the grievance occurred.
    b. Grievance - A grievance means a dispute concerning some aspect of academic involvement arising from an administrative or faculty decision which the graduate student claims is unjust or is in violation of his or her rights established through formal prior agreement. "Grievances" under this procedure shall include disputes over grades, academic integrity, course requirements, graduation/degree program requirements, and thesis and dissertation committee and/or advisor decisions.
    c. Respondent - The person(s) against whom a grievance is being made.
    d. Working Days - For the purpose of this section a "working day" is defined as any weekday that is part of the regular nine-month academic calendar, including all days that classes are conducted and the period of final examinations. Legal holidays and the time when summer school is in session are excluded from the definition of "working day ." However, if it is agreed to by all of the parties, a hearing can be conducted and/or the process completed during a vacation period.
2. Procedures
    a. Graduate student should attempt to resolve any grievance first with the faculty member, supervisory committee, or administrator involved.
    b. If, after earnest inquiry, the grievance remains unresolved, the graduate student should discuss the grievance with the department head, chairperson, or other immediate administrative superior of the respondent and, if pertinent, with any relevant departmental faculty member or committee. If the grievance is not resolved to the satisfaction of all parties concerned by discussions at the departmental level, the graduate student may further discuss it with the academic dean of the college in which the alleged violation has occurred (hereafter called the "academic dean") and/or with the Dean of the Graduate School. If the grievance is satisfactorily resolved by any of the above discussions, the terms of the resolution shall be reduced to writing and signed by the graduate student, respondent, and administrative superior involved in negotiations, if any of the involved parties desires to have such a written statement.
    c. If the grievance is not resolved by the above discussions and the graduate student then chooses to pursue the matter further, the issue must be reduced to writing promptly by the graduate student and sent immediately to the Dean of the Graduate School. The grievance must be submitted to the Dean of the Graduate School within 6 months of the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. The written grievance shall include a clear, concise statement of the policy or policies/procedures violated, and the redress requested. The Dean of the Graduate School shall forward a copy of the grievance to the respondent.

Within 10 working days after receipt of the grievance, the respondent shall provide the Dean of the Graduate School with a copy of his or her written response.

d. Upon receipt of the written response, the Dean of the Graduate School shall, within 10 working days, appoint an ad hoc grievance committee to hear and make a decision regarding the grievance. The Dean of the Graduate School shall appoint, from the membership of the Graduate Council, a committee chair (without vote), and 3 committee members. A member of the Graduate School staff will be selected as secretary (without vote). Two graduate students will be appointed as committee members from a slate of nominees selected by the Graduate Student Council.

e. The hearing shall be scheduled within 30 working days after the appointment of the ad hoc grievance committee barring extenuating circumstances.

f. Guidelines for ad hoc grievance committee hearings and appeals

    1. Pre-hearing procedures
        a. Notice of the time and place of the hearing shall be given by the chair to the graduate student and the respondent not less than 10 working days prior to the hearing.
        b. The notice shall include the written grievance and the written response of the respondent.
        c. A copy of the procedures guiding the hearings shall accompany the notice.
        d. The following must be submitted by each party to the chair at least five working days prior to the hearing:
            i. A copy of all written supporting documentation that the party will present at the hearing,
            ii. A list of witnesses to be called by the party (each party is responsible for ensuring that his/her witnesses are at the hearing), and
            iii. The name of any advisor who will accompany the party to the hearing and whether the advisor is an attorney.
    2. Hearing
        a. At the hearing, each party may be accompanied by an advisor, who may advise the party but not participate in the hearing.
        b. All hearings shall be closed except for parties to the grievance and their advisors unless the graduate student requests that the hearing be open.
        c. The evidence shall be presented by the graduate student and then by the respondent at the hearing.
        d. The parties and the committee shall have the opportunity to question all witnesses.
        e. Formal rules of evidence shall not apply, and any evidence relevant

to a fair determination of the charges may be admitted.

f. Following the presentation of evidence, the committee will permit each party to present a brief closing statement.

g. The committee will meet in closed session to render a decision.

h. The committee's written decision shall be forwarded to the Dean of the Graduate School within 10 working days from the conclusion of the hearing.

9.3 Appeal

If the graduate student is not satisfied with the decision of the ad hoc committee, an appeal in writing may be submitted to the Dean of the Graduate School. Any appeal at this level shall be on the basis of the complete written record only. The Dean of the Graduate School shall make a decision on the matter within 10 working days from the date of the receipt of the appeal. His/her decision shall be forwarded in writing to the parties and the ad hoc committee chair. This decision is final.

9.4 Principles of Community

Principles of Community

Kansas State University is a land-grant, public research university, committed to teaching and learning, research, and service to the people of Kansas, the nation, and the world. Our collective mission is best accomplished when every member of the university community acknowledges and practices the following principles:

We affirm the inherent dignity and value of every person and strive to maintain an atmosphere of justice based on respect for each other.

We affirm the right of each person to freely express thoughts and opinions in a spirit of civility and decency. We believe that diversity of views enriches our learning environment and we promote open expression within a climate of courtesy, sensitivity, and mutual respect.

We affirm the value of human diversity for community. We confront and reject all forms of prejudice and discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, economic status, or any other differences that have led to misunderstandings, hostility, and injustice.

We acknowledge that we are a part of the larger Kansas community and that we have an obligation to be engaged in a positive way with our civic partners.

We recognize our individual obligations to the university community and to the principles that sustain it. We will each strive to contribute to a positive spirit that affirms learning and growth for all members of the community.

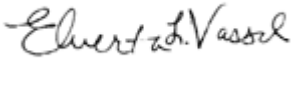
Jon Wefald
President

Cia Verschelden
Faculty Senate

Ron Trewyn
Graduate Council

Kyle Barker
Student Government

James Coffman
Provost



Elverta L. Vassol
Graduate Student Council

Ann Marie Treinen
Classified Senate

9.5 Code of ethics

Public Health Code of Ethics

Preamble

This code of ethics states key principles of the ethical practice of public health. An accompanying statement lists the key values and beliefs inherent to a public health perspective upon which the ethical principles are based. Public health is understood within this code as what we, as a society, do collectively to assure the conditions for people to be healthy. We affirm the World Health Organization's understanding of health as a state of complete physical, mental, and social well-being, and not merely the absence of disease or infirmity.

The code is neither a new nor an exhaustive system of health ethics. Rather, it highlights the ethical principles that follow from the distinctive characteristics of public health. A key belief worth highlighting, and which underlies several of the ethical principles, is the interdependence of people. This interdependence is the essence of community. Public health not only seeks the health of whole communities but also recognizes that the health of individuals is tied to their life in the community.

