

PhD in
HEALTH POLICY
AND MANAGEMENT

2020-21 HANDBOOK



IUPUI

RICHARD M. FAIRBANKS
SCHOOL OF PUBLIC HEALTH

Table of Contents

IUPUI Vision, Mission, and Values	5
IUPUI Statement of Values	6
IU Richard M. Fairbanks School of Public Health.....	7
Vision, Mission, and Values	7
Health Policy and Management PhD Program	8
Overview	8
Program Governance.....	8
Major Subject	8
Minor Subject	8
Program Competencies	9
Program Activities and Milestones.....	9
Time Limits	9
Academic Advisor	9
Advisory Committee	10
Qualifying Examination	10
Admission to Candidacy Status	10
Continuing Enrollment	10
Dissertation	11
Dissertation of Three Publishable Papers.....	11
Dissertation Research Committee	12
Dissertation Proposal Defense	13
Final Dissertation Defense.....	13
Program Plan	16
Example Course Sequence for Full-time Students (actual sequence may vary based on student background and/or course scheduling).....	17
Course Planning.....	18
Required Forms	18
Campus and Department Policies	19
Academic Integrity and Avoidance of Plagiarism	19
Academic Probation	20
Application for Graduation.....	20
Change of Address.....	20
Course Authorization.....	20

Course Transfer	20
Course Revalidation Policy	21
Leave of Absence Policy	21
Pass/Fail Option.....	22
Student Code of Conduct	22
Campus and School Resources	23
Adaptive Education Services (AES)	23
Bookstore	23
Bursar Office.....	23
Campus Computer Labs.....	24
Campus Map.....	24
Canvas	24
Counseling and Psychological Services (CAPS)	24
Email.....	24
Financial Aid Office.....	25
IU Ware	25
Libraries	26
One.IU	26
Online Learning	26
Parking and Transportation.....	27
Public Safety Escort	27
Registrar Office.....	27
Academic Calendars	27
Course Withdrawals	27
(Drop/Add) Schedule Adjustments.....	28
Grading Systems and Standards	28
Grade Point Average Calculation.....	29
Incompletes	29
Missing Classes (Including Exams)	30
Registration	30
Students Called to Active Duty	30
Withdrawal.....	31
Emergency Withdrawal Policy at IUPUI.....	31
Student Advocate	31

Student Health Services	31
Student ID Cards.....	32
Student Insurance Plans	32
University ID Number (UID).....	32
University Writing Center	32
Student Involvement.....	33
Student Life	33
Student Representation on Committees.....	33
AcademyHealth Student Chapter	33
Graduate and Professional Student Organization (GPSG).....	33

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, national, 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 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.

Health Policy and Management PhD Program

Overview

The PhD Program in Health Policy and Management is designed for students interested in pursuing advanced graduate education and ultimately careers that focus on research related to health policy and health care management. As a core discipline within the field of public health, Health Policy and Management (HPM) focuses on the creation of new knowledge and its translation to improve the effectiveness of public health and health services delivery within and across the public, private, and non-profit sectors. With a PhD degree in Health Policy and Management, students will be well-prepared to take on independent research roles as academic faculty members.

The PhD degree in Health Policy and Management requires completion of at least 90 credit hours. These credit hours are earned by completing advanced graduate coursework, passing a qualifying examination, and by defending a dissertation that makes an original contribution to the field of Health Policy and Management. The degree is awarded by the Indiana University Graduate School through the Richard M. Fairbanks School of Public Health.

Program Governance

The Department of Health Policy and Management 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 Health Policy and Management, program policies and processes are created and managed by the HPM PhD Program Director in collaboration with members of the HPM PhD Program Committee.

Have questions? Talk to us:

HPM Program Director:	Justin Blackburn, PhD jblackb@iu.edu
Student Services Representative:	Shawne Mathis snmathis@iu.edu

Major Subject

Students' major subject is Health Policy and Management.

Minor Subject

Students must select at least one minor subject. A minor provides additional research training in an area that complements the primary Health Policy and Management training. The minimum requirements for completing the minor are determined by minor department or program.

