

Master of Science in Biostatistics

Student Handbook
2021 - 2022



IUPUI

RICHARD M. FAIRBANKS
SCHOOL OF PUBLIC HEALTH

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IUPUI Vision, Mission, and Values

IUPUI is an urban research university created in 1969 as a partnership by and between Indiana and Purdue Universities, with Indiana University as the managing partner. Thus IUPUI is a campus of Indiana University that grants degrees in 185 programs from both Indiana University and Purdue University. IUPUI offers the broadest range of academic programs of any campus in Indiana and is the state's principal site for graduate professional education. This campus ranks among the top fifteen in the country in the number of first professional degrees it confers and among the top five in the number of health-related degrees. IUPUI is the home campus for state-wide programs in medicine, dentistry, nursing, allied health, and social work and extends its program offerings through IUPUC (Columbus). IUPUI's University Library provides regional leadership for developing digital resources and making them available throughout the community. Building upon a tradition of excellence in higher education, IUPUI provides access for committed learners to quality education that conveys the skills, intellectual framework, and values necessary for life-long learning. Its programs and services influence thinking and practice throughout the state, across the country, and around the world. IUPUI serves as a catalyst for collaboration in teaching, research, and service among its faculty, students, and staff, and among the state's educational institutions, including colleges, universities, and schools of the Indianapolis region, and other learning organizations. IUPUI is home to dozens of interdisciplinary research centers and in the next century expects to become one of the nation's leading centers of interdisciplinary teaching and learning.

VISION

The vision of IUPUI is to be a leading urban research institution recognized for the success of its students, its advances in health and life sciences, and its intellectual, economic, and cultural contributions to the well-being of the citizens of Indianapolis, the state of Indiana, and beyond.

MISSION

IUPUI, a partnership between Indiana and Purdue universities, is Indiana's urban research and academic health sciences campus.

IUPUI's mission is to advance the state of Indiana and the intellectual growth of its citizens to the highest levels nationally and internationally through research and creative activity, teaching and learning, and civic engagement.

By offering a distinctive range of bachelor's, master's, professional, and Ph.D. degrees, IUPUI promotes the educational, cultural, and economic development of central Indiana and beyond through innovative collaborations, external partnerships, and a strong commitment to diversity.

IUPUI Statement of Values

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. We value the opportunities afforded by our location in Indiana's capital city and are committed to serving the needs of our community. Our students, faculty, and staff are involved in the community, providing educational programs, working with a wide array of community partners and clients, and engaging in field research spanning virtually every academic discipline. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of a diverse campus community of students, faculty, and staff; to continuous improvement of its programs and services; and to building a strong, welcoming campus community for all.

IU Richard M. Fairbanks School of Public Health

Vision, Mission, and Values

The Fairbanks School of Public Health is dedicated to the pursuit of health for all people. Health is defined as the capacity to develop full human potential, not simply the absence of disease. In promoting the health of communities, we emphasize the prevention of disease and injury and recognize the interconnectedness of the physical environment and ecosystem to the health of the community. We strive to ensure that the interests of the public are represented in health policies and practices and supports activities that promote this comprehensive view.

The School is committed to the principles of equality, shared decision-making, and a focus on the social, biological and environmental determinants of health which are central tenets of healthy communities and social justice. We embrace collaborative and participatory activities as a means of working collectively with other institutions and organizations in the community, across the state, nationally and internationally to ensure healthy communities and populations, a prerequisite for social justice.

While the traditional regulatory, legal and legislative functions of public health remains as important as ever today, public health is dynamic and must respond in innovative ways to emerging challenges to world health.

Our Vision:

The Indiana University Richard M. Fairbanks School of Public Health at IUPUI is a leader in improving the health of the people of Indiana, the nation, and the world.

Our Mission:

The mission of the Indiana University Richard M. Fairbanks School of Public Health at IUPUI is to cultivate innovative, Interdisciplinary, community engaged education, research and service and prepare leaders in public health and health care.

Core Values:

The FSPH has established core values to guide all aspects of teaching, research and service: collaboration, commitment to social justice, environmental consciousness, cultural competency, equity, innovation, respect, and sensitivity to diversity.

Curriculum

Students may complete their MS Biostatistics degree on a part-time or full-time basis. Plans of study can be viewed on the website: <http://pbhealth.iupui.edu/> .