The code is intended principally for public and other institutions in the United States that have an explicit public health mission. Institutions and individuals that are outside of traditional public health but recognize the effects of their work on the health of the community may also find the code relevant and useful.

Principles of the Ethical Practice of Public Health

1) Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health outcomes.

2) Public health should achieve community health in a way that respects the rights of individuals in the community.

3) Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.

4) Public health should advocate and work for the empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.

5) Public health should seek the information needed to implement effective policies and programs that protect and promote health.

6) Public health institutions should provide communities with the information they have that is needed for decisions on policies or programs and should obtain the community's consent for their implementation.

7) Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.

8) Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.

9) Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.

10) Public health institutions should protect the confidentiality of information that can bring harm to an individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.

11) Public health institutions should ensure the professional competence of their employees.

12) Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public's trust and the institution's effectiveness.

Values and Beliefs Underlying the Code

The following values and beliefs are key assumptions inherent to a public health perspective. They underlie the 12 principles of the ethical practice of public health.

Health

1. Humans have a right to the resources necessary for health. The public health code of ethics affirms Article 25 of the Universal Declaration of Human Rights, which states in part "Everyone has the right to a standard of living adequate for the health and well-being of himself and his family…"

Community

2. Humans are inherently social and interdependent. Humans look to each other for companionship in friendships, families, and community; and rely upon one another for safety and survival. Positive relationships among individuals and positive collaborations among institutions are signs of a healthy community. The rightful concern for the physical individuality of humans and one's right to make decisions for oneself must be balanced against the fact that each person's actions affects other people.

3. The effectiveness of institutions depends heavily on the public's trust. Factors that contribute to trust in an institution include the following actions on the part of the institution: communication;

truth telling; transparency (i.e., not concealing information); accountability; reliability; and reciprocity. One critical form of reciprocity and communication is listening to as well as speaking with the community.

4. Collaboration is a key element to public health. The public health infrastructure of a society is composed of a wide variety of agencies and professional disciplines. To be effective, they must work together well. Moreover, new collaborations will be needed to rise to new public health challenges.

5. People and their physical environment are interdependent. People depend upon the resources of their natural and constructed environments for life itself. A damaged or unbalanced natural environment, and a constructed environment of poor design or in poor condition, will have an adverse effect on the health of people. Conversely, people can have a profound effect on their natural environment through consumption of resources and generation of waste.

6. Each person in a community should have an opportunity to contribute to public discourse. Contributions to discourse may occur through a direct or a representative system of government. In the process of developing and evaluating policy, it is important to discern whether all who would like to contribute to the discussion have an opportunity to do so, even though expressing a concern does not mean that it will necessarily be addressed in the final policy.

7. Identifying and promoting the fundamental requirements for health in a community are a primary concern to public health. The way in which a society is structured is reflected in the health of a community. The primary concern of public health is with these underlying structural aspects. While some important public health programs are curative in nature, the field as a whole must never lose sight of underlying causes and prevention. Because fundamental social structures affect many aspects of health, addressing the fundamental causes rather than more proximal causes, is more truly preventive.

Bases for Action

8. Knowledge is important and powerful. We are to seek to improve our understanding of health and the means of protecting it through research and the accumulation of knowledge. Once obtained, there is a moral obligation in some instances to share what is known. For example, active and informed participation in policy-making processes requires access to relevant information. In other instances, such as information provided in confidence, there is an obligation to protect information.

9. Science is the basis for much of our public health knowledge. The scientific method provides a relatively objective means of identifying the factors necessary for health in a population, and for evaluating policies and programs to protect and promote health. The full range of scientific tools, including both quantitative and qualitative methods, and collaboration among the sciences is needed.

10. People are responsible to act on the basis of what they know. Knowledge is not morally neutral and often demands action. Moreover, information is not to be gathered for idle interest. Public

health should seek to translate available information into timely action. Often, the action required is research to fill in the gaps of what we don't know.

11. Action is not based on information alone. In many instances, action is required in the absence of all the information one would like. In other instances, policies are demanded by the fundamental value and dignity of each human being, even if implementing them is not calculated to be optimally efficient or cost-beneficial. In both of these situations, values inform the application of information or the action in the absence of information.

Notes on the individual ethical principles

1. This principle gives priority not only to prevention of disease or promotion of health, but also at the most fundamental levels. Yet the principle acknowledges that public health will also concern itself with some immediate causes and some curative roles. For example, the treatment of curable infections is important to the prevention of transmission of infection to others. The term "public health" is used here and elsewhere in the code to represent the entire field of public health, including but not limited to government institutions and schools of public health.

2. This principle identifies the common need in public health to weigh the concerns of both the individual and the community. There is no ethical principle that can provide a solution to this perennial tension in public health. We can highlight, however, that the interest of the community is part of the equation, and for public health it is the starting place in the equation; it is the primary interest of public health. Still, there remains the need to pay attention to the rights of individuals when exercising the police powers of public health.

3. A process for input can be direct or representative. In either case, it involves processes that work to establish a consensus. While democratic processes can be cumbersome, once a policy is established, public health institutions have the mandate to respond quickly to urgent situations. Input from the community should not end once a policy or program is implemented. There remains a need for the community to evaluate whether the institution is implementing the program as planned and whether it is having the intended effect. The ability for the public to provide this input and sense that it is being heard is critical in the development and maintenance of public trust in the institution.

4. This principle speaks to two issues: ensuring that all in a community have a voice; and underscoring that public health has a particular interest in those members of a community that are underserved or marginalized. While a society cannot provide resources for health at a level enjoyed by the wealthy, it can ensure a decent minimum standard of resources.

The Code cannot prescribe action when it comes to ensuring the health of those who are marginalized because of illegal behaviors. It can only underscore the principle of ensuring the resources necessary for health to all. Each institution must decide for itself what risks it will take to achieve that.

5. This principle is a mandate to seek information to inform actions. The importance of information to evaluate programs is also implied.

6. This principle is linked to the third one about democratic processes. Such processes depend upon an informed community. The information obtained by public health institutions is to be considered public property and made available to the public. This statement is also the community-level corollary of the individual-level ethical principle of informed consent. Particularly when a program has not been duly developed with evaluation, the community should be informed of the potential risks and benefits, and implementation of the program should be premised on the consent of the community (though this principle does not specify how that consent should be obtained).

