

PhD in  
**EPIDEMIIOLOGY**

2020-21 HANDBOOK



**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.

The **VISION** of IUPUI is to be one of the best urban universities, recognized locally, nationally, and internationally for its achievements.

The **MISSION** of IUPUI 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.

In pursuing its mission and vision, IUPUI provides for its constituents' excellence in:

- Teaching and Learning
- Research, Scholarship, and Creative Activity
- Civic Engagement, Locally, Nationally, and Globally

With each of these core activities characterized by:

- Collaboration within and across disciplines and with the community,
- A commitment to ensuring diversity, and
- Pursuit of best practices

## 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 remain 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.

# IU Fairbanks School of Public Health Epidemiology PhD Program

## Overview

There is strong interest in graduate public health education, and epidemiology in particular, because of the unprecedented local, state, national and global focus on public health issues (i.e., virus outbreaks and pandemics, biological, social, economic, and environmental risk factors, cancer, obesity, diabetes, heart disease, food- and water-borne E. coli outbreaks, emergency preparedness, tobacco use, opioid misuse and addiction, sexually transmitted infections, etc.) and from the demand in the job market for qualified public health professionals. Epidemiologists are the basic scientists in public health who collect and interpret the information upon which population-based health preparedness and disease prevention are founded.

The IU Richard M. Fairbanks School of Public Health Epidemiology PhD program was designed for advanced graduate students who wish to be prepared to collect and analyze data during an outbreak investigation, to study the distribution of health and illness in diverse populations, to study the occurrence of illness, and to assess the determinants of health and disease risk in human populations. At the PhD level, students are trained to become scientific leaders in academic, governmental agency, non-governmental agency, and industry settings. Graduates will be trained to become independent researchers who develop and conduct both investigator-initiated and collaborative epidemiologic research projects and translate their findings to the biomedical research community, to public health practitioners, to health policy makers, and to clinicians in the health professions, as well as to the general public and its diverse populations and communities.

The PhD degree in Epidemiology requires completion of at least 90 credit hours of advanced epidemiology courses including a dissertation on a topic central to epidemiology. This degree is awarded by the Indiana University Graduate School through the Indiana University Fairbanks School of Public Health, Indianapolis; thus the policies governing the Epidemiology PhD degree have been approved by the University Graduate School. Students receive this degree in recognition of their command of a broad field of knowledge in epidemiology and accomplishments in the field through an original contribution of meaningful knowledge and ideas presented in their dissertation.

The 90 credit hour Epidemiology PhD program can be completed on a part-time or full-time basis. Scholarships, traineeships, and pre-doctoral fellowships, if available, are primarily merit-based, and open to full-time students. The Fairbanks Epidemiology PhD program promotes educational and scientific development through research collaborations, public health partnerships, and a commitment to diversity.

Epidemiology PhD students will be able to work one-on-one with individual faculty members and can pursue topics of interest as they arise, capitalizing on faculty's research expertise and on-going projects. The key areas of research available to epidemiology doctoral students on the IUPUI campus include the etiology and prevention of cancer, obesity and diabetes, cardiovascular disease, and other chronic diseases, infectious disease epidemiology, molecular epidemiology and genetics, injury epidemiology, nutritional epidemiology, pharmaco-epidemiology, environmental epidemiology, and public health informatics. Extensive research opportunities will be available to our doctoral students across the IUPUI academic health center.

## Program Governance

The Department of Epidemiology in the Richard M. Fairbanks School of Public Health is responsible for specifying the program requirements, monitoring students' progress toward the degree, and making recommendations to the University Graduate School regarding nomination to candidacy, appointment of a research committee, defense of the dissertation, and conferring of the degree.

Within the department of Epidemiology, program policies and processes are created and managed by the EPI PhD Program Director in collaboration with primary faculty members of the EPI department.

### ***Have questions? Talk to us:***

EPI Program Director: Yiqing Song, MD, ScD      [yiqsong@iu.edu](mailto:yiqsong@iu.edu)  
Student Services Representative: Shawne Mathis      [snmathis@iu.edu](mailto:snmathis@iu.edu)

## Major Subject

The students' major subject is epidemiology.

## Minor Subject

Students will select at least one minor subject. A minor provides additional research training in an area that complements the primary Epidemiology training. It must be taken outside the major department from among those areas of study already approved by the University Graduate School, or in a specifically approved inter- or intradepartmental area. The determination of minimum requirements and examination procedure (if any) for the minor is entirely at the discretion of the minor department or program. In certain cases, special interdepartmental minors (12 or more credit hours of work in two or more departments) may be approved by the Dean upon recommendation of the student's advisory committee, provided such approval is requested prior to pursuit of any of the proposed courses of study.

## Program Competencies

1. Design investigations of acute and chronic conditions as well as other adverse health outcomes in targeted populations characterized by age, sex, race, ethnicity, culture, societal, educational, and other demographic backgrounds.
2. Manage and analyze data from epidemiologic investigations and surveillance systems.
3. Use current knowledge of causes of disease to guide epidemiologic practice.
4. Prepare written reports and presentations to effectively communicate epidemiological evidence to professional audiences.
5. Prepare proposals for peer-reviewed funding.

## Program Activities and Milestones

The major milestones in the EPI PhD Program are:

- Completion of required major and minor coursework
- Qualifying examination

- Dissertation proposal defense
- Final dissertation defense

### Time Limits

The EPI program faculty members aim for students to complete the program expeditiously while still producing high quality dissertation research. Full-time students will often complete the program in four years. However, the time to complete a PhD program is less predictable than many other academic programs and may take longer than four years.