1. Required core courses: (24 credit hours)

- a. Introduction to Probability, Stat 51900 or Basic Probability Applications, Stat 51600
- b. Mathematical Statistics I, Stat 52800 or Statistical Inference, Stat 51700
- c. Biost. Method I-Linear Model in Public Health, PBHL-B571
- d. Biost. Method II-Categorical Data Analysis, PBHL-B572
- e. Biost. Method III-Applied Survival Data Analysis, PBHL-B573
- f. Biost. Method IV-Applied Longitudinal Data Analysis, PBHL-B574
- g. Biost. Biostatistics Computing, PBHL B581 or Introduction to data management PBHL B552

2. Required Public Health Course: (3 credit hours)

- a. Introduction to Public Health, P510

3. Required Epidemiology courses: (3 credit hours)

- a. Fundamental Epidemiology, PBHL-E517

4. Elective Courses: (6 credit hours)

- a. Any relevant courses upon departmental approval

Competencies

Program Competencies or Learning Outcomes

The goal of the proposed MS Program in Biostatistics is to provide a solid grounding in study design, data collection, management and analysis as well as appropriate interpretation and communication of study findings. The program will provide students with knowledge of both statistical theory and application applied to biomedical and public health problems. Graduates with this degree will have competencies in three major areas: Public Health; Biostatistics; Data Management and Computation.

1. Biostatistics Competence

Biostatistical competency relates to the knowledge of Biostatistics methods and their application, such as descriptive statistics, inference and statistical modeling. Along with awareness of biostatistical principles, the program will inculcate in the students a critical thinking in the selection of the appropriate statistical technique (e.g., linear versus logistic regression, parametric versus semi-parametric modeling for survival data, or mixed effects versus generalized estimating equation models for longitudinal data).

The program will also build skills in the design of clinical (interventional) versus observational studies, data collection schemes and the analysis of the collected data plus interpretation and communication of the study results to public health practitioners both expert and non-expert in biostatistical methodology. A significant emphasis will be given to international issues affecting public health theory and practice as well of bioethics issues in research especially with respect to those arising in international or non-equitable settings.

2. Public Health Competence

Public Health competency refers to having a thorough understanding of the principles of screening and disease surveillance, prevention, observational and intervention studies, the local, national and global context of health problems, and the influence of cultural and social dimension of public health research and practice.

3. Computing and Data Management

The program will emphasize the appropriate methods for the design of data collection systems in the context of biomedical research (both pre-clinical and clinical, including clinical trials and observational studies), as well as the proper management, analysis and interpretation of these data.

Plan of Study

Table 1. A typical study plan for MS in Biostatistics

First Year	
Fall	Spring
a. Introduction to Probability- Stat 51900 or Basic Probability Applications-Stat 51600	a. Mathematical Statistics I-Stat 52800 or Statistical Inference-Stat 51700
b. Biost. Method I- PBHL-B571	b. Biost Method II-PBHL-B572
c. Intro to data management-PBHL-B552 or Biost. Computing PBHL B581	c. Fundamental Epi-PBHL-E517 or Elective
Second Year	
Fall	Spring
a. Biost. Method III-PBHL-B573	a. Biost. Method IV - PBHL B574
b. Fundamental Epi-PBHL-E517 or Elective	b. Fundamental Epi-PBHL E517 or Elective
c. Biost. Computing PBHL B581 or Intro to data management-PBHL- B552	

MS Competence Evaluation

All students must undergo a MS competency evaluation. Students pass the MS competence exam and register for 6 credit hours of elective courses upon the departmental approval.

Note on MS Examination

The MS competence examination will be given twice a year. The first examination will be offered a week before the fall semester starts and the second exam may be offered a week before the spring semester if necessary. The examination consists of two parts: Theory and Application.

Theory examination covers the materials at the level of Stat 51600 and Stat 51700. Application examination covers the materials from PBHL-B571 (fall) and PBHL-B572 (spring) and PBHL B573 (spring). Students are recommended to take the examination in the summer after year one in the program and will be given a second chance to pass the examination after three semesters in the program if they failed to pass in their first attempt.

Campus and School Policies

Students in the MS Biostatistics Program are expected to conduct themselves as professionals and avoid acts of plagiarism, cheating, or other forms of academic dishonesty. As outlined in the IUPUI Code of Students Rights, Responsibilities and Conduct, “the procedure for imposing academic and disciplinary sanctions are designed to provide students with due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any.”

If a student is found to have participated in an act of academic misconduct, it will be dealt with immediately. The following steps will be followed.