The minor should be chosen from the list approved by the Health Policy and Management program. A list of approved minors can be found in the Program Plan section below. If students wish to complete a minor not on this approved list, they should obtain approval from the Health

Policy and Management PhD program director. In certain cases, intradepartmental or interdepartmental minors may be approved. However, approval should be requested prior to pursuit of any of the proposed courses of study.

Program Competencies

1. Demonstrate in-depth knowledge of the history, structure, and operation of health care systems domestically and internationally.
2. Understand and apply bioethical principles and theories and utilize them in research, policy and practice.
3. Design and conduct health policy and services research studies.
4. Access, manage and utilize administrative and other secondary data sources in research studies.
5. Prepare grant applications and manage research projects.
6. Analyze and evaluate policies and programs.
7. Utilize and report the results of advanced quantitative and qualitative data analysis.
8. Interpret and report the findings of original research for scholarly audiences.
9. Translate and apply findings from original and existing research policy and practice.
10. Educate and train students and professionals about health policy and management.

Program Activities and Milestones

The major milestones in the HPM PhD Program are:

- Completion of required major and minor coursework
- Qualifying examination
- Dissertation proposal defense
- Final dissertation defense

Time Limits

The HPM 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 the seven calendar years prior to the qualifying exam. Coursework completed more than seven years before the qualifying exam may be revalidated according to procedures outlined in the IU Graduate School Bulletin. Once a student passes the qualifying exam, they have up to seven years to complete the dissertation. However, in total, students may not take more than 10 years to complete all program requirements (coursework, qualifying exam, and dissertation).

Academic Advisor

When a student enters the PhD program, they will be assigned an academic advisor by the HPM PhD Program Director. The advisor will be a faculty member in the department of Health Policy and Management.

Advisory Committee

Each student will have an advisory committee. The purpose of the advisory committee is to guide students in their academic progress prior to completing the qualifying exam. The HPM PhD Program Committee plus at least one faculty member who is not a member of the Department of Health Policy & Management (i.e. “outside” member) will act as the student’s advisory committee. Outside representation on the advisory committee will be identified and chosen (often from the students’ minor area) by the HPM PhD Program Committee in consultation with the student by the end of the student’s first academic year.

At least two members of the advisory committee will be members of the graduate faculty. The names of faculty advisory committee faculty members will be forwarded to the Dean of the University Graduate School for approval when students have completed their first year in the PhD program.

Qualifying Examination

The Director of the Health Policy and Management PhD program will schedule students to take the qualifying examination when they have completed all required courses, including minor courses. Exams will typically be offered following the conclusion of the fall semester (i.e. over winter break) or during the summer, with accommodations made at the discretion of the Program Director. The qualifying examination will be designed to assess students’ mastery of the competencies for the Health Policy and Management PhD program. At the discretion of the minor department(s) or the interdepartmental committee, the qualifying exam may cover the minor subject(s) as well.

The Department of Health Policy and Management faculty will assess whether the students has answered the items completely and correctly to determine if they have passed or failed the exam. Students who fail the qualifying exam may 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 HPM 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 coursework or dissertation credits. Once such

students have accumulated 90 credit hours in completed coursework and deferred dissertation credits, they must enroll for 6 hours of graduate credit (GRAD-G901) each semester until the degree is completed. The fee for this course is \$150. 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. Please contact the office of Student Services’ PhD Program liaison for authorization to enroll.

Dissertation

The culmination of the PhD program is the writing and public oral defense of the dissertation, which is required of all Health Policy and Management PhD students. The dissertation must be an original contribution to knowledge and suitable for publication as one or more peer-reviewed articles in a high quality Health Policy and Management journal. The dissertation is written under the supervision of a research committee as described below. The research committee, led by the research director, is responsible for judging the dissertation’s qualification as an original contribution to knowledge and suitability for publication.

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.