The IU Graduate School mandates that all required coursework must be completed within seven consecutive calendar years prior to the qualifying exam. Coursework completed more than seven years before the qualifying examination may be revalidated according to procedures outlined in the IU Graduate School Bulletin. The student's academic advisor has access to the forms that need to be completed and submitted to revalidate courses when needed. In addition, once a student has been awarded a Certificate of Candidacy following passing the qualifying exam, the candidate potentially has up to seven years to complete his or her dissertation. However, in total, the Epidemiology PhD program has a maximum of ten years for completion; course work and dissertation must both be completed within this ten-year period.

### Academic Advisor

When a student enters the PhD program, he or she will be assigned an academic advisor by the EPI PhD Program Director. The advisor will be a primary faculty member in the department of Epidemiology.

### Advisory Committee

Each student will have an advisory committee. The advisory committee will help the student plan a coherent program of course work and other training, provide direction to the student regarding specific methods and substantive elective courses required to complete the program, assist with identifying resources to enable the student to plan their dissertation research, and provide other needed academic counsel until the student passes the qualifying examination.

The Director of the Epidemiology PhD program, in collaboration with each PhD student and the student's academic advisor, will identify and recruit faculty to serve on the student's advisory committee. The advisory committee will include at least two members from the Department of Epidemiology and one from another department (often from the students' minor area). At least two members of the advisory committee will be members of the graduate faculty. In addition to graduate faculty status, the academic advisor must be endorsed to chair graduate student committees.

### Qualifying Examination

The Director of the Epidemiology PhD program will schedule students to take the qualifying examination when they have completed all required core courses, methods courses, substantive courses and minor courses. The Director will assemble the Qualifying Exam Committee consisting of at least two primary faculty members in the Department. The qualifying examination will be designed to assess students' mastery of the stated competencies for the Epidemiology PhD program.

Normally the qualifying examination will be scheduled once a year for students who have

completed their course work; the exam will be a written take-home exam conducted over a two-week period. In a timely fashion, the Qualifying Exam Committee members will assess whether the students have answered the items completely and correctly determine if they have passed or failed the exam. Students who fail the qualifying exam are normally allowed to retake it only once. If the exam has multiple parts and the student fails one part, they may retake only the part they failed. The date of passing is regarded as the date of passing the final portion of the examination. The qualifying exam must be passed at least eight months before the date the PhD degree is awarded.

As students near the completion of their coursework, they should consult with the EPI PhD program director for guidance of scheduling and preparing for their qualifying exam.

### Admission to Candidacy Status

Following the passing of the qualifying examination, the student's advisory committee will submit a Nomination to Candidacy Form to the University Graduate School. Upon approval of the dean, the student will be admitted to candidacy and awarded a Certificate of Candidacy. The date of successful completion of the qualifying examination (not the date of final approval of candidacy) is the one used in determining the seven-year period for currency of courses and completion of the dissertation.

### Continuing Enrollment

Students who have passed the qualifying examination must enroll each semester (excluding summer sessions) for any remaining required course work or dissertation credits. Once such students have accumulated 90 credit hours in completed course work and deferred dissertation credits, they must enroll for a for 6 hours of graduate credit (GRAD-G901) each semester until the degree is completed. Students are permitted to enroll in G901 for a maximum of six semesters. Failure to meet the continuous enrollment requirement will automatically terminate the student's enrollment in the degree program.

### Dissertation

The culmination of the PhD program is the writing of the dissertation, which is required of all Epidemiology PhD students. The dissertation must be an original contribution to knowledge and of high scholarly merit. The candidate's research must reveal critical thinking ability and synthesis of information. The dissertation is written under the supervision of a research director and a research committee as described below.

There must be a logical connection between all components of the dissertation, and these must be integrated in a rational and coherent fashion. It is the responsibility of the student's research committee to determine the kind and amount of published materials that may be included in the dissertation.

### Dissertation of Three Publishable Papers

Rather than writing a conventional dissertation, students may elect to write a dissertation that consists of three related papers of publishable quality. The research committee must approve the selection of the three-paper option. There are advantages and disadvantages to a three paper dissertation. Often, three paper dissertations can be submitted and published more efficiently because they are already organized and formatted as manuscripts for submission to a journal. However, three paper dissertations can also be more challenging to complete because they may cover more research questions and analyses than a conventional dissertation.

The table below describes potential ways to format a conventional dissertation versus a three papers dissertation. However, the exact format and content of a dissertation will be determined by the dissertation committee in collaboration with the student. Additional information on these options can be found at: [PhD Guidelines for Dissertation of Three Papers](#)

### Comparing a Conventional Dissertation to a Three Paper Dissertation

	Conventional Dissertation	Three Papers Dissertation
Introduction and Outline of the Problem	√	
Introduction to the Overall Topic		Include the logical link between the three papers
Conceptual or Theoretical Framework	√	√
Literature Review	√	Included in three papers
Methodology	√	Included in three papers
Results (Research Findings)	√	Included in three papers
Three separate, publishable papers of normal journal article length related to the overall theme		<ul style="list-style-type: none"> <li>• First Paper</li> <li>• Second Paper</li> <li>• Third Paper</li> </ul>
Summary, Interpretations, Conclusions, Recommendations for Policy and/or Further Research	√	Concluding scholarly discussion of the implications of the integrated findings
Resources	√	Included in three papers
Appendices	optional	optional

### Dissertation Research Committee

To initiate research for the dissertation, the student should identify a primary faculty member in the Department of Epidemiology who will agree to direct his or her dissertation as a primary mentor. In many instances the academic advisor becomes the primary mentor serving on the dissertation research committee. However, the actual makeup of the committee will be determined by the nature of the research to be pursued and the interests and qualifications of faculty. Membership on the committee requires formal nomination and appointment procedures. The dissertation research committee is composed of the chosen primary mentor (who will also normally serve as chair of the committee), one or more additional faculty members from the Department of Epidemiology, and a representative of each minor. The committee will include at least two faculty members from the Department of Epidemiology. The primary mentor and the chairperson of the committee (if different) must be primary faculty members in the Department of Epidemiology. In total, the committee must include at least four members with relevant expertise to help support the student's dissertation research. The dissertation research committee will be selected from the members of the graduate faculty who are best qualified to assist the student in conducting the research for the dissertation. The Department of Epidemiology shall then recommend to the Dean of the IU Graduate School for final approval.