7. Public health is active rather than passive, and information is not to be gathered for idle interest. Yet the ability to act is conditioned by available resources and opportunities, and by competing needs. Moreover, the ability to respond to urgent situations depends on having established a mandate to do so through the democratic processes of ethical principle number three.

8. Public health programs should have built in to them a flexibility that anticipates diversity in those needs and perspectives having a significant impact on the effectiveness of the program. Types of diversity, such as culture and gender, were intentionally not mentioned. Any list would be arbitrary and inadequate.

9. This principle stems from the assumptions of interdependence among people, and between people and their physical environment. It is like the ethical principle from medicine, "do no harm," but it is worded in a positive way.

10. This statement begs the question of which information needs to be protected and what the criteria are for making the information public. The aims of this statement are modest: to state explicitly the responsibility inherent to the "possession" of information. It is the complement to ethical principles 6 and 7, about acting on and sharing information.

11. The criteria for professional competence would have to be specified by individual professions, such as epidemiology and health education.

12. This statement underscores the collaborative nature of public health while also stating in a positive way the need to avoid any conflicts of interest that would undermine the trust of the public or the effectiveness of a program.

Source: Electronic copies of this code can be obtained from the American Public Health Association website: http://www.apha.org/codeofethics/ethics.htm This copy was accessed on October 18, 2004.

SECTION 10: EMPLOYMENT-RELATED POLICIES

10.1 Overview

A limited number of financial assistance awards are available each year through the departments participating in the MPH program or through the Graduate School. Assistantships usually vary between two-tenths and four-tenths time (8 to 16 hours per week based on a 40-hour work week) and are renewable each semester. If a department awards graduate teaching assistantships (GTA), the student is eligible for a tuition waiver with amounts based on the number of tenths of the appointment. For graduate research assistantships (GRAs), students must have at least a four-tenths appointment to qualify for resident tuition and an opportunity for purchasing low cost health insurance.

A student on a 0.4 time appointment must be enrolled for a minimum of six (6) and not more than 12 graduate credit hours per semester. Individual departments may have a higher minimum requirement for the regular academic year. During the summer session, a student must be enrolled in a minimum of three (3) graduate credit hours while on an assistantship appointment. Only the Dean of the Graduate School in extenuating circumstances may grant exceptions to the enrollment requirements. An applicant interested in obtaining an assistantship should contact the Graduate Program Coordinator in the department responsible for the area of emphasis in the MPH program. Application deadlines vary by department.

10.2 Outside work for pay

An assistantship offered by an academic unit represents an obligation for the student to perform various duties of benefit to the unit as well as the student in return for the economic aid. It is assumed and expected that the responsibilities of the assistantship along with the usual course load for a graduate student would amount to a full work load. Thus, employment outside the university is discouraged. A discussion with the assistantship supervisor about how the obligations will be met should occur before taking outside work for pay.

10.3 Use of university facilities and supplies

Use of campus facilities and supplies by graduate students is usually determined at the department level. Most departments will provide a campus mailbox for all graduate students while enrolled in courses on campus, but office space and computer support is generally available only for students on graduate teaching or research assistantships. It is worthwhile for most graduate students to purchase their own personal computer to supplement the services provided by the university through the open computer laboratories and the libraries. Specific provisions and policies for the use of telephones and copy machines reside with the individual departments.

10.4 Graduate student tuition and fees

For current information regarding graduate tuition and fees associated with enrolling in coursework for the MPH degree consult the appropriate site identified on the Graduate School homepage at http://ksu.edu/grad

10.5 Health insurance for graduate students

Health insurance is available for graduate students and their dependents through the Kansas State Employees Health Care Commission. To be eligible for the student health insurance plan, including an employer contribution, a graduate student must be appointed for the current semester for at least 0.5 tenths time as a graduate research or graduate teaching assistant. At the time of applying for coverage, the student pays the premium for the full semester of prepaid health insurance. Within 30 days of the appointment date as a GRA or GTA, the eligible student must complete an application and submit it and the premium payment to the Division of Human Resources in Edwards Hall. For more information contact the Division of Human Resources at http://www.k-state.edu/hr/benefits/gta.html

SECTION 11: K-STATE AND COMMUNITY RESOURCES

11.1 The university

Kansas State University, founded in February 1863, is the first land-grant institution of higher education established under the Morrill Act signed into law by President Abraham Lincoln. Over its history K-State has become recognized internationally as a comprehensive student-friendly research-intensive university. It offers outstanding academic programs, research experiences and training for developing scholars, an enriching intellectual and cultural atmosphere for learning, and exciting sports events. Approximately 18,500 undergraduates and more than 3,000 graduate students make up the current student body. Graduate degrees are offered through 65 master's programs and 43 doctoral programs. Twelve certificate programs are also available for students wishing to pursue advanced studies without earning a degree. Graduate students come from Kansas (63%), other states in the United States (11%,) and many other countries (26%).

11.2 The Graduate School

The Graduate School is the administrative unit charged with oversight and coordination of all graduate programs at Kansas State University. The Graduate School operates under the leadership of Dean Ronald W. Trewyn, who also serves as the Vice-Provost for Research. Dr. James Guikema is the Associate Dean and Associate Vice-Provost for Research. Dr. Carol Shanklin serves as an Associate Dean for Academic Affairs and Dr. Cheryl Polson serves in the role of an assistant dean for off-campus programs. The main office for the Graduate School is located in historic Fairchild Hall, Room 103.

Kansas State University offers extensive resources for graduate study and research experience from a variety of funding sources, including federal, state, corporate, and private agencies. A partial, descriptive listing of resources may be found in the Graduate School Viewbook website http://www.k-state/grad/viewbook/resource.htm A more complete listing can be viewed at the Research and Sponsored Programs website http://www.ksu.edu/research/.

11.3 The Manhattan community

The 668-acre campus of Kansas State University is located in the town of Manhattan, Kansas, in the heart of the picturesque Flint Hills region of the state. The Flint Hills are recognized for large areas of land that has never been cultivated and still contains one of the last large preserves of native tall grass prairie in the United States. Manhattan is home to about 46,000 permanent residents who are proud of their official nickname "The Little Apple" established in 1977. Access to Manhattan is via Highway 177 about 8 miles north of Interstate 70. Even though Manhattan is nestled in a rural setting, it has numerous

SECTION 12: APPENDICES

12.1 MPH Program Graduate Faculty

Betsy Barrett (Associate Professor of Hotel, Restaurant, Institution Management and Dietetics) BA 1971, Stephen F. Austin State University; MEd 1973, Mississippi State University; MS 1983, University of Southern Mississippi; PhD 1993, Kansas State University.