Step 1: The instructor will notify the student in writing (via email or hard copy) of the offense and penalty. Penalties can include, but are not limited to, the following:

- Warning
- Lower grade for the assignment in which the infraction occurred
- Failing grade for the assignment in which the infraction occurred
- Failing grade for the course
- Recommendation for suspension or dismissal from the school.

Step 2: The student will be invited to meet with the instructor to discuss the situation in person as soon as possible. A third party from the Fairbanks School of Public Health will be in attendance at this meeting. The student will have an opportunity to share his/her comments and respond to the allegation. If the instructor concludes that the student did commit an act of misconduct, the instructor will complete the Academic Misconduct Reporting Form, with signatures, and submit it to the student, the Department Chair and the Director of Student Success.

Step 3: The outcome of the meeting will be documented in writing within five business days with copies sent to the student, Department Chair, and Director of Student Success. Acts of misconduct that warrant a recommendation for suspension or dismissal from the school will go before the MS Biostatistics Academic Progress Review Committee for deliberation and decision. If the student disagrees with the decision, the student has the right to appeal the decision to the Department Chair following the procedures and time period outlined in the IUPUI Code of Student Rights, Responsibilities and Conduct.

[http://life.iupui.edu/conduct/ Assets/docs/iupui_academic_misconduct.pdf](http://life.iupui.edu/conduct/Assets/docs/iupui_academic_misconduct.pdf)

Academic Probation

In order to be in good academic standing, the MS Biostatistics Program requires students to maintain a minimum 3.0 cumulative GPA. Students will be placed on academic probation if their semester or cumulative GPA falls below a 3.0. Students on academic probation are given one semester to bring their cumulative GPA to a 3.0 or higher. If students are unable to bring their GPA up to 3.0, their academic standing will be assessed by the MS Biostatistics Academic Progress Review Committee, and a decision will be made as to whether or not they may continue in the program.

Application for Graduation

Students are required to notify Student Success of their pending graduation by completing the Application for Graduation Form found on the Fairbanks School of Public Health website. The Office of Student Success will notify students of application deadlines in advance via email.

Change of Address

It is important to keep your address up-to-date with the school and the university. This will ensure the prompt delivery of school-related information. Please note that official university mail for students on the IUPUI campus is sent to the student's current address. To update your address, please complete a change-of-address using One.IU.

Course Authorization

Please contact Shawne Mathis [here](#) to request course authorization for independent readings, elective, and MS Thesis Research in Biostatistic courses.

Course Transfer

Master of Science in Biostatistics Program:

In some cases, a student may be eligible to transfer course work/credit hours earned at another CEPH accredited MS Biostatistics program or accredited MS statistics program into the MS Biostatistics. Students may transfer no more than 9 credit hours of coursework, in which a grade of "B" or better was awarded, into the MS Biostatistics Program. Transfer credits that have been used to earn another graduate degree can be applied toward the MS Program but will not reduce the total number of credits (36) required for the MS degree. Transfer credits that have not been used to earn another graduate degree can be applied toward the MS Program and may reduce the total number of credits required for the MS degree. Students who have questions about the process of transferring credit to the MS Program should consult the Fairbanks School of Public Health Student Services Office.

The student should submit a Request for Evaluation of Transfer Credit form to the FSPH Student Services Office and attach a copy of the syllabus for the course to be transferred, along with other supporting documentation as needed. When the decision has been made, the student will be notified in writing.

The course director and student advisor will evaluate the transfer request. They will consider the following criteria when making the decision.

The course in question must be a graduate course in which the student received at least a B grade (no B-'s will be accepted).

- The course in question must have been taken within the past three years.
- The topics covered must be similar to the topics covered in the MS Biostatistics course as demonstrated by a comparison of the syllabi and other materials from the two courses and other materials as needed.
- The course objectives must be similar to the objectives covered in the MS Biostatistics course, as demonstrated by the syllabus.

Course Revalidation Policy

Normally, MS Biostatistics courses may not be counted toward the MS Biostatistics degree requirements if the credit earned was completed more than five years prior to the awarding of the MS Biostatistics degree. The academic advisor may, however, recommend to the MS Biostatistics Academic Progress Review Committee that course work taken beyond this time frame be revalidated if it can be demonstrated that the student's knowledge contained in the course(s) remains current. Currency of knowledge may be demonstrated by passing a more advanced MS Biostatistics course in the same subject area, passing the MS competency exam or completing final project in which the student demonstrates substantial knowledge of the content of the course, serving as a teaching assistant in a comparable or more advanced course, or publishing scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course.