In the event that the dissertation research does not involve the area of the minor, the Epidemiology Department may request, with the consent of the minor field representative, the substitution of a representative or representatives from some other field more appropriate to the dissertation topic. The committee has the responsibility of supervising the research, reading the dissertation, and

conducting the asking of examination questions for the student's dissertation defense.

All chairpersons of research committees must be members of the graduate faculty with the endorsement to direct doctoral dissertations. If, however, special expertise in an area is held by a member of the graduate faculty who does not have the endorsement, the Chair of the Department of Epidemiology may request that the Dean of the Graduate School approve such an individual as research committee chairperson.

All members of the dissertation research committee must be members of the graduate faculty. At least half of the members of the committee must be members of the graduate faculty with the endorsement to direct doctoral dissertations; others may be regular members.

## Defense of Dissertation

After consultation with an approval by the dissertation committee chair and research committee, the student will submit to the University Graduate School a two-page prospectus of the planned dissertation research. If the proposed research involves human subjects, animals, biohazards, or radiation, approval from the appropriate university committees must also be obtained. The membership of the dissertation research committee as well as the dissertation prospectus must be approved by the University Graduate School at least six months before the defense of the dissertation.

When the dissertation has been completed, the student should submit an unbound copy to each member of the research committee as the initial step in scheduling the defense of the dissertation. All members of the research committee will be expected to read the dissertation in its entirety before attending the defense. At this stage both the student and the committee members must extend certain courtesies to each other. It is the responsibility of the student to give the committee members sufficient time to read the dissertation without making unreasonable requests of them based upon University Graduate School time limitations, immediate job possibilities, contract renewal or some other reason. Similarly, committee members should not keep a student's work for inordinate periods of time because of the press of other duties. Once a faculty member assumes membership in a research committee, it becomes another part of his or her teaching assignment, comparable to conducting regularly scheduled classes.

After the committee members have read the dissertation, there should be direct communication (either in writing or orally) between the student's dissertation research committee chairperson and the other committee members about its readiness for defense. Readiness for defense, however, is not tantamount to acceptance of the dissertation; it means that the committee is ready to make a decision. The decision to hold a doctoral defense, moreover, is not entirely up to the research committee. If a student insists upon the right to a defense before the committee believes the dissertation is ready, that student does have the right to due process (i.e., to an oral defense) but exercises it at some risk.

Thirty days prior to the scheduled defense of the dissertation, the candidate must submit to the University Graduate School a one-page announcement of the final examination. This announcement must follow a format available in the University Graduate School's *Preparing Theses and Dissertations*, <http://graduate.iupui.edu/theses-dissertations/index.shtml>. The announcement contains, among other things, a summary of the dissertation (not less than 150 words), which is informative and contains a brief statement of the principal results and conclusions. The announcement must bear the signature of the research committee chair person. If the candidate

has published any scholarly articles relevant to the topic of the dissertation, bibliographic references should be included in the summary. A copy of such announcements will be sent to other members of the graduate faculty in the Fairbanks School of Public Health and other schools who might like to attend.

Once the dissertation defense has been scheduled, the announced time and place of the defense must not be changed without the approval of the Dean of the Graduate School. Any member of the graduate faculty who wishes to attend the final examination is encouraged to do so; it is requested, however, that the faculty member notifies the chairperson of the research committee in advance so that adequate space can be arranged. With the approval of the research committee and the consent of the candidate, other graduate students may attend the defense of the dissertation; normally such students will act as observers, not participants.

To allow for adequate presentation and critical discussion, a total of two hours should be scheduled. The student should prepare a 40-45-minute presentation, during which mainly clarifying questions will be asked. At the end of the oral defense of the candidate's research, the research committee must vote on the outcome of the defense. Four options are available to the committee: 1) pass, 2) conditional pass, 3) deferred decision, and 4) failure.

Further details about processes following the defense are presented in the Graduate School bulletin. Also, to prepare their dissertation for submission, the Fairbanks School of Public Health requires Epidemiology PhD students to follow the guidelines detailed in the University Graduate School's online guide at <http://graduate.iupui.edu/theses-dissertations/index.shtml>.

## Program Plan

The Epidemiology PhD program consists of ninety (90) credit hours and can be completed on a full-time or part-time basis. Students must complete the PhD courses within seven (7) years of matriculation into the program. After finishing their course work, students have up to seven (7) additional years to complete their dissertation. However, students must complete their coursework and dissertation within a ten-year period. Those who do not complete the entire program within ten years must re-apply.

The Epidemiology PhD curriculum requirements consist of the following:

**Required Core Courses (30 credit hours):** Students must complete a core of 30 credit hours of required courses.

**Methods Elective Courses (9 credit hours):** Students are required to take 9 credit hours of methods courses in epidemiology and biostatistics.

**Substantive Elective Courses (15 credit hours):** Students must take 15 credit hours of substantive elective courses.

**Minor Area (12 credit hours):** Students must complete a PhD minor in an area related to a health and life science. The minor typically contains a minimum of four graduate level courses (12 credit hours) in the chosen area and complies with the minor requirements of the respective department/unit.

**Doctoral Research Seminars (3 credit hours):** Students will enroll in 3 doctoral research

seminars; each seminar is 1 credit for a total of 3 credits.

**Dissertation (21 credit hours):** The remaining hours will be guided research dissertation hours.

Many students admitted to the Epidemiology PhD program will have recently completed an MPH program in epidemiology or related area. These individuals will likely already have a solid academic preparation in epidemiology and biostatistics and may not need to repeat some of those foundation courses, thus reducing their curriculum requirements. If those accepted into the program do not have this background, the foundation courses in epidemiology and biostatistics, will be required resulting in a 90 credit curriculum.