Tom Barstow (Head and Professor of Kinesiology; Ancillary, Anatomy & Physiology, Human Nutrition) BS 1974, MA 1978, PhD 1985, University of California-Davis.

Richard C. Baybutt (Associate Professor of Human Nutrition; Adjunct, Kinesiology, Biochemistry) BS 1978, Syracuse University; MS 1983, University of Maryland; PhD 1992, Pennsylvania State University.

Deborah D. Canter (Professor of Hotel, Restaurant, Institution Management and Dietetics) BS 1972, MS 1974, PhD 1977, University of Tennessee.

Delores H. Chambers (Assistant Professor of Human Nutrition; Food Science) BS 1990, Southeast Missouri State University; MS 1992, PhD 1994, Kansas State University.

Edgar Chambers IV (Professor of Human Nutrition; Food Science) BS 1977, University of Tennessee; MS 1979, PhD, 1980, Kansas State University.

M.M. Chengappa (Head and Professor of Diagnostic Medicine/Pathobiology) BVSc 1970, MS 1973 University of Agricultural Science, India; PhD 1981,Michigan State University; Diplomate 1981, American College of Veterinary Microbiology.

David Dzewaltowski (Director of the Community Health Institute; Professor of Kinesiology; Ancillary, Human Nutrition) BA 1983 University of Iowa; MS 1985 West Virginia University; PhD 1987 University of Iowa.

Daniel Y.C. Fung (Professor of Animal Sciences and Industry; Food Science) BS 1965 International Christian University, Japan; MSPH 1967, University of North Carolina; PhD 1969, Iowa State University.

Steven J. Galitzer (Adjunct Assistant Professor of Industrial Engineering; Director, Department of Environmental Health and Safety) BS 1974, Kansas State University; MS 1978, Kansas State University; PhD 1984, Kansas State University.

Roman R. Ganta (Associate Professor of Diagnostic Medicine/Pathobiology, Biochemistry, Entomology) BS 1978, MS 1980 Andhra University, India; PhD, All India Institute of Medical Sciences, New Delhi.

Rebecca J. Gould (Professor of Hotel, Restaurant, Institution Management and Dietetics) BS 1977, Sam Houston State University; MS 1982, Texas Woman's University; PhD 1986, Texas Woman's University.

Katharine K. Grunewald (Professor of Human Nutrition) BS 1974, University of Wisconsin; MS 1976, PhD 1979, University of Kentucky.

Craig Harms (Associate Professor of Kinesiology) BS 1979 Nebraska Wesleyan University; MS 1990, Colorado State University; PhD 1994, Indiana University.

Mark D. Haub (Assistant Professor of Human Nutrition, Gerontology) BA 1992, Fort Hays State University; MS 1996, PhD 1998, University of Kansas.

Mary Meck Higgins (Associate Professor of Human Nutrition; Extension Specialist; Gerontology) BS 1975, Purdue University; MS 1979, PhD 1982, Iowa State University.

Carol Ann Holcomb (Director of the MPH Program; Professor of Human Nutrition; Gerontology, Women's Studies) AB 1966, Mercer University; MA 1975, PhD 1977, Oregon State University.

Sanjay Kapil (Associate Professor of Diagnostic Medicine/Pathobiology) BVsc 1982, Haryana Agricultural University, India; MVSc 1985, Haryana Agricultural University, India; PhD 1991, University of Minnesota.

Curtis L. Kastner (Professor of Animal Sciences and Industry; Food Science; Meat Science) BS 1967, MS 1969, PhD 1972, Oklahoma State University.

Justin Kastner (Assistant Professor Diagnostic Medicine/Pathobiology) BS 1998 Kansas State University; MSc 2000 London South Bank University, United Kingdom; PhD 2003 University of Guelph, Canada.

James L. Marsden (Regents Distinguished Professor of Animal Sciences and Industry; Food Science) BS 1970, MS 1972, PhD 1974, Oklahoma State University.

Mary McElroy (Professor of Kinesiology; Ancillary, Human Nutrition; Women's Studies) BA 1974, Queens College, New York; MA 1975, Ohio State University; PhD 1978, University of Maryland.

Denis M. Medeiros (Head and Professor of Human Nutrition) BS 1974, Central Connecticut State University; MS 1976, Illinois State University; PhD 1981, Clemson University.

Manuel Moro (Assistant Professor of Diagnostic Medicine/Pathobiology) DVM 1985, University of San Marcos, Lima, Peru; MPH 1987 The Johns Hopkins University; PhD 1993 Iowa State University.

Derek A. Mosier (Professor of Diagnostic Medicine/Pathobiology) DVM 1978, Kansas State University; PhD 1985, Oklahoma State University; Diplomate 1986, American College of Veterinary Pathologist.

Tim L. Musch (Professor of Kinesiology and Anatomy & Physiology) BA 1972, MA 1974, University of California-Berkeley; PhD 1981, University of Wisconsin-Madison.

T.G. Nagarja (Professor of Diagnostic Medicine/Pathobiology) BVSc.1970 University of Agricultural Sciences, Bangalore, India; MVSc. University of Agricultural Sciences, Bangalore, India; PhD 1979 Kansas State University.

Larry Noble (Professor of Kinesiology) BS 1966, Eastern Kentucky University; MS 1968, University of Maryland; PhD 1970, University of Texas-Austin.

Richard D. Oberst (Associate Professor of Diagnostic Medicine/Pathobiology; Food Science) DVM 1983, Oklahoma State University; PhD 1987, University of California.

Frederick W. Oehme (Professor of Anatomy and Physiology; Research Toxicologist; Diagnostic Medicine/Pathobiology; Biochemistry) BS 1957, DVM 1958, Cornell University; MS 1962, Kansas State University; DVM 1964, Justus Liebig University; Diplomate 1968, American Board of Veterinary Toxicology; PhD 1969, University of Missouri; Diplomate 1980, American Board of Toxicology; Diplomate 1982, Academy of Toxicological Sciences.

Paula K. Peters (Associate Director of Extension-FACS; Associate Professor of Human Nutrition) BS 1977, MS 1985, South Dakota State University; PhD 1991, Ohio State University.

Randall K. Phebus (Associate Professor of Animal Sciences and Industry; Food Science) BS 1985, MS 1988, PhD 1992, University of Tennessee.

David Poole (Professor of Kinesiology and Anatomy & Physiology; Ancillary, Human Nutrition) BS 1980, Liverpool Polytechnic, England; MS 1984, PhD 1986, University of California-Los Angeles.

