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## **Policies and Procedures**

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The following academic policies of the Department of Public Health are applicable to all Department of Public Health undergraduate programs.

## **Policies for Good Academic Standing, Dismissal and Reinstatement**

### **Good Academic Standing**

**Matriculation Prior to January 1, 2012.** Students are in good academic standing when their semester and their cumulative grade point averages are 2.0 or above, and their grade point average in all courses included in the Department of Public Health major requirements is at least 2.3. Students must be in good academic standing to graduate.

**Matriculation Beginning January 1, 2012.** Students are in good academic standing when their semester and their cumulative grade point averages are 2.5 or above. Students must be in good academic standing to graduate.

### **Probation**

**Matriculation Prior to January 1, 2012.** A student will be placed on academic probation if his/her cumulative or semester grade point average is below 2.0 **or** if his/her Department of Public Health major GPA falls below 2.3. In order for the major GPA to be considered, students must have completed 12 or more credit hours in the major. If a student is not making satisfactory progress toward a degree at the conclusion of the probation semester, the student may be dismissed from the Department.

**Matriculation Beginning January 1, 2012.** A student will be placed on academic probation if his/her cumulative or semester grade point average is below 2.5. If a student is not making satisfactory progress toward a degree at the conclusion of the probation semester, the student may be dismissed from the Department.

### **Critical Probation**

**Matriculation Prior to January 1, 2012.** Under special circumstances, students may be placed on critical probation. If the student is given the opportunity to enroll under critical probation, the Undergraduate Academic Progress Committee will establish strict conditions that must be met before the student will be allowed to register for future classes. Students who fail to return to good standing at the conclusion of critical probation may be dismissed from the academic program.

**Matriculation Beginning January 1, 2012.** Under special circumstances, students may be placed on critical probation. If the student is given the opportunity to enroll under critical probation, the Undergraduate Academic Progress Committee will establish strict conditions that must be met before the student will be allowed to register for future classes. Students who fail to return to good standing at the conclusion of critical probation may be dismissed from the academic program.

### **Dismissal**

**Matriculation Prior to January 1, 2012.** If in the opinion of the Undergraduate Academic Progress Committee, a student is not making satisfactory progress toward his/her degree, he/she may be dismissed. Dismissed students will have their upcoming semester courses cancelled.

**Matriculation Beginning January 1, 2012.** If in the opinion of the Undergraduate Academic Progress Committee, a student is not making satisfactory progress toward his/her degree, he/she may be dismissed. Dismissed students will have their upcoming semester courses cancelled.

**Reinstatement** Students who have been formally dismissed may appeal their dismissal. Students who have been formally dismissed must apply to the Undergraduate Academic Progress Committee for reinstatement. Students who have been dismissed are not eligible for reinstatement until at least one full regular semester (spring or fall) has passed since the dismissal.

Students petitioning for reinstatement must demonstrate by their petitions that they have prepared themselves to succeed in their studies at IUPUI.

Reinstatement is not automatic and depends on a determination that the student will succeed. This determination is based on a careful review of the student's grades leading up to the dismissal, the student's reinstatement petition, and any other relevant information. Before being reinstated, students may be required to participate in testing, advising, workshop sessions, or other activities designed to enable the student to succeed academically.

## **Policies for Dean's List, Grading, Grade Replacement, Grade Appeal, Incomplete, Withdrawal, Forgiveness**

**Dean's List** Students who are enrolled in 6 or more hours of coursework are named to the Dean's List if they have earned a GPA of 3.5 or higher for the fall or spring terms. Courses must be taken for a letter grade; pass/fail credit hours are not counted in the Dean's List determination. The Dean's List is not computed for the summer sessions. Students with a grade of incomplete cannot be named to the Dean's List until the incomplete is removed.

**Grading Policies** The Department of Public Health follows the official grading system of Indiana University, described in the introductory section of the bulletin.

**Grade Replacement** The Department of Public Health students who have retaken a course (must be same department and course number) may request to have only the last grade computed in their grade point average. If a student earns the same or a higher grade after repeating a course, only the second grade will be counted in the GPA. Students may replace five grades for a total of 15 credit hours. Replacement does not occur automatically. Students must notify the Department of Public Health recorder that the course has been taken a second time and that they wish to use grade replacement for the course.

**Grade Appeal** A student may appeal a course grade at the completion of a course to resolve a grade discrepancy or a grade dispute. The appeal must be made within 90 days of the date when the grade was issued. In those rare instances when a student is unable to contact the professor who issued the grade, the student must give a notice of intent to appeal the grade within 90 days of the date when the grade was issued. The appeal should be made to the Director of Undergraduate Education.