Curriculum Requirements

***EPIDEMIOLOGY PHD PROGRAM CURRICULUM REQUIREMENTS***

Course	Course Number	Credit Hours
<b>Required Core Courses = 30 credit hours</b>		
Fundamentals of Epidemiology	PBHL E517	3
Advanced Epidemiology	PBHL E601	3
Introduction to Genetic Epidemiology	PBHL E629	3
Biostat Method I: Linear Model in Public Health	PBHL B551	4
Biostat Method II: Categorical Data Analysis	PBHL B562	4
Foundations of Public Health Informatics	PBHL E635	3
Design and Implementation of Observational Studies	PBHL E715	3
Fundamentals of Data Management (using SAS)	PBHL B552	3
Technical Reporting and Scientific Writing	PBHL B586	1
Grant Writing for Public Health	PBHL E606	3
<b>Choose 3 Courses from the Following List of Methods Elective Courses = 9 credit hours*</b>		
Biostat Method III: Applied Survival Data Analysis	PBHL B573	4
Biostat Method IV: Applied Longitudinal Data Analysis	PBHL B574	3
Biostatistical Computing	PBHL B581	3
Systematic Review and Meta-analysis	PBHL E563	3
Introduction to Clinical Trials	PBHL B582	3
Information Exchange for Population Health	PBHL E645	3
Intro to the Next Generation Sequencing Technology	MGEN-G788	3
Next Generation Genomic Data Analytics	INFO-B636	3
<b>Choose 5 Courses from the Following List of Substantive Elective Courses = 15 credit hours*</b>		
Nutritional Epidemiology	PBHL E765	3
Occupational Epidemiology	PBHL E770	3
Fundamentals of Injury Epidemiology	PBHL E675	3
Pharmaco-Epidemiology	PBHL E780	3
Environmental Epidemiology	PBHL E617	3
Infectious Disease Epidemiology	PBHL E609	3
Chronic Disease Epidemiology	PBHL E610	3
Cancer Epidemiology	PBHL E618	3
Social Aspects of Mental Health & Illness	SOC R585	3
Doctoral Topics in Epidemiology	PBHL E750	Variable 1-3
Doctoral Readings in Epidemiology	PBHL E751	Variable 1-3
Doctoral Level Directed Research	PBHL E752	3
<b>Minor = 12 credit hours</b>		12
<b>Doctoral Research Seminars = 3 credit hours</b> (3 semesters of seminar @ 1 cr. hr. each = 3 cr. hrs.)		3
<b>Dissertation Research = 21 credit hours</b>		21
<b>Total Number of Credit Hours</b>		<b>90</b>

\*Students may take methods and substantive electives offered by other IUPUI departments with advisor approval.

## Course Planning

1. Students should consult with the program director at least once per semester while taking courses. The program director will also conduct a yearly review of all students' progress through the program.
2. Potential courses for transfer credits to fulfill required courses need to be reviewed as soon as possible.
3. Minor courses are planned with a minor advisor and with the academic advisor.

## Required Forms

Many of these forms are to be completed electronically. Please contact the Fairbanks School of Public Health Student Services for guidance. For a full listing of required forms for progression through the program, see the following: <http://graduate.iupui.edu/doc/forms/progression-checklist-phd.pdf>

## FSPH PhD Forms

- Transfer of Credit
- Leave of Absence
- Advisory Committee

## IU Graduate School Forms

- Course Revalidation
- Request for Change of Advisory Committee Members(s)
- PhD Minor
- Nomination to Candidacy
- Research Committee
- Request for Change of Research Committee Members(s)

## Epidemiology PhD Program Course Descriptions

### Required Core Courses

#### **PBHL E517 Fundamentals of Epidemiology (3 crs.)**

This course will introduce students to basic epidemiologic concepts including determinants of health and patterns of disease in populations, population health descriptive techniques, use of health indicators and secondary data sources. Students will gain an understanding of the role of epidemiology in developing prevention strategies and policy. Among the topics to be covered are measures of mortality and morbidity, design and analysis of observational studies, community health assessment and program evaluation.

#### **PBHL E601 Advanced Epidemiology (3 crs.)**

P: E517 & B551. This course provides students with an in-depth understanding of advanced epidemiologic concepts introduced in other courses as well as a fundamental understanding of epidemiologic techniques not covered in other classes. Topics included will represent cutting edge techniques, philosophical issues

and insights to appropriately conduct and interpret the findings of epidemiological studies. Students will gain an understanding of these concepts and issues through discussions with expert epidemiologists and hands-on exercises.

**PBHL  
E629**

**Introduction to Genetic Epidemiology (3 crs.)**

P: B551 or B561 & E517. This course will introduce students to basic genetic epidemiological concepts, including human genetics, concepts and methodology used in genetic epidemiology. Students will gain an understanding of the role of Genetic Epidemiology in designing and interpreting studies to determine genetic roles in common diseases.

**PBHL  
B571**

**Biostat Method I: Regression Analysis (4 crs.)**

P: PBHL B561 or equivalent. This course covers fundamental methods in Experiment Design, ANOVA, Analysis of Covariance, Simple and Multiple Linear Regressions with applications in biomedical study and public health. The focus of this course is to prepare students with solid skill in data analysis and interpretation of analytic results for numerical outcomes. Extensive use of Statistical software SAS is anticipated.

**PBHL  
B572**

**Biostat Method II: Categorical Data Analysis (4 crs.)**

P: PBHL B571 or equivalent. This course covers applied statistical methods for the analysis of categorical data with special emphasis on data collected from epidemiologic studies and general biomedical studies in various designs such as prospective cohort and retrospective case-control designs. The focus of this course is to prepare students with solid skill in data analysis and interpretation of analytic results for binary, multilevel and count data. Extensive use of Statistical software SAS is anticipated.