Valentina M. Remig (Assistant Professor of Human Nutrition; Gerontology) BS 1969, College of Mount St. Joseph-on-the-Ohio; MS 1980 University of Houston at Clear Lake; PhD 1990, Ohio State University.

Michael W. Sanderson (Assistant Professor of Clinical Sciences) BS 1985, DVM 1998, Colorado State University; MS VS 1995, Washington State University.

J. Scott Smith (Professor of Animal Sciences and Industry; Food Science) BS 1972, Brescia College, Kentucky; MS 1975, Kansas State University; PhD 1981, Pennsylvania State University.

Stewart G. Trost (Assistant Professor of Kinesiology) BS 1989, Oregon State University; MS 1994 Oregon State University; PhD 1998 University of South Carolina.

Ludek Zurek (Assistant Professor of Medical and Veterinary Entomology) BS, MS 1987, Mendel Agricultural University, Czechoslovakia; PhD 1998 University of Alberta, Canada.

12.2 Public health core courses

Public health component area	Course number and title	Department name;address; telephone	Instructor; email; address; telephone	Semesters offered
Biostatistics	**STAT 702** Statistical Methods for Social Sciences (3) or **STAT 703** Statistical Methods for Natural Scientists (3)	Statistics 101 Dickens Hall 785-532-6883	Staff; contact the Department Head	Fall, Spring, Summer; also DCE*
Environmental health sciences	**DMP 806** Environmental Toxicology (2)	Diagnostic Medicine/Pathobiology K-221 Mosier Hall 785-532-4401	Dr. Fred Oehme oehme@ksu.edu M213 Mosier Hall 785-532-4334	Spring
Epidemiology	**DMP 854** Disease Epidemiology (3)	Diagnostic Medicine/Pathobiology K-221 Mosier Hall 785-532-4401	Staff, contact the Department Head	Fall
Health service administration	**HRIMD 720** Administration of Health Care Organizations (3)	Hotel, Restaurant, Institutional Management and Dietetics 103 Justin Hall 785-532-5521	Dr. Deb Canter canter@ksu.edu 103 Justin Hall 785-532-2216	Summer; also DCE*
Social and behavioral sciences	**KIN 818** Social and Behavioral Basis of Public Health (3)	Kinesiology 1A Natatorium 785-532-6765	Dr. Mary McElroy mmcelro@ksu.edu 206 Ahearn Gym. 785-532-0711	Spring

* Course available in a distance format through the Division of Continuing Education (DCE). Contact DCE at 785-532-5566 for enrollment information or go to the website at http://www.dce.k-state.ksu

12.3 Food safety area of emphasis courses

Required courses:

- FDSCI 501 Food Chemistry (3)
- FDSCI 607 Food Microbiology (4)
- FDSCI 690 Principles of HACCP (2)
- FDSCI 713 Rapid Methods and Automation in Microbiology (2)
- FDSCI 791 Advanced Applications of HAACP Principles (3)

Elective courses:

In addition to the above, students must select their remaining courses from the following or other courses as approved by the major advisor:

- ASI 661 Problems: Food Microbiology (2)
- ASI 661 Problems: Concepts and Issues in Food Safety (2)
- FDSCI 695 Quality Assurance of Food Products (3)
- FDSCI 727 Chemical Methods of Food Analysis (2)
- FDSCI 728 Physical Methods of Food Analysis (2)
- FDSCI 815 Advanced Food Chemistry (3)
- FDSCI 915 Food Toxicology (2)
- STAT 703 Statistical Methods for Natural Scientists (3)
- STAT 704 Analysis of Variance (2)
- STAT 705 Regression and Correlation Analyses (2)

Field experience OR master's thesis OR combined field experience and master's report:

- ASI 799 Graduate Internship in Animal Sciences and Industry (1-4)
- ASI 898 Master's Report (2)
- ASI 899 Master's Research in Animal Sciences and Industry (Var.)

12.4 Infectious diseases/zoonoses area of emphasis courses

Option A: Program for non-DVM students

Students will select 10 credit hours from the following courses in the Department of Diagnostic Medicine/Pathobiology:

DMP 770: Fundamental Concepts in Emerging Pathogenic Diseases (1 hour)
DMP 803: Advanced Toxicology (3 hours)
DMP 805: Toxins in Biological Systems (1-3 hours)
DMP 807: Current Topics in Toxicology (2 hours)
DMP 809: Problems in Toxicology (1-3 hours)
DMP 849: Pathologic Technique and Diagnosis (1-3 hours)
DMP 850: Domestic Animal Immunology (3 hours)
DMP 856: Advanced Veterinary Parasitology (3 hours)
DMP 860: Pathogenic Mechanisms (3 hours)
DMP 861: Advanced Diagnostic Pathology (1-3 hours)
DMP 863 Advanced Principles of Pathology (3 hours)
DMP 865: Diagnostic Veterinary Virology (3 hours)
DMP 870: Seminar in Pathobiology (MS) (1 hour)
DMP 871: Molecular Diagnostics of Infectious Diseases (3 hours)
DMP 880: Problems in Pathobiology (MS) (1-3 hours)

Potentially applicable courses in other departments:

BIOL 529: Fundamentals of Ecology (3 hours)
BIOL 545: Human Parasitology (3 hours)
BIOL 546: Human Parasitology Laboratory (1 hour)
BIOL 609: Cellular and Molecular Biology of Human Diseases (3 hours)
BIOL 625: Animal Parasitology (4 hours)
BIOL 670: Immunology (4 hours)
BIOL 671: Immunology Laboratory (2 hours)
BIOL 687: Microbial Ecology (3 hours)
BIOL 730: General Virology (3 hours)
BIOL 731: Virology Laboratory (2 hours)
BIOL 805: Advanced Mycology (3 hours)
ASI 503: Topics in Comparative Pathology (1-3 hours)
ASI 540: Principles of Animal Disease Control (3 hours)
FDSCI 690: Principles of HACCP (2 hours)
FDSCI 915: Food Toxicology (2 hours)
STAT 704: Analysis of Variance (2 hours)
STAT 705: Regression and Correlation Analysis (2 hours)
STAT 710: Sample Survey Methods (2 hours)
STAT 716: Non-parametric Statistics (2 hours)
STAT 720: Design of Experiments (3 hours)
STAT 730: Multivariate Statistical Methods (3 hours)
STAT 735: Statistics in Health Related Industries (2 hours)