Each course under consideration for revalidation should be justified separately.

Leave of Absence Policy

Generally, a leave of absence will not be granted to a student who has completed less than 7 credit hours in good academic standing. A non-medical leave of absence will not be granted if request is submitted within two weeks of the beginning of final examinations at the end of a semester. The maximum cumulative leave of absence for personal or health problems may not exceed 18 months. No student may be granted a leave of absence solely because of poor academic performance.

To request a leave of absence, students must submit a Leave of Absence Request Form to the MS Biostatistics Program. All Leave of Absence requests must be presented, in writing, either in hard copy or by e-mail. Written support from the student's concentration advisor confirming the need for a leave of absence must be documented in the student's file. The Leave of Absence Request Form can be found in the [Student Portal](#) under Forms.

Pass/Fail Option

MS Biostatistics students may not elect to take a graded course using the pass/fail option but may take pre-requisite courses not counted towards the 36-credit total of the degree using a pass/fail option.

Student Code of Conduct

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This Code of Student Rights, Responsibilities, and Conduct (<http://studentaffairs.iupui.edu/student-rights/student-code/>) is intended to identify basic rights, responsibilities, and expectation of all students and student groups to serve as a guide for the overall student experience at Indiana University.

Campus and School Resources

Adaptive Education Services (AES)

The Office of Adaptive Educational Services actively works to make campus life and learning accessible for students with disabilities. Sign language interpreters, note takers, readers, exam proctors, and classroom accommodations are services offered by Adaptive Educational Services. For more information, call 317-274-3241 or visit their website at <http://aes.iupui.edu/>.

Bookstore

After you register, visit the bookstore website to view a complete textbook listing. Books are typically listed two weeks prior to the beginning of the semester.

Barnes and Noble IUPUI Bookstore
IUPUI Campus Center, 1st floor
420 University Blvd.
317-278-2665

- Ordering Textbooks Online: To order textbooks online, visit the Barnes & Noble at IUPUI Bookstore website (<http://iupui.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=36052&catalogId=10001&langId=-1>). You can search for your books using the customized textbook listing, add them to your cart, pay for your books, and have them shipped to your home.
- Find Textbooks (<http://iupui.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=36052>)

- Textbook Rentals
(<http://iupui.bncollege.com/webapp/wcs/stores/servlet/BNCBRentalView?catalogId=10001&langId=-1&storeId=36052>)
- Sell Textbooks Back
(<http://iupui.bncollege.com/webapp/wcs/stores/servlet/BNCBSellBackTextbookView?catalogId=10001&langId=-1&storeId=36052>)
- Digital content
(http://iupui.bncollege.com/webapp/wcs/stores/servlet/BNCB_DigitalBooks?catalogId=10001&langId=-1&storeId=36052)
- Campus Center Bookstore School Hours
 - Monday – Thursday 8:00 AM-8:00 PM
 - Friday – 8:00 AM-7:00 PM
 - Saturday – 8:00 AM-5:00 PM
 - Sunday – 12:00 PM-5:00 PM
- Campus Center Bookstore Summer Hours
 - Monday – Friday 8:00 AM-6:00 PM
 - Saturday – 8:00 AM-5:00 PM
 - Sunday - Closed

Bursar Office

For all fee and fee payment information please go to the Office of the Bursar at <http://www.bursar.iupui.edu/>. Information regarding such topics as refunds, billing due dates, how to pay bill, pay options, master fee rate listings, tuition/fee estimation and other services software can be found on their website.

Refund Periods-Regular Semester

100% during 1st week of classes
 75% during 2nd week of classes
 50% during 3rd week of classes
 25% during 4th week of classes
 0% during 5th – 8th week of classes
 0% during 9th – 12th week of classes
 0% during 13th – end of semester

Drop/Add-Schedule Adjustment Periods

Course deleted from record
 Withdrawal with a “W”, no signatures required.
 Withdrawal with a “W”, advisor signature required.
 Withdrawal with a “W”, advisor signature required.
 Withdrawal with a “W”, advisor signature required.
 Withdrawal with a “W” or “F”, professor and advisor signature required.
 Withdrawal with a “W” or “F”, professor, advisor, and Dean signatures are required.