**PBHL  
E635**

**Foundations of Public Health Informatics (3 crs.)**

This course will introduce the application of Informatics in the Public Health field. The course will include a brief review of core public health functions, describe the current policies defining the use of informatics in public health, and outline the history of the application of informatics principles in both public health and clinical health systems. This material will be expanded through an increased understanding of public health surveillance through the interaction with the clinical health care system including automated electronic reporting of notifiable lab results, clinical and public health standards, near real-time syndromic surveillance systems, a review of paper-based public health business practices, and electronic alerting systems and decision support mechanisms required to support these tools. The decision support overview will include points to consider in the design of the database, data mining, and an introduction to knowledge management principles.

This course will also review the potential impact of these systems on Registry systems such as Vital Records, Immunizations, New Born Screening, and Cancer. These points will lead to discussions of the data sources required for public health, how the data from the various data sources will be matched, the competencies required for these new workforce requirements, and a better understanding of the clinical/public health partnership in this environment. The course will conclude with a review of the policy implications in public health informatics including privacy, security, and data transparency, strategic planning, and patient safety and medical

errors.

**PBHL E715**      **Design & Implementation of Observational Studies (3 crs.)**  
P: E517. This course examines fundamental aspects of designing and implementing observational epidemiology studies. The focus is on developing strategies to increase the validity of the study results by using techniques to control for possible confounding factors and biases. Topics include sampling methods, sensitivity, data weighting, standardization, selection of cases and controls, matching, data collection and project management.

**PBHL B552**      **Fundamentals of Data Management (3 crs.)**  
This course has a variable title and can be offered for variable credits. Similar to topics courses offered in other IUPUI programs, this course offers an introduction to a variety of public health topics and current issues will be covered in this course.

**PBHL B586**      **Technical Reporting and Scientific Writing (1 crs.)**  
Biostatistics is an applied field that requires effective written communication. This One credit hour course is designed to help graduate students developing the necessary writing skills to produce clearly written and well-structured scientific reports. A specific goal of the course is to train PhD-level students on the Dissertation writing and scientific publication. The course will focus on the general Principles of good writing, structures of various types of scientific papers, and Techniques and styles that are unique to the field of biostatistics. It also discusses frequently encountered issues in statistical publication and peer review. The class meets once a week. In addition to the instructor's lectures, the class will analyze and discuss the merits and deficiencies of different writing samples. Regular homework Assignments will be given so that students can practice what they learned in the Class. This is not an English language course.

**PBHL E606**      **Grant Writing for Public Health (3 crs.)**  
Students will learn each component of a successful proposal for research or community projects by a Federal or private agency. Current funding opportunities from these agencies will be used as templates for preparation and review of proposals. Skills needed to review proposals also will be taught.

#### Methods Elective Courses

**PBHL B573**      **Biostat Method III: Applied Survival Data Analysis (4 crs.)**  
Deals with modern statistical methods for analyzing time-to-event data. Background theory is provided, but the emphasis is on the applications and the interpretations of results. Provides coverage of survivorship functions and censoring patterns; parametric models and likelihood methods, special life-time distributions; nonparametric inference, life-tables, estimation of cumulative hazard functions, and the Kaplan-Meier estimator; one- and two-sample nonparametric tests for censored data; and semi-parametric proportional hazards regression, Cox Regression, parameters' estimation, stratification, model fitting strategies, and model interpretations. Requires heavy use of statistical software such as Splus and SAS.

**PBHL B574**      **Biostat Method IV: Applied Longitudinal Data Analysis (3 crs.)**  
P: STAT 51200, 52500 or PBHL B571, B572 or permission of instructor. Covers

modern methods for analysis of repeated measures, correlated outcomes and longitudinal data. Topics; repeated measures ANOVA, random effects and growth curve models, generalized estimating equations (GEE) and generalized linear mixed models (GLMMs). Extensive use of statistical software, e.g. SAS, R.

**PBHL** **Biostatistical Computing (3 crs.)**

**B581** This course introduces the necessary SAS skills for general data preparation, description, visualization, and some advanced skills. After successfully finishing this course, you will be able to perform at entry-level graduate research assistant positions and be prepared for biostatistical method courses. Data steps and the following procedures will be covered: IMPORT, SORT, PRINT, FORMAT, TABULATE, REPORT, MEANS, UNIVARIATE, FREQ, CORR, SQL, GPLOT, SGLOT, SGPANEL, NPAR1WAY, POWER. Additionally, SAS macro, ODS and IML will also be introduced.

**PBHL** **Systematic Review and Meta-analysis (3 crs.)**

**E563** This course provides graduate students with an overview of fundamental concepts and methods of systematic review and meta-analysis in health sciences. Principles and methods in conducting a systematic review and meta-analysis are illustrated through case studies of public health and clinical medicine, with emphasis on training students' practical skills in the conduct of systematic reviews and meta-analyses in various public health and clinical settings.

**PBHL** **Introduction to Clinical Trials (3 crs.)**

**B582** This course covers core topics in conducting clinical trials, including design, recruitment, informed consent, randomization, blinding, data collection and analysis, safety monitoring, study closeout, and alternative designs such as cross-over and nonrandomized trials. Also, regulatory and special topics are covered including drug trials phase I through IV, patenting and other legal issues, institutional review boards, cancer trials, cells and human tissue, and trials involving special populations.

**PBHL** **Information Exchange for Population Health (3 crs.)**

**E645** This course explores the electronic exchange of data, information and knowledge between clinical and public health organizations in support of population health. Student will examine the strategic, organizational, legal, technical, and socio-political aspects of clinical and public health information exchange in the United States and abroad.