Option B: Program for post-DVM Students

The transfer of credit hours from an AVMA accredited DVM curriculum can be applied for up to ten credit hours. The total credits that can be used from infectious disease and related courses taken during a veterinary curriculum will be determined by the student's supervisory committee on a case-by-case basis. Equivalent veterinary courses from other AVMA recognized veterinary colleges can be substituted as appropriate. Additional credit hours needed to reach a total of 10 credits are chosen from the following:

DMP 770: Fundamental Concepts in Emerging Pathogenic Diseases (1 hour)
DMP 803: Advanced Toxicology (3 hours)
DMP 805: Toxins in Biological Systems (1-3 hours)
DMP 807: Current Topics in Toxicology (2 hours)
DMP 809: Problems in Toxicology (1-3 hours)
DMP 849: Pathologic Technique and Diagnosis (1-3 hours)
DMP 850: Domestic Animal Immunology (3 hours)
DMP 856: Advanced Veterinary Parasitology (3 hours)
DMP 860: Pathogenic Mechanisms (3 hours)
DMP 861: Advanced Diagnostic Pathology (1-3 hours)
DMP 863 Advanced Principles of Pathology (3 hours)
DMP 865: Diagnostic Veterinary Virology (3 hours)
DMP 870: Seminar in Pathobiology (MS) (1 hour)
DMP 871: Molecular Diagnostics of Infectious Diseases (3 hours)
DMP 880: Problems in Pathobiology (MS) (1-3 hours)

Potentially applicable courses in other departments:

BIOL 529: Fundamentals of Ecology (3 hours)
BIOL 545: Human Parasitology (3 hours)
BIOL 546: Human Parasitology Laboratory (1 hour)
BIOL 609: Cellular and Molecular Biology of Human Diseases (3 hours)
BIOL 625: Animal Parasitology (4 hours)
BIOL 670: Immunology (4 hours)
BIOL 671: Immunology Laboratory (2 hours)
BIOL 687: Microbial Ecology (3 hours)
BIOL 730: General Virology (3 hours)
BIOL 731: Virology Laboratory (2 hours)
BIOL 805: Advanced Mycology (3 hours)
ASI 503: Topics in Comparative Pathology (1-3 hours)
ASI 540: Principles of Animal Disease Control (3 hours)
FDSCI 690: Principles of HACCP (2 hours)
FDSCI 915: Food Toxicology (2 hours)
STAT 704: Analysis of Variance (2 hours)
STAT 705: Regression and Correlation Analysis (2 hours)
STAT 710: Sample Survey Methods (2 hours)
STAT 716: Non-parametric Statistics (2 hours)
STAT 720: Design of Experiments (3 hours)

STAT 730: Multivariate Statistical Methods (3 hours)
STAT 735: Statistics in Health Related Industries (2 hours)

Option C: Combined DVM – MPH Program

Ten credit hours from the College of Veterinary Medicine DVM curriculum can be applied to the MPH degree requirements.

DVM curriculum courses appropriate for credit (23 credit hours total):

DMP 705: Principles of Veterinary Immunology (3 hours)
DMP 708: Principle and Methods of Epidemiology (2 hours)
DMP 712: Veterinary Bacteriology and Mycology (4 hours)
DMP 718: Veterinary Parasitology (5 hours)
DMP 722: Veterinary Virology (3 hours)
DMP 753: Zoonoses and Preventative Medicine (3 hours)
DMP 801: Toxicology (3 hours)

12.5 Nutrition area of emphasis courses

Prerequisite courses for students without an undergraduate degree in nutrition or dietetics or graduate work in nutrition include: HN 400 Human Nutrition and HN 450 Nutritional Assessment. These courses or the equivalent must be completed before the student is approved for full admission status in the program.

Required courses:

- HN 600 Public Health Nutrition (3)
- HN 610 Lifespan Nutrition (3)
- HN 800 Nutrition Education and Communication (3)
- HN 844 Nutritional Epidemiology (3)

Elective courses:

In addition to the above, students must select their remaining courses from the following or other courses as approved by the major advisor:

- HN 630 Clinical Nutrition (5)
- HN 635 Nutrition and Exercise (3)
- HN 660 Nutrition and Food Behavior (3)
- HN 702 Nutrition in Developing Countries (3)
- HN 718 Physical Health and Aging (3)
- HN 741 Consumer Response Evaluation (3)
- HN 880 Graduate Seminar in Human Nutrition (1)
- HN 995 Grantsmanship and Publication (3)
- EDACE 782 Educational Gerontology (3)
- EDACE 790 Characteristics of the Adult Learner (3)
- EDACE 815 Introduction to Community Educational Development (3)
- EDACE 830 Program Planning in Adult Education (3)
- SOCIO 541 Wealth, Power and Privilege (3)
- SOCIO 570 Race and Ethnic Relations in the USA (3)
- DMP 753 Zoonosis and Preventive Medicine (3)
- DMP 801 Toxicology (3)
- FDSCI 915 Food Toxicology (2)
- STAT 704 Analysis of Variance (2)
- STAT 705 Regression and Correlation Analyses (2)
- STAT 710 Sample Survey Methods (2)
- STAT 716 Nonparametric Statistics (2)
- STAT 720 Design of Experiments (3)
- STAT 730 Multivariate Statistical Methods (3)
- STAT 735 Statistics in Health Related Industries (2)

Field experience OR master's thesis OR combined field experience and master's report:

- HN 850 Public Health Field Experience (var.)
- HN 898 Master's Report (var.)
- Or
- HN 899 Master's Thesis (var.)

12.6 Physical activity area of emphasis courses

Required courses:

Select 9 hours from these four courses:

- KIN 800 Advanced Physiology of Exercise (3)
- KIN 805 Physical Activity and Human Behavior (3)
- KIN 808 Social Epidemiology of Physical Activity (3)
- KIN 830 Public Health Physical Activity (3)

Elective courses:

In addition to the above, students must select a minimum of 6 hours from the following list of approved courses:

- KIN 600 Exercise Psychology (3)
- KIN 601 Cardiorespiratory Exercise Physiology (3)
- KIN 602 Gender Issues in Sport and Exercise (3)
- KIN 603 Cardiovascular Exercise Physiology (3)
- KIN 604 Exercise and Mental Health (3)
- KIN 605 Topics in the Biological Basis of Kinesiology (1 -3)
- KIN 606 Topics in the Behavioral Basis of Kinesiology (1 -3)
- KIN 607 Muscle Exercise Physiology (3)
- KIN 625 Exercise Testing and Prescription (3)
- KIN 635 Nutrition and Exercise (3)
- KIN 655 Fitness Promotion (3)
- KIN 657 Therapeutic Use of Exercise in the Treatment of Disease (3)
- KIN 796 Topics in Kinesiology (1 -4)
- KIN 808 Social Epidemiology of Physical Activity (3)
- KIN 820 Physical Activity Leadership (3)
- KIN 825 Mechanical Analysis of Human Movement
- KIN 835 Group Dynamics and Physical Activity (3)
- KIN 855 Exercise Psychology in Special Populations (3)

In addition to the above courses, the same statistics courses listed for the human nutrition emphasis may be taken for the physical activity emphasis.