Campus Computer Labs

Printing at IUPUI is easy! You can release your print jobs with a simple swipe of your CrimsonCard. Below is general information about printing on campus. For more information about printing at IUPUI, visit <https://uits.iu.edu/services/computer-labs-and-printing>.

Use your print allocation in these locations:

Informatics and Communications Technology complex (ICTC) 131 (24 hour computer lab)
 University Library (UL)

Business/SPEA (BS) 3000

Campus Center (CE) (Theater Level and 2nd floor near the elevators)

Education/Social Work (ES) Consortium (Rooms 2116, 2117, 2119, 2121, and 2124)

Engineering/Science & Technology (SL)

Science Building (LD)

Eskenazi Hall (HR)

Nursing School (NU)

Campus Map

IUPUI's official interactive online campus map <http://map.iupui.edu/>.

Canvas

Indiana University has selected Canvas as its next learning management system. To learn more, visit the Canvas website at <https://canvas.iu.edu/lms-prd/app>.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services (CAPS) <http://studentaffairs.iupui.edu/health-wellness/counseling-psychology/index.shtml> provides direct professional psychological services including crisis response, counseling, assessment, and referral that are accessible to, and provide for, the general well-being of all IUPUI students. Each student is eligible for 6 free individual counseling sessions while at IUPUI, after a small assessment fee is paid; there is no charge for group counseling sessions once the assessment fee is paid.

Email

Email is considered an appropriate mechanism for official communication from Indiana University to IU students. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these messages in a timely fashion.

Official university email accounts are available for all students once they have been admitted to the University. Official university communications will be sent to the students' official university email addresses. For IUPUI, this is the @iupui.edu, @imail.iu.edu, or @umail.iu.edu address.

Students are expected to check their email on a frequent and consistent basis in order to keep abreast of university-related communications. In addition to their university email account, students should also check for course-related email within Canvas. The same user ID and password (passphrase) are used for Canvas as the university email system (see more information below).

Students who choose to have their email forwarded to a private (non-IUPUI) email address outside the official university network address, do so at their own risk. The University is not responsible for any difficulties that may occur in the proper or timely transmission or access of email forwarded to any unofficial email address, and any such problems will not absolve students of their responsibility

to know and comply with the content of official communications sent to students' official IU email addresses. Instructions on forwarding email may be found at: <https://one.iu.edu/collection/iu/access-management>.

- ***Need Help with Email, Canvas or One.IU Account?***

If you are having problems with the Account management Service or need assistance, please contact your campus support center or help desk at: 317-274-4357 (274-HELP). Phone support is available 24 hours a day, seven days a week. You can also email the Help Desk at ithelp@iu.edu.

Financial Aid Office

The Office of Student Financial Aid Services administers federal, state, university, and private funds in the form of scholarships, grants, loans, and work-study part-time employment. The Office of the Bursar disburses all financial aid, except work-study. Work-study students receive paychecks biweekly.

The Office of Student Financial Services <http://www.iupui.edu/~finaid/> is located in the IUPUI Campus Center room 250A. Students can contact the office by phone 317-274-4162 or FAX to 317-274-5930. Telephone advising hours run from 8:30 am – 5:00 pm, Monday through Friday. Students can also email the office at finaid@iupui.edu, for more information and resources see the following (<http://www.iupui.edu/~finaid/office/contact/contactinfo.html>).

IU Ware

IU Ware <http://iuware.iu.edu/Windows> is a software distribution service for Indiana University students, faculty, and staff.

IU Ware offers a wide variety of software packages at no charge, including site-licensed products from Adobe, Microsoft, Symantec, Thomson Reuters, and others. Software packages include programs for reading email and web browsing, as well as antivirus and office applications. The University pays for the relevant licenses through agreements with vendors, allowing students, faculty, and staff to use the programs available through IUWare free of charge. The IUWare server is regularly updated, and so patches and upgrades for IU-supported software are consistently available.

Libraries

Your gateway to the world's knowledge.

No matter what kind of degree you are seeking at IUPUI, you'll have access to a library (<http://ulib.iupui.edu/>) that offers exactly what you need when you need it.