**MGEN G788** **Intro to the Next Generation Sequencing Technology (3 crs.)**

**INFO1590** Emphasis is on new developments and research in informatics for understanding the basic principles of next generation sequencing technology. This includes basic biological applications, basics in data processing, statistical and informatics theories in data analysis, advantages, limitations, and assumptions of different methodologies, and biological interpretation of the results.

**INFO** **Next Generation Genomic Data Analytics (3 crs.)**

**B636** This advanced course covers how massive clinical and biomedical genomic sequencing datasets from various sequencing platforms motivate computational needs and tasks for analysis, how to devise approaches for analyzing these datasets,

how to develop sound hypotheses and predictions from them, and related ethical, privacy, and legal issues.

## Substantive Electives

**PBHL  
E765**      **Nutritional Epidemiology (3 crs.)**  
P: E517, B551. This course provides students with an overview of fundamental concepts and methods of nutritional epidemiology (e.g., variation in diet, dietary assessment and validation, biochemical indicators of nutrients) and the current state of knowledge on well-studied associations between diet and chronic diseases. Emphasis will be placed on the design, conduct, analysis, and interpretation of nutritional epidemiologic studies.

**PBHL  
E675**      **Fundamentals of Injury Epidemiology (3 crs.)**  
P: E517, B551. This course will introduce students to basic epidemiologic concepts of injury, both intentional and unintentional. We will discuss the burden of injury and its effect on public health, patterns of injury in populations, the use of descriptive techniques, and secondary data sources. Students will gain an understanding of the role of Injury Epidemiology in developing prevention strategies and policy. Among the topics to be covered are measures of mortality and morbidity, design and analysis of observational studies, community health assessment and program evaluation.

**PBHL  
E770**      **Occupational Epidemiology (3 crs.)**

**PBHL  
E780**      **Pharmaco-epidemiology (3 crs.)**  
P: E517. This is an introductory pharmaco-epidemiology course. Students will learn how principles of modern epidemiologic methods are used to evaluate the safety, effectiveness, and utilization patterns of medical products (drugs, vaccines, and medical devices) in human populations, with a focus on observational studies. Related topics, including therapeutic risk management, data sources and ethical principles will be discussed. Advanced methodology, such as that utilized to address confounding by indication and misclassification will be introduced.

**PBHL  
E617**      **Environmental Epidemiology (3 crs.)**  
P: E517 & B551. This course covers the practice of Environmental Epidemiology. Building on the skills learned during Introduction to Epidemiology and Biostatistics I, we will continue to study the types of observational studies used to assess the impact of environmental exposures on disease incidence and prevalence. We will take a more in depth look at the types of study designs used to study environmental toxicants, learn techniques on how to best present data to lay and peer audiences, and how to best perform risk communication and risk management techniques. We will also learn how to conduct public health assessments and risk assessments at sites where there is the potential for individuals/communities to be harmed from environmental exposures to a variety of agents.

**PBHL  
E609**      **Infectious Disease Epidemiology (3 crs.)**  
P: E517. This course is designed to provide a basic overview of the infectious disease process, including disease agents, transmission routes, immunity and public health

significance. The course introduces principles of infectious disease epidemiology, including outbreak investigation and surveillance, using case studies as examples. Concepts on globalization of disease, microbial ecology, and disease eradication also are discussed.

**PBHL  
E610**

**Chronic Disease Epidemiology (3 crs.)**

P: E517. This course examines chronic health conditions from an epidemiological perspective. Concepts include geographical distribution, risk factors, person-related determinants, time trends, indicators of control, measures of severity, surveillance measures, and outcome measures. Research methods, assessment strategies and screening tests will also be presented.

**PBHL  
E618**

**Cancer Epidemiology (3 crs.)**

P: E517. This course is designed to provide an overview of the epidemiology of common cancers, as well as methodologic issues in etiologic research and cancer screening. Emphasis will be placed on risk factors that can be modified for cancer control and prevention.

**SOC  
R585**

**Social Aspects of Mental Health and Mental Illness (3 crs.)**

P: graduate standing or consent of instructor. This is a graduate-level course on the sociology of mental illness and mental health. Provides a thorough grounding in the research issues and traditions that have characterized scholarly inquiry into mental illness in the past. Students will become familiar with public policy as it has had an impact on the treatment of mental illness and on the mentally ill themselves.

**PBHL  
E751**

**Doctoral Readings in Public Health (1-3 crs.)**

This course is designed to expose a PhD student to published material on a specific topic or technique related to their field of study in Epidemiology. The material to be studied will be determined primarily by the PhD student under the direction of a faculty member with input from the student's concentration advisor. The PhD student is expected to work closely with the faculty member to develop a strategy to identify the material to study, plan a time frame for completion of the study and to determine the nature of the study product. Generally the product will be a summary and interpretation of the material studied in a literature review format. The PhD student and faculty member will complete a written agreement, which outlines the scope of work for the semester. The concentration advisor will also sign this agreement.

**PBHL  
E752**

**Doctoral Level Directed Research in Epidemiology (3 crs.)**

This course is designed to allow PhD students the opportunity to explore research questions by collecting data or using existing data related to their field of study in epidemiology. The study topic will be determined primarily by the PhD student under the direction of a faculty member with input from the student's concentration advisor. The PhD student is expected to work closely with the faculty member to develop the study protocol, obtain IRB approval if necessary, obtain the data and collect the planned data analysis. The time frame for completion and the nature of the study product will be determined by the PhD student, faculty member and advisor. Generally the product will be a manuscript for submission to an appropriate

journal. The PhD student and faculty member will complete a written agreement, which outlines the scope of work for the semester. The concentration advisor will also approve and sign this agreement.

**PBHL  
E775**

**Doctoral Research Seminar (1 cr.)**

This course is designed to expose PhD students to a wide range of specific research topics and issues in public health. The seminar topics will be chosen by the Director of the PhD program with input from other faculty members. The PhD students are expected to attend each seminar session, read assigned material, and participate in the seminar discussions. The PhD students may be asked to present their research projects during the seminar to obtain feedback and recommendations from the faculty and other students.