Field experience OR master's thesis OR combined field experience and master's report:

- KIN xxx Internship (or practicum or field experience) in Public Health Physical Activity (6)
- KIN 898 Master's Report (1-4)

  or
- KIN 899 Master's Thesis (1-6)

12.7 Nutrition and physical activity area of emphasis courses

Required courses:

Students may wish to pursue a combination of human nutrition and physical activity as the area of emphasis for the MPH degree. If this option is selected, 6 credits each in human nutrition courses and kinesiology courses is required in addition to the public health core and field experience or research requirements. The student's committee should use the core courses required of each option to formulate the student's program. A suggested program of study would be the following:

- HN 800 Nutrition Education and Communication (3) or KIN Elective (3)
- HN 844 Nutritional Epidemiology (3)
- KIN 800 Advanced Physiology of Exercise (3)
- KIN 805 Physical Activity and Human Behavior (3)
- KIN 808 Social Epidemiology of Physical Activity (3)

Field experience OR master's thesis OR combined field experience and master's report:

- HN 850 Public Health Field Experience (6)
  or
- HN 898 Master's Report (2) or KIN 898 Master's Report (1-4)
  or
- HN 899 Master's Thesis (6) or KIN 899 Master's Thesis (1-6)

12.8 Guidelines for preparing a Program of Study

Every master's student must file a Program of Study (POS) with the Graduate School. This program is a formal list of courses the student intends to complete to fulfill the requirements of the degree and should consist solely of courses directly related to the Master of Public Health (MPH) degree. Full-time students must file their programs before the end of their second semester of graduate study, and part-time students must do so upon the completion of 9 credit hours.

A student should prepare the program of study in consultation with the major professor and the Director of the MPH Program. All members of the supervisory committee and the Director of the MPH Program must approve the POS. The original and six (4) copies are then submitted for approval and the signature of the Dean of the Graduate School.

The following guidelines should be followed when preparing a program of study:

- The total number of hours required for an MPH degree at Kansas State University is 36. Six credit hours must be earned through a thesis, a field experience, or a combination of a master's report and a field experience.

- Course numbers, course titles, course credit hours, and semester taken should be listed on the program as they are recorded on the transcript (i.e. in chronological order). Credits that were earned more than six years prior to the semester in which the POS is approved cannot be accepted.

- No course in the student's area of emphasis may be at the 500 level unless a course is one of the required courses approved for the MPH degree (Example: FDSCI 501 Food Chemistry in the Food Safety Area of Emphasis).

- Only three (3) credit hours of problems, readings, or other independent study courses may be applied toward the master's degree.

- Courses designated as deficiencies at the time of admission CANNOT be used on a program of study. Please refer to the admission letter sent to you by the Graduate School for deficiencies designated by the department.

- Ten (10) credit hours of graduate course work from an accredited university may be included as transfer credit on the POS, provided they were not part of another degree. Transfer courses must be graded A or B and must not have been taken more than six years prior to the semester that the program is approved. If a transfer course is to be taken in the future, the semester should be noted on the POS. Official transcripts that show the courses and grades for transfer credit must be on file in the Graduate School. Final approval of the POS cannot be determined until all transcripts are received.

- Students pursuing a second master's degree may apply up to six (6) credit hours from the first master's degree to the program of the second.

- If changes need to be made to a POS or the supervisory committee after being approved by the Graduate School, please submit a Program/Committee Change Form. Unless there are extensive changes, a new revised program does not have to be submitted.

The official ***GRADUATE HANDBOOK*** prepared by the Graduate School contains additional information about programs of study and other requirements for graduate study at Kansas State University. The ***GRADUATE HANDBOOK*** is available for downloading from the website for the Graduate School. The URL for this site is http://www.ksu.edu/grad.

All forms requested by the Graduate School are available in the individual departments, in the Graduate School Office in Fairchild Hall, Room 103, or at the above website.

When a program of study cannot be approved, either because it violates Graduate School guidelines or because a student has not satisfied certain prerequisites, both the student and the committee are confronted by delays and extra work. In an effort to avoid such problems, the list below contains some of the more common reasons programs are returned:

- A course listed may not have been taken for graduate credit; it may have an incomplete or a grade below a C; it is more than six years old.

- There are too many credit hours of problems, readings, or independent study courses listed. The MPH program may include only 3 credits of such courses.

- The program includes deficiency courses.

- Courses listed do not match those appearing on the student's transcript. Course numbers, course titles, and credit hours should appear exactly as they appear on the transcript.

- All signatures of the student, supervisory committee, or the Director of the MPH Program have not been obtained; or a supervisory committee member has not been appointed to Graduate Faculty.

- The Graduate School has not received official transcripts for all transfer courses, or such transcripts indicate that the courses in question do not quality for transfer credit.

12.9 Template for the Program of Study

May be found in PDF or WORD format on the MPH Program Website at http://www.ksu.edu/mphealth

12.10 Graduate School Forms

Forms that are required for various procedures are available at the Graduate School website: http://www.ksu.edu/grad/handbook

12.11 Field Experience Requirements and Guidelines

Introduction

All Master of Public Health (MPH) degree candidates at Kansas State University are required to complete 6 credit hours of applied research OR a combination of a report and a field experience OR a fulltime field experience as the capstone/culminating experience of the degree program. Candidates who choose a field experience must follow these approved guidelines. The purpose of a field experience is to provide a bridge between professional academic preparation and public health practice. Knowledge, attitudes, and skills learned in the core public health courses and the area of emphasis courses are applied in an agency setting under the supervision and guidance of a mentor-preceptor. Faculty advisors, area of emphasis coordinators, or the MPH program director may assist the student in locating a position. At the completion of the field experience, the student will provide a final product and an oral presentation to document the experience.