University Library Reference and Service Desk: 317-274-0469

Monday – Thursday 7:30 am – Midnight

Friday	7:30 am – 9:00 pm
Saturday	8:00 am – 6:00 pm
Sunday	10:00 am – Midnight

Ruth Lilly Medical Library: 317-274-7182

Monday – Friday	7:00 am – 9:00 pm
Saturday	8:30 am – 9:00 pm
Sunday	12:00 pm – 9:00 pm

Dental School Library: 317-274-7204

Monday – Thursday	7:30 am – 10:00 pm
Friday	7:30 am – 5:00 pm
Saturday	9:00 am – 4:30 pm
Sunday	1:00 pm – 5:00 pm

School of Law Library: 317-274-4028

Monday – Friday	8:00 am – 10:00 pm
Saturday	9:00 am – 5:00 pm
Sunday	1:00 pm – 9:00 pm

One.IU

One.IU (<https://one.iu.edu/>) is Indiana University’s web-based application portal that provides a common front door to online services at all IU campuses. For example, you may view your current schedule, Bursar and Financial Aid information, and your transcript through the Student Center app on One.IU. You may also change your mailing address on this system.

Online Learning

Students who have never registered for an online course before may have the impression that online courses are less intensive and easier than face-to-face courses, *but this is not the case*. Many of our online courses require active student involvement, and assignments to be completed within a specific timeframe, etc., and should be expected to be just as challenging as face-to-face courses.

Parking and Transportation

Parking passes are available online at Parking and Transportation Services (<http://www.parking.iupui.edu/>). Students may purchase parking permits in person at the Parking Services office on Vermont Street, 1004 W. Vermont Street, Indianapolis, IN 46202. Parking Services hours: M – F: 8:00 am – 5:00 pm. Questions can be directed to 317-274-4232.

Public Safety Escort

If you are on campus alone at night, the IUPUI Safety Escort Service can provide someone to walk or drive you to your car or another campus destination. Call 317-274-SAFE (7233). This service only operates on University and IU Health-related campus properties.

Registrar Office

Academic Calendars

The Office of the Registrar maintains all academic calendars. The fall academic calendar and long term academic campus calendars can be accessed at <http://registrar.iupui.edu/>.

Course Withdrawals

It is important for students to withdraw formally from a course in a timely fashion, whenever circumstances prevent students from completing it (or all courses in a given semester). Students who stop attending class without properly withdrawing from the class will receive a grade of F. Note that withdrawals after the automatic W deadline are rarely granted. **Poor performance in a course is not grounds for a late withdrawal.** Grade replacement can be used to raise poor grades, no matter what the cause.

Students should contact their academic advisor to explore their options in the event that they need to withdraw from a course and to ensure they understand the process for withdrawing from courses correctly.

There are two types of withdrawals, depending on the timing of the withdrawal:

- A **timely withdrawal** is one that occurs during the Office of the Registrar's official withdrawal periods.
- A **late withdrawal** is one that occurs after the official withdrawal period concludes. These withdrawals are not routine and are considered only under extraordinary circumstances. Poor performance is not grounds for a late withdrawal. Students should be prepared to substantiate reasons for late withdrawals. In the event that a request for a late course withdrawal is denied, the student may consider grade replacement to improve a low grade.

Examples of qualifying circumstances include:

- Medical/hospital stay/illness
- Accident
- Incarceration
- Psychological/emotional issues
- Death of family or friend
- Eviction/homelessness
- Issues with a class/faculty (this has to be a well-documented situation)
- Other major life event that severely impacts the student/family

Examples of documentation are not limited to but may include:

- Doctor’s note on letterhead indicating that you are unable to complete the semester due to medical/psychological issues (include dates)
- Hospital admittance papers
- Legal documents (i.e. police reports, eviction notice)
- Counseling services or CAPS
- Other official documentation not listed above

Students may not withdraw from a course after the student has completed the course requirements. Students who seek to change a course grade to a “W” after the conclusion of a course must follow the Grade Appeal procedure. Such a request is rarely granted and requires extraordinary circumstances that prevented the student from withdrawing during the normal semester. **Poor performance in a course is not grounds for seeking a grade change after the completion of a course.**

Students may use either eDrop or the paper format of these options to adjust their schedules. Instructions for eDrop are available at http://registrar.iupui.edu/eDoc/eDrop_student.html. Students should contact Shawne Mathis snmathis@iu.edu or 317-278-0337 for assistance with dropping or adding a course.

(Drop/Add) Schedule Adjustments

eDrop and eAdd starts the second week of class and ends at the end of the 8th week of class.

Any fall or spring semester drop and add request made after the first week require the approval of the student’s academic advisor. Added courses after the first week also require the instructor’s signature for the course the student wishes to add. Instructor signatures and the signature of the academic advisor are required for withdrawals further into the term (see also Course Withdrawal).