**PBHL  
E800**

**Epidemiology Doctoral Dissertation Research (1 - 8 crs.)**

P: E517, E601. An advanced graduate course that discusses the topics related to the epidemiology and prevention of cardiovascular diseases. The purpose is to give students an overview of the major cardiovascular diseases and their risk factors.

**PBHL  
E750**

**Doctoral Topics in Epidemiology (1-3 crs.)**

## Campus and Department Policies

### Academic Integrity and Avoidance of Plagiarism

Students in the Epidemiology PhD 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, according to the following steps:

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 Associate Dean for Education and Training.

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 Associate Dean for Education and Training. Acts of misconduct that warrant a recommendation for suspension or dismissal from the school will go before the Academic Progress Review Committee for deliberation and decision. If the student disagrees with the decision of the instructor or the Academic Progress Review Committee, the student has the right to appeal the decision to the Associate Dean for Education and Training following the procedures and time period outlined in the IUPUI Code of Student Rights,

Responsibilities and Conduct, <http://studentaffairs.iupui.edu/student-rights/student-code/disciplinary.shtml>.

### Academic Probation

In order to be in good academic standing, the Epidemiology PhD Program requires students to maintain a minimum 3.0 cumulative GPA. Students will be placed on academic probation if their semester and 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 Epidemiology PhD 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 Services of their pending graduation by completing the Application for Graduation Form found on the Fairbanks School of Public Health website. The Office of Student Services 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** <https://one.iu.edu/> and notify PhD Student Services.

## Course Authorization

Epidemiology PhD students need authorization to register for the following courses:

- Doctoral Readings in Epidemiology (PBHL E751)
- Doctoral Research in Epidemiology (PBHL E752)
- Epidemiology Dissertation Credits (PBHL E800)

Please contact the PhD Student Services representative to request course authorization.

## Course Revalidation Policy

Normally, courses taken prior to enrolling in the Epidemiology PhD program may not be counted toward degree requirements if the credit was earned more than seven years prior to passing the qualifying examination. The student's advisor may, however, recommend to the Epidemiology PhD Academic Progress Review Committee that course work taken beyond this time frame be revalidated if it can be demonstrated that the student's knowledge of course material remains current.

Currency of knowledge may be demonstrated by passing a more advanced Epidemiology PhD course in the same subject area, serving as a teaching assistant or instructor in a comparable or more advanced course, or publishing scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course. Professional experience may also be used to justify course revalidation.

Students will work with their advisor to create a revalidation plan and complete the appropriate IUPUI Graduate Office form. Forms can be obtained from PhD Student Services. Each course under consideration for revalidation must be justified separately.

## Course Transfer

In some cases, a student may be eligible to transfer course work/credit hours earned in another degree program into the Epidemiology PhD Program. According to the Indiana University Graduate School, students may transfer no more than 30 credit hours into a PhD program. Students must have earned a grade of "B" or better for a course to be eligible for transfer.

The student should complete a Request for Transfer form, obtained from PhD Student Services, and

attach a copy of the syllabus for the course to be transferred, along with other supporting documentation (e.g., examinations, papers). Transfer Requests should be submitted to the PhD Student Services Representative.

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 topics covered must be similar to the topics covered in the Epidemiology PhD course as demonstrated by a comparison of the syllabi and other materials from the two courses, and supporting materials.
- The course objectives must be similar to the objectives covered in the Epidemiology PhD course, as demonstrated by the syllabus.

When course transfer decisions have been made, the student will be notified in writing.

## GRAD G901

Students who have completed their Epidemiology PhD curriculum requirements, including dissertation credits, must enroll in GRAD G901 each semester, excluding summers, until their dissertation has been completed. This course is offered for 6 credit hours each semester at a cost of \$150. Students may enroll in G901 for a maximum of 6 semesters. Failure to meet this requirement will automatically terminate the student's enrollment in the degree program. Please contact Shawne Mathis [snmathis@iu.edu](mailto:snmathis@iu.edu) in the Office of Student Services for authorization to enroll.

## 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 the 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 the PhD Leave of Absence Request Form (available on the FSPH website) to the Epidemiology Faculty Advisor. Leave of Absence requests must be presented, in writing, either in hard copy or by email within two weeks of student's notification to take leave of absence. Written support from the student's advisor confirming the need for a leave of absence will be emailed to the Graduate Office and a copy must be documented in the student's file.

A student called to active duty may qualify for an incomplete in his or her coursework, provided that all the above criteria have been met. For more information please see the Office for Veterans and Military Personnel website at <http://veterans.iupui.edu/>.

## Pass/Fail Option

Epidemiology PhD students may not elect to take a graded course using the 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 expectations 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 274-3241 or visit 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, 1<sup>st</sup> floor  
420 University Blvd.  
317-278-2665

- **Ordering Textbooks Online:** To order your textbooks online, visit the Barnes & Noble at IUPUI Bookstore website [www.iupui.bncollege.edu](http://www.iupui.bncollege.edu). 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](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–7:00PM
  - 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 1<sup>st</sup> week of classes  
75% during 2<sup>nd</sup> week of classes  
50% during 3<sup>rd</sup> week of classes  
25% during 4<sup>th</sup> week of classes  
0% during 5<sup>th</sup> – 8<sup>th</sup> week of classes  
0% during 9<sup>th</sup> – 12<sup>th</sup> week of classes  
0% during 13<sup>th</sup> – 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 Map

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

## 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-sychology/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.

## E-mail

E-mail 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 e-mail and read these messages in a timely fashion.