**Incomplete** A grade of incomplete must be removed within the time specified by the instructor of the course; if not, the grade automatically changes to an F one calendar year after the Incomplete was given.

**Withdrawal** Students must formally withdraw from courses in the timeframe allowed by the Registrar's office. This information can be found at the web site [www.registrar.iupui.edu](http://www.registrar.iupui.edu).

**Forgiveness Policy** This policy applies to former IU students pursuing a first undergraduate degree who have been away from the IU system and have not attended any other college or university, including any campus of IU, for the last five years. This policy, which first became available to students returning to IUPUI in the fall of 1996, states that students may apply for forgiveness upon application for admission to a degree-granting unit. If the student has not yet been admitted to a degree-granting unit, the student should submit a notification of intent to petition for academic forgiveness as part of the academic advising process. If the petition is approved, the student starts with a fresh cumulative grade point index, after which all the rules of academic probation and dismissal (for the Department of Public Health) will apply. The Department of Public Health will evaluate the student's transcript, and all courses taken previously will remain on the permanent record. Only credit hours for courses with grades C or above, P, or S may be counted toward degree completion. After approval, the student must complete a minimum of 32 credit

hours on the IUPUI campus in order to meet the graduation residency requirement.

## **Policies for Student Rights and Responsibilities, Confidentiality, and Academic Integrity**

**Student Rights and Responsibilities** The Department of Public Health fully supports the rights and responsibilities of students as defined in the IUPUI *Code of Student Rights, Responsibilities, and Conduct*. The *Student Code* spells out the expectations for faculty and students, and it provides the framework for the Department of Public Health's judicial process, which can be accessed at the Department of Public Health website.

A student is entitled to rights in the pursuit of his or her education; freedom from discrimination and harassment; and freedom of association, expression, advocacy, and publication. A student also has the right to contribute to University governance, to receive accommodations for disabilities, and to access records and facilities. In accordance with federal law, student records are confidential and are available to other persons only under specific conditions as outlined in university regulations.

A student is responsible for upholding and following all applicable codes of conduct, including the IUPUI Student Code and course policies on classroom etiquette and disorderly conduct, and for obeying all applicable policies and procedures and all local, state, and federal laws. A student is responsible for facilitating the learning process, attending class regularly, completing class assignments and coming to class prepared. In addition, a student is responsible for planning his or her own academic program, planning class schedules, and for meeting the requirements for his or her degree or certificate programs. Faculty and academic advisors are available to assist students in meeting degree requirements. A student is responsible for maintaining and regularly monitoring his or her university accounts including e-mail and bursar accounts. A student is responsible for using university property and facilities in the pursuit of his or her education, while being mindful of the rights of others to do the same. A student is responsible for upholding and maintaining academic and professional honesty and integrity.

**Confidentiality of Student Records** In accordance with Indiana University regulations, student records are confidential and are available to other persons only under specific conditions as outlined in university regulations.

**Academic Integrity** Academic integrity is a basic principle of intellectual life that holds students responsible for taking credit only for ideas and efforts that are their own. Academic dishonesty violates that principle and undermines the bonds of trust and cooperation among members of the university community, and it is not tolerated. Academic misconduct includes cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. Students are responsible for knowing what behaviors and activities constitute these different forms of academic misconduct. Penalties and procedures that are applicable when academic misconduct or dishonesty occurs are described in the IUPUI *Code of Student Rights, Responsibilities, and Conduct*. More information about the Department of Public Health policy and procedures is available by linking to [Academic Integrity](#).

**Sex Offenders Screening Policy for Students/Applicants** Students and applicants should be aware that criminal convictions may result in ineligibility for participation in certain courses/activities within the Department of Public Health. Questions regarding the Department's policy on such matters should be addressed to the appropriate program director.

## **Policies Concerning Degree Requirements**

**Applicability of Degree, Certificate and Minor Requirements** Students may choose to complete either the specific degree, certificate, or minor requirements published in the appropriate bulletin at the time of entry into the university or those in the bulletin current at the time of graduation.

**Application for Degree** All students must fill out an application for degree at the Department of Public Health records office. This application should be completed by September 10 for a December graduation, or

January 10 for a May or August graduation.

**Degree Completion** Students are expected to complete the requirements for their undergraduate degree within 10 years of admission to the Department of Public Health. Students are allowed to continue beyond this time period only at the discretion of the Director of Undergraduate Education. If a student has not taken classes for three years or more, he/she must satisfy program requirements of the Department of Public Health in effect at the time of reactivation. Requests for deviation from requirements listed in the bulletin must be approved in writing by the Director of Undergraduate Education, whose decision is final.