Students are responsible for adjusting their schedules according to the official campus procedures. Students who fail to follow the official process for dropping a course may jeopardize their academic record. Students should be aware that not attending a class and/or not paying for a class are not ‘official’ ways of dropping a course.

Grading Systems and Standards

FSPH has adopted the official grading system and grade point values of Indiana University.

A+ or A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

A (4.0) Outstanding achievement. Student performance demonstrates full command of course material and evinces a high level of originality and/or creativity that far surpasses course expectation.

A-(3.7) Excellent achievement. Student performance demonstrates thorough knowledge of course materials and exceeds course expectations by completing all requirements in a superior manner.

B+(3.3) Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.

B (3.0) Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and performs at an acceptable level.

B-(2.7) Marginal work. Student performance demonstrates incomplete understanding of course materials.

No points are assigned for the following grade symbols: I (incomplete), R (deferred), NC (no credit), NR (no report by instructor), S/F (satisfactory/failure), or W (withdrawn).

Based on these grade point values, students must maintain a minimum cumulative grade average of 3.0 each semester in all MS Biostatistics course work to remain in good standing. Courses approved as part of the student's MS Biostatistics curriculum are included in the calculation of the MS Biostatistics Grade Point Average (GPA).

The following policies apply:

Ordinarily a minimum of a B (3.0) average in graduate work is required for continuance in graduate study. Courses completed with grades below B- (2.7) are not counted toward degree requirements, but such grades will be counted in calculating a student's grade point average. Courses taken with the pass/fail option will not be counted towards the degree but may be used as pre-requisites to take courses which will be counted towards degree completion. Pass/fail-option courses will not affect the student's grade-point average.

Grade Point Average Calculation

An easy to use resource for calculating semester and projected GPA's can be found at <http://registrar.iupui.edu/gpa-calculate.html>.

Incompletes

A grade of incomplete (I) indicates that a 'substantial portion' of the work in a course has been satisfactorily completed by the student as of the end of the semester. The incomplete can be given to a student facing a hardship such that it would be unjust to hold the student to the established time limits for completing the work. Students should contact their instructor to determine if they are

eligible for the incomplete. Poor performance is not grounds for an incomplete. The Fairbanks School of Public Health follows campus guidelines, which can be accessed at <http://registrar.indiana.edu/grades/grade-values/grade-of-incomplete.shtml> in granting incompletes.

Incompletes must be removed within a time period specified by the instructor, but the time period may not exceed one year after the semester in which the student was enrolled in the course. The incomplete will revert to an ‘F’ if not completed within the specified timeframe.

Missing Classes (Including Exams)

It is the student’s responsibility to attend every class session. The instructor is not obligated to excuse any student from assignments/reports/exams or allow a late (or early) submission. Each student is responsible for knowing their instructors’ policies for absences so the student can properly handle those days when they are ill or otherwise cannot attend class. The course syllabi include the instructors’ policies for absences.

Registration

Students register for courses via the Student Center app on One.IU. Visit <http://registrar.iupui.edu/registration-guide/> for the IUPUI Registration Guide.

Office of the Registrar		
IUPUI Campus Center Suite 250	Hours of Operation	
420 University Boulevard	Monday – Thursday:	8:00 am – 6:00pm
Indianapolis, IN 46202-5144	Friday:	9:00 am – 5:00pm
Telephone: (317) 274-1501	Saturday:	9:00am – 12:00pm
Web address: http://registrar.iupui.edu		
E-mail: iupuireg@iupui.edu		

Students may register by computer through the first week of classes (see Schedule of Classes and Academic Information for directions). Students who have not attended IUPUI for a semester need to call the Office of the Registrar at 317-274-1519 or Shawne Mathis, snmathi@iu.edu, or 317-278-0337 to request “Term Activation” before they can register. Students that have been out of the IU system for two or more consecutive terms must contact Shawne Mathis, snmathi@iu.edu, or 317-278-0337.

Information on Late Registration fees can be accessed at <http://registrar.iupui.edu/registration-guide/bursar/late-fees.html>.

Students Called to Active Duty

Any student who is a member of the U.S. armed forces or the Indiana Military Reserves and is called to active duty, specialized training, or as part of disaster relief efforts is encouraged to

finish his/her coursework if at all possible. Students who cannot complete their courses have the option of withdrawing from all courses with a 100% refund of tuition and fees, if they meet certain requirements. Alternatively, student who are called to active duty may qualify for an incomplete.