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"> • First Paper • Second Paper • Third Paper
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

The table above describes potential ways to format a conventional dissertation versus a three papers dissertation. The three paper dissertation model is generally more common for doctoral students in this field than the conventional dissertation. However, the exact format and content of a dissertation will be determined by the dissertation committee in collaboration with the student.

Dissertation Research Committee

To initiate research for the dissertation, the student should identify an HPM faculty member who will agree to direct his or her dissertation as a primary mentor. In collaboration with this director, the student should identify and form their research committee. Often the full complement of committee members is not identified all at once. The committee should be chosen thoughtfully to maximize the “fit” of each committee member with the student’s 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. The Department of Health Policy and Management shall then recommend to the Dean of the IU Graduate School for approval of a dissertation research committee. The committee membership must meet the following criteria:

- The committee must include at least four members with relevant expertise to help support the student’s dissertation research.
- At least four committee members must be members of the IU Graduate Faculty. Furthermore, two members (including the chair) must hold “endorsement.” The list of Graduate Faculty and endorsement status is here: <http://graduate.indiana.edu/faculty-staff/membership.shtml>
- At least half of the committee members should be Graduate Faculty members from the Department of Health Policy and Management.
- The minor field(s) should have at least one representative on the committee. In the event that the dissertation research does not involve the area of the minor or the research director otherwise judges appropriate, the minor representative may be substituted with another qualified faculty member from outside the Department of Health Policy and Management.
- So long as the above criteria are met, additional committee members with relevant expertise may also serve on the committee.

Conflict resolution: When conducting novel dissertation research, committee members may disagree on how to proceed with certain aspects of the research. It is the student’s responsibility to seek and reconcile guidance from all committee members and then develop scientifically appropriate methods and justifications for conducting their research. When a student tries but is unable to reconcile such differences, the chair will be responsible for aiding the student in understanding all committee members’ perspectives and developing an appropriate plan and justification. From time to time, non-research related conflicts also arise among students and/or committee members. In such cases, the student should first seek guidance from their dissertation chair. If the student is unable or uncomfortable in seeking guidance from their dissertation chair, they are encouraged to seek guidance from the HPM PhD program director.

Dissertation Proposal Defense

The student shall write a complete dissertation proposal and conduct a public oral defense of the proposal. A complete dissertation proposal will typically include all introductory information, clearly defined research questions or specific aims, hypotheses when appropriate, conceptual or theoretical framing, literature review, proposed methods (including an analysis plan), and a discussion of expected findings, strengths, and limitations. The proposal defense should also include a clear plan of acquiring necessary data. When necessary data have already been acquired, students are encouraged to also include relevant descriptive analyses. The written dissertation proposal must be formatted according to University requirements for doctoral dissertations found here <https://graduate.iupui.edu/theses-dissertations/>. The complete dissertation proposal should be submitted to the research committee for review at least 30 days before the public oral defense.

Oral Proposal defense: The oral dissertation proposal defense is as important as the written dissertation proposal document. Final approval of all committee members is required before the oral defense can be conducted. However, the oral defense may be scheduled in advance of final approval, and students are encouraged to do so to ensure full attendance. The oral defense must be attended by all members of the students' research committee. Other faculty from the Department of Health Policy and Management are also welcome to attend. To allow for adequate presentation and critical discussion, a total of two hours should be scheduled. The student should prepare a 30-40 minute presentation. The remaining time will be dedicated to critical and in-depth questions and discussion, which may occur during or after the completion of the formal presentation. At the end of the oral defense, committee members only will participate in a final discussion. Then, 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. If a student passes the dissertation proposal, they will continue on to complete the full dissertation. If a student does not pass the proposal defense, the research committee may require changes to the written dissertation proposal, and/or a revised oral defense.

Dissertation prospectus: (i.e., approval of proposal): Once a student has fully passed the proposal defense, the student will submit to the University Graduate School a two-page prospectus describing the planned dissertation research and signed by the dissertation committee members. If the proposed research involves human subjects, animals, biohazards, or radiation, a plan for obtaining 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 final defense of the dissertation. While the minimum time between the prospectus and final defense is six months, prospectus approval does not entitle a student to completion after six months. Many students will require more time to complete and successfully defend their dissertation.