**Course Substitution and Course Waiver** Requests for course substitutions and course waivers must be made to the faculty advisor.

**Degrees Awarded with Distinction** The Department of Public Health recognizes outstanding performance by awarding bachelor's and associate degrees with three levels of distinction to students who rank in the upper 10 percent of their Department of Public Health graduating class by major and have completed a minimum of 60 hours at Indiana University for a B.S. The levels of distinction are as follows: highest distinction, 3.90 and above; high distinction, 3.70 through 3.89; distinction, 3.50 through 3.69.

**Double-Counting** Generally, courses taken to meet a specific degree requirement cannot be double-counted (i.e., used to satisfy any other degree requirement). Students earning a Department of Public Health major, minor, or certificate may double-count two courses across any allowable combination of these programs. The following restrictions apply: 1) students are limited to two minors and 2) Department of Public Health students may not earn a certificate or minor in the same area as their major.

### Grade Point Average Requirement

**Matriculation Prior to January 1, 2012.** A minimum cumulative GPA of 2.0 is required for the Bachelor of Science degrees. In addition, a Department of Public Health major GPA of 2.3 must be maintained in order to graduate. For students seeking certificates or minors from Department of Public Health, the minimum GPA requirement is 2.0 in all applicable course work.

**Matriculation Beginning January 1, 2012.** A minimum cumulative GPA of 2.5 is required for the Bachelor of Science degrees.

**Hours Requirement** Students must successfully complete a minimum of 120 credit hours for most Bachelor of Science degrees. Students may transfer no more than 90 credit hours (60 credits from a junior college) toward a Bachelor of Science degree. Class standing, based on total credit hours that count toward minimum degree requirements, is as follows: senior, 86 or more; junior, 56-85; sophomore, 26-55; freshman, fewer than 26.

**Independent Study Credit** With prior approval, a student may take three courses totaling no more than 10 credit hours by **correspondence** through the IU Division of Extended Studies, Independent Study Program. Under no circumstances may a student satisfy a major requirement by correspondence.

**Internship Credit** With Department of Public Health faculty approval, a student in good standing may earn a maximum of 15 credit hours of elective credit through the Department of Public Health **internship** program. The Department of Public Health internship program is described in more detail at the Department of Public Health website.

**Other Academic Programs** Department of Public Health students may choose to pursue a **minor** or **certificate** from another school or department or within Department of Public Health in an area other than their degree or major. Students interested in a minor should contact that department for additional information.

**Pass/Fail Credit** Deadlines for exercising this option are published on the Registrar's office website (<http://www.registrar.iupui.edu>) and are strictly enforced.

**Matriculation Prior to January 1, 2012.** A student in good academic standing may choose to take a maximum of eight elective courses (two per academic year) **Pass/Fail** for a B.S. degree.

**Matriculation Beginning January 1, 2012.** A student in good academic standing may choose to take a maximum of four elective courses (one per academic year) but not to exceed 12 credit hours total **Pass/Fail** for a B.S. degree.

**Requirements for a Second Bachelor's Degree** Students must petition the Department of Public Health for approval to work toward a second bachelor's degree. If permission is granted, students are required to take a minimum of 30 credit hours beyond the credits used for the first bachelor's degree and to satisfy all the requirements for the second degree. Generally, the Department of Public Health encourages students to work toward a graduate degree or graduate certificate rather than a second bachelor's degree. Petitions should be submitted to the Undergraduate Curriculum Committee.

## Honors College and Accelerated Master's Programs

The Department of Public Health has two programs for academically talented students. Both programs provide students with an opportunity to earn advanced degrees in an accelerated timeframe.

**Honors College Professional Admissions Program (HPS)** - The HPS program provides incoming freshman with an opportunity to earn the bachelor's and master's degrees in five years, rather than six years. This option is available for students interested in environmental health or health administration. For more information about admission requirements, contact the IUPUI Honors College at <http://honorscollege.iupui.edu/about/>.

**Accelerated Master's Program (AMP)** - The Accelerated Master's Program is a competitive program for outstanding Department of Public Health students who are seeking an advanced degree in health administration or environmental health. Participation in this program allows students to fulfill some graduate program requirements as undergraduates, and the graduate courses count for both graduate and undergraduate degree requirements. Students seeking admission to these programs must have at least 60 credit hours in the IU system at the time of admission and a cumulative GPA of 3.5 at the time of admission. For additional information students should contact the program director or academic advisor.

- **Bulletins:**
- [IUPUI](#)
- [IUPU Columbus](#)
- [Indiana University](#)

*For questions/concerns regarding this bulletin, please contact the [Office of the Registrar](#) | 317-274-1519 | [Contact Us](#)*

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