The complete campus policy is available at the IUPUI Office of the Registrar at Military Withdrawal at <http://registrar.iupui.edu/registration-guide/bursar/late-fees.html>.

Withdrawal

There are circumstances when the “W” is an appropriate grade. The “W” indicates that the student has withdrawn from the course after a portion of the semester has lapsed. A grade of “W” is automatically assigned if withdrawal occurs after the first week but before the end of the first eight weeks of a regular-length semester or during the first week of an eight-week session. After that time, it is necessary to petition for a withdrawal. If the petition is granted, the student may withdraw and a “W” will be assigned for the course. The electronic drop/add form is available at One.IU and must be completed and signed by the student, instructor, and the student’s advisor.

During the last three weeks of a fifteen week course or the last two weeks of a six week course, the petition for withdrawal from coursework is generally not granted. Such a request would only be granted in extraordinary situations.

Emergency Withdrawal Policy at IUPUI

The policy detailing emergency withdrawal procedures at IUPUI is available at http://registrar.iupui.edu/emergency_withdrawal.html.

Student Advocate

The IUPUI Student Advocate provides objective, impartial and confidential assistance to students, faculty and parents in situations involving students. Anyone who has a student related question, complaint, conflict or general concern may contact the Student Advocate Office as an initial, neutral, and confidential first step toward resolution. The Student Advocate may also be able to assist students who are experiencing financial emergencies by helping them identify potential sources of emergency funding. The Student Advocate can be reached at 317-274-3699 or visit the website at <http://studentaffairs.iupui.edu/student-rights/student-advocate/contact-us.shtml>.

Student Health Services

A student’s health plays an important role in success in the academic environment. Our campus offers many resources and opportunities for students to find assistance with health concerns.

All IUPUI students may receive care through Student Health at <http://studentaffairs.iupui.edu/health-wellness/student-health/services/index.shtml> on a fee for service basis. All x-rays or referrals will be the responsibility of the student.

Student ID Cards

The CrimsonCard (<https://studentcentral.iupui.edu/personal-information/id-cards.html>) is free to all enrolled students at IUPUI. The CrimsonCard can be used as a campus identification, library card, print release validation card, physical education and recreation sports card, and Learning Center Cluster information card. The CrimsonCard may also be used by students, faculty, and staff to purchase food and drinks from campus vending machines as well as from various dining locations across campus and around town.

Student Insurance Plans

Information on IU Student Health Insurance Plans including rates, benefits, and provisions can be located at <http://graduate.iupui.edu/support/health-insurance.shtml>.

University ID Number (UID)

The university does not use social security numbers as a student's primary identification number. While in most cases, students will be able to complete their business with the university through One.IU by use of a user ID and passphrase, there may be occasions when a student ID number may be required. Students may obtain their university ID numbers by viewing the Personal Information app in One.IU or by bringing photo identification to the Office of the Registrar.

University Writing Center

The University Writing Center (UWC), <http://liberalarts.iupui.edu/uwc/>, is a service available to all IUPUI students, both graduate and undergraduate. Students can work one-on-one with experienced readers and writers to improve their writing process and receive constructive feedback on their assignments.

Students can schedule a 45-minute session online at <http://uwconline.iupui.edu/>, by stopping by one of our locations or by calling us at 317-274-2049. When scheduling online, please note that graduate students must work only with faculty consultants.

Student Involvement

STUDENT LIFE

The Division of Student Life at IUPUI, as educators and advocates, provides student-centered services, consulting, facilities, learning experiences and programs for students, faculty, staff, alumni and the community.

Student Representation on School of Public Health Committees

MPH Program Committee

This committee reviews proposals for new courses and dual degrees, recommends actions to the Faculty Committee, discusses issues related to the academic program, and reflects on short-term and long-term planning matters (public health competencies, course development, and curriculum content). This committee meets monthly. The MPH Student Council President serves as the student representative on this committee.

MPH Graduate Student Council

This committee represents all students enrolled in the MPH Program. Student leaders are actively involved in new student orientation, student gatherings, and graduation. This committee meets monthly or as needed. The MPH Student Council President serves as student representative to the MPH Program Committee.

Graduate Student Organization (GSO)

The Graduate Student Organization is the graduate student government body on the campus of IUPUI. An MPH student represents fellow MPH students at the IUPUI GSO. The GSO meeting occurs once a month and a representative from the MPH Student Council is required to attend.

Ad Hoc Committees as needed.