Final Dissertation Defense

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. The full dissertation copy must be received by the committee members at least 40 days before the oral defense date. All member 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.

The written dissertation proposal must be formatted according to University requirements for doctoral dissertations ([link below](#)).

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.

Oral dissertation defense: The oral dissertation is as important as the written dissertation document. The oral defense must be attended by all members of the students' research committee. But, the oral defense is intended to be a public presentation and discussion for a broader academic community. Therefore, all other faculty members in the department of Health Policy and Management are encouraged to attend and participate in the examination. In addition, students are expected to directly invite their fellow PhD students, Health Policy and Management department faculty and staff, as well as other in the Fairbanks School of Public Health or broader IUPUI community who may have an interest in their work.

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. The remaining time will be dedicated to critical and in-depth questions and discussion. At the end of the oral defense, faculty members only will participate in a final discussion. Next, the research committee must vote on the outcome of the defense. Four options are available to be the committee: 1) pass, 2) conditional pass, 3) deferred decision, and 4) failure.

Additional IU Graduate School requirements for scheduling and preparing the dissertation:

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* ([link below](#)). 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 chairperson. 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 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 notify the chairperson of the research committee in advance to that adequate space can be arranged.

Students should familiarize themselves with any additional details found here:

- IU Graduate School Bulletin: <https://graduate.iupui.edu/academics-research/bulletin.html>
- Online Dissertation Guide: <https://graduate.iupui.edu/theses-dissertations/index.html>
- Defense details: <https://graduate.iupui.edu/theses-dissertations/defense/index.html>
- PhD Progression Checklist: <https://graduate.iupui.edu/doc/forms/progression-checklist-phd.pdf>

Program Plan

The Health Policy and Management 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 coursework, students have up to seven (7) additional years to complete their dissertation. However, students must complete their coursework and dissertation within a ten (10) year period.

- **Public Health Foundations (9 credit hours):** Some students will be able to transfer credit for these courses.
P506 - Population and Public Health (3)
H641 - Ethics in Public Health (3)
B551 - Biostatistics for Public Health I (3)

- **Health Policy and Management Foundations (12 credit hours):**
H786 - Healthcare Organizations Research (3)
H787 - Health Policy Research (3)

One of the following two:

- H658 - Methods in Health Services and Policy Research (3) *
- S510 – Introduction to Research Methods in Public Health (3) *

One of the following two:

- H514 – Health Economics (3) *

**PhD students may be expected to register for a different section of these courses and/or complete additional assignments/tasks commensurate with the expectations of a doctoral course. PhD students with prior equivalent coursework will be expected to substitute a more advanced course in a related area. H514 has a pre-requisite of an undergraduate economics course. Students who have not taken an undergraduate economics course should contact the PhD program director to make alternate arrangement.*

- **PhD Seminars (13 credit hours):** Students will be expected to take the HPM Research Seminar course during four times for a total of 12 credit hours. These courses do not build on one another and need not be taken in order.
H747 – Health Policy and Management Research Seminar (12)
S725 - Preparing for Academics in Public Health (1)

- **Methods and Skills Courses (24 credit hours):**

Required Courses

- B562 - Biostatistics for Public Health II (3)
- H644 - Health Impact Assessment (3)
- H781 - Research Design in Health Policy and Management Research (3)
- H782 – Health Services Empirical Methods (Quantitative Methods) (3)
- H783 - Qualitative Methods for Health Services Research (3)
- H657 - Application of Cost-Effectiveness Analysis in Pub Health (3)

Elective Courses: *Two of the following. Other courses may be substituted with program director approval.*

- E606 - Grant Writing for Public Health (3)
- E710 - Advanced Public Health Survey Methods (3)
- E563 - Systematic Reviews and Meta-analysis in Health Sciences (3)

- **Minor Area (12 credit hours):** Students must complete a PhD minor. The minor must contain at least four graduate courses (12 credit hours) and comply with the requirements of the minor department/unit. Students wishing to complete a minor