The MPH field experience is structured to provide students with "hands on" public health experience and as such is not appropriate for the conduct of basic, independent research. The MPH is a professional degree intended to prepare graduate students to work as practitioners in the field of public health. The degree program is not intended as primary preparation for a career in basic research. Results of applied research projects, however, may be part of the product used to document the field experience. Students who are interested in public health research should register for thesis credits through their major advisor. Students should note that ***any research effort, even as part of the field experience, must receive Institutional Review Board (IRB) approval prior to its initiation.***

Given the nature and scope of public health activities today, it is possible that students will find themselves collecting, analyzing, interpreting, and disseminating data. If there is any question as to whether a person's field experience will require IRB approval, the student and faculty advisor must submit an IRB application to the University Research Compliance Office in Fairchild Hall. Students should be advised that the IRB approval process is sometimes quite lengthy and may significantly extend the time needed to prepare for the field experience. It is essential that students discuss the scope of their field experience activities with their advisor and site preceptor so that no IRB violations occur.

Enrollment and hour requirements

Students enroll for the field experience in public health through their major advisor using the course number in the area of emphasis, or in their home department. However, the faculty advisor for the field experience does not have to be the student's major professor. A faculty member other than the advisor of record may be in a better position to provide guidance in finding and benefitting from the best site placement. The faculty member who assists with the placement, however, will continue to serve as the university supervisor during the field experience.

The preferred arrangement for the field experience is at the end of the coursework. In extenuating situations it may be necessary for the experience to be spread over two semesters, either fall and spring or spring and summer. For a fulltime field experience of 6 credit hours, 480

clock hours need to be worked in the agency setting). This is equivalent to 80 clock hours for each 1 credit hour. Thus, a student who elects to do a combination of the Master's Report (2 credit hours) plus a field experience for 4 credit hours, would work 320 clock hours in the agency. During the summer semester, the field experience would be fulltime (40 hours per week) for a period of 12 weeks, or a total of 480 clock hours. Three credit hours taken during a fall or spring semester would be 16 hours per week for 15 weeks for a total of 240 clock hours.

According to university policy, international students must complete an additional form for the International Student Office on campus before beginning their field experience.

Approval procedures

Prior to the start of the field experience, the student, faculty advisor, and agency preceptor must complete and sign a form that will outline their responsibilities and expectations. This form is titled "Kansas State University Field Experience in Public Health Agreement." The student is responsible for completing and returning this document with appropriate signatures to the appropriate area of emphasis coordinator or the MPH program director. The document will include a description of the learning objectives of the placement, the activities to be performed by the student, and the anticipated product(s). The student, faculty advisor, and agency preceptor should define and agree upon the nature of the final product(s) before the field experience begins. The number of clock hours worked per week should also be indicated on the Agreement. If a stipend, salary, or other type of compensation is to be given to the student, it should be addressed in the document.

The final product(s) may be in a variety of forms or a combination of forms, such as a paper, a written and oral presentation, or a collection of items produced during the time of the field experience. The product(s) should be submitted two weeks before the end of the field experience to the major advisor, the appropriate area of emphasis coordinator, or the MPH program director. If the final product is a presentation or some type of oral report, the student should provide a written summary, abstract, or presentation note pages for the program director to keep on file.

At the end of the field experience, both the student and the agency preceptor will complete an evaluation of the experience and return it to the faculty field experience advisor. The student's final grade will be assigned by the faculty advisor and based upon the agency preceptor's evaluation and the student's final product(s). All field experiences will be graded on a credit/no credit basis according to the policy on grade requirements in the Graduate Handbook, Chapter 2, Section E.

Agency field experience sites

Preparation for the field experience should begin at least one semester before the actual work on site is to begin. For example, if a student plans to do the field experience during the summer, he/she should start planning at the beginning of the spring semester or even as early as the fall semester. Some agencies offering placement opportunities start accepting applications as early as 9 months before the anticipated start date.

Students should seek prospective agency placements that can provide them with opportunities to practice the knowledge and skills learned in the classroom. The ideal experience should give students an understanding of both the breadth and depth of public health areas where they might eventually like to work. The faculty advisor, area of emphasis coordinator, or the MPH program director can assist the student in finding an appropriate placement by discussing the student's career goals and by considering previous placement sites where students have had good field experiences. The area of emphasis coordinator and the MPH program director will develop a list of established placement sites with locations and contact persons.

While the majority of field experience placements will be completed with agencies in Kansas, students are not required to stay within the state to meet this requirement. Collaborative relationships will be established with the health departments in adjacent states and with a variety of other regional, national, and possibly international agencies and organizations that could provide placements.

All students are welcome to investigate opportunities wherever they may be available, provided the host agency and proposed field experience meet the MPH program's requirements for an appropriate field experience (see guidelines in a separate document). Some examples of appropriate field experience placements used in other states in their MPH programs include the Centers for Disease Control and Health Promotion, the Health Services and Agency, the National Institutes of Health, state and local departments of health, community-based voluntary organizations like the American Cancer Society, the American Heart Association, or the March of Dimes. Other community-based organizations that are involved in public health approaches to prevention are county Extension programs, corporate wellness programs, major industries, community hospitals, the food industry, and pharmaceutical companies.

A field experience placement at Kansas State University will be considered only if it clearly has a community focus. A request for such an experience must be submitted in writing to the MPH Coordinating Committee for approval. Normally, faculty research projects are not appropriate venues for field experience, nor are jobs that are primarily administrative in nature.

Recognizing that occasionally a student will have personal constraints to carrying out traditional field experience placements, an effort will be made to consider evening and weekend experiences with an approved agency. The proposal must be submitted in writing to the MPH Coordinating Committee to determine if there is sufficient opportunity for practical experience in the public health agency in concert with the student's area of emphasis and career goals.

If a student faces any logistical problems, such as the need to reschedule the hours worked or to obtain transportation to the placement site, he/she should contact the MPH program director. For problems of a personal or professional nature, such as the need to withdraw from the placement before the end of the semester or to deal with an uncomfortable or hostile work environment, the student should contact his/her faculty advisor. Students should be in contact with the faculty advisor on a regular basis either by phone or email during the field experience period to discuss the progress of the experience. It is not necessary for the faculty advisor to visit the student on site unless it is desired and is mutually agreed upon by the student and agency preceptor.

Forms to be completed and filed with the major professor/mentor and MPH Program Director:

These forms are available on the MPH Program website at http://www.ksu.edu/mphealth

1. Field Experience in Public Health Agreement
2. Field Experience Description (to be attached to the Agreement)
3. Student Evaluation of Field Experience Placement
4. Agency Preceptor Evaluation of the Student