Official university e-mail accounts are available for all students once they have been admitted to the University. Official university communications will be sent to students' official university e-mail addresses. For IUPUI, this is the @iupui.edu, @imail.iu.edu, or @umail.iu.edu address. Students are expected to check their e-mail on a frequent and consistent basis in order to keep abreast of university-related communications. In addition to their university e-mail account, students should also check for course-related e-mail within Canvas. The same user ID and password are used for Canvas as the university e-mail system (see more information below).

Students who choose to have their e-mail forwarded to a private (non-IUPUI) e-mail 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 e-mail forwarded to any unofficial e-mail 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 e-mail addresses. Instructions on forwarding e-mail may be found at: <https://itaccounts.iu.edu>.

- ***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](mailto: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](mailto: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.

IUware 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 that offers exactly what you need, when you need it.

<http://www.iupui.edu/academics/libraries.html>

### ***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 on-line 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: 8:00a.m. - 5:00 p.m. Questions can be directed to 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 2020 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 starting in Week 13 of a regular session or Week 5 of a summer session 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. These withdrawals must occur before Week 13 of class during Fall or Spring term or before Week 5 of a summer session.
- A **late withdrawal** is one that occurs after the official withdrawal periods – that is, requests to withdraw from the 13<sup>th</sup> week through the last day of classes. 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.

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](http://registrar.iupui.edu/eDoc/eDrop_student.html). Students should contact Shawne

Mathis [snmathis@iu.edu](mailto: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 8<sup>th</sup> 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, Epidemiology PhD students must maintain cumulative grade average of 3.0 in their coursework each semester to remain in good standing. Courses approved as part of the student’s curriculum requirements are included in the calculation of the Epidemiology PhD Grade Point Average (GPA).

The following policies apply:

Only courses with a grade of “B” or better will count toward graduation, although ALL grades (except ineligible course work and transfer credit) are used in computing the university GPA.

If a B- is earned in a required course, the course must be repeated until a grade of B or better is earned. All grades (including those from original and repeated courses) are used to calculate the student’s GPA.

### 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: <a href="http://registrar.iupui.edu">http://registrar.iupui.edu</a>		
E-mail: <a href="mailto:iupuiereg@iupui.edu">iupuiereg@iupui.edu</a>		

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, [snmathis@iu.edu](mailto:snmathis@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, [snmathis@iu.edu](mailto:snmathis@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](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 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 IU CrimsonCard <https://crimsoncard.iu.edu> is a free official photo ID for students, faculty, and staff. The CrimsonCard can be used as campus identification, library card, print release validation card, physical education & 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 password, 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 by stopping by one of our locations or by calling us at 317-274-2049.

## Student Involvement

### Student Life

The Division of Student Affairs, <http://studentaffairs.iupui.edu/>, as educator and advocates, provides student-centered services, consulting, facilities, learning experiences and programs for

students, faculty, staff, alumni and the community.

## Student Representation on Committees

### Doctoral 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). The committee meets monthly during the fall and spring semesters. A PhD student representative is appointed by the PhD Student Association to sit on this committee.

### Graduate and Professional Student Organization (GPSG)

The Graduate and Professional Student Organization is the graduate student government body on the campus of IUPUI. An FSPH PhD student is appointed to represent fellow PhD students at the IUPUI GPSG monthly meetings.

# Appendix A – Prospectus Format

## Indiana University Richard M. Fairbanks School of Public Health

### Prospectus Format Guidelines

The 1-2 page prospectus plays an important role in the selection of your research committee. The prospectus allows faculty members to decide whether to participate in the study, based on the area of focus and the integrity of the prospectus. Faculty members typically do not commit to serve on a student's research committee before a written prospectus is presented to them for review. The prospectus may contain the following elements:

- 1. YOUR NAME**
- 2. Title of Proposed Dissertation**
- 3. Clear Statement of the Problem with Question(s) to be Addressed in the Study**
- 4. Conceptual Framework or Outline of the Design of the Study**
  - a. Provide the anticipated headings of your dissertation chapters (i.e. headings of Paper 1, Paper 2, and Paper 3 if you are planning three publishable papers; one paper can be theoretical or a review of the literature the other two papers must be data-based).
- 5. BRIEF REVIEW OF THE LITERATURE (1-2 PARAGRAPHS)**
  - a. What does the prior research indicate?
  - b. Demonstrate that the topic is sufficiently original.
  - c. How will your proposed research fit into the body of prior work?
- 6. RESEARCH STUDY DESIGN / METHODOLOGY TO BE USED (OR NEW METHODOLOGY IN BIostatISTICS)**
  - a. Provide a general statement about the methods to be used.
  - b. Describe your data sources, data collection, instrument(s) to be used, if applicable.
  - c. Describe the data analysis, including statistical techniques, if appropriate.
- 7. EXPLANATION OF CONTRIBUTION OF YOUR STUDY TO THEORY AND/OR TO PRACTICE (1-2 SENTENCES)**
  - a. Include the three journals to be used if you are planning three publishable papers.
- 8. BIBLIOGRAPHY / REFERENCES (NEED NOT BE EXCESSIVELY LONG FOR THE PROSPECTUS)**
  - a. Identify key works that are central for your problem.
- 9. TIMEFRAME (THIS IS YOUR BEST GUESS AT THIS POINT)**
  - a. Prepare a timetable that specifies each stage of your work.
  - b. Anticipate when you plan to ask the research committee to meet.
  - c. Include projected deadlines for completion of each chapter.
  - d. Identify your anticipated date of defense.
- 10. INSTITUTIONAL REVIEW BOARD (IRB) APPLICATION, IF APPLICABLE**
  - a. IRB approval is required for any human subjects research.

The prospectus format must meet the following guidelines:

- a. One margins on all sides;
- b. Font size 11pt or 12pt;
- c. Line space 1.5 or double-space;

- d. No references;
- e. Limit two pages;
- f. Include only the student name and the proposed title (or word prospectus if a proposed title is not available);
- g. The other information, including the header, is unnecessary and uses up space if the student is running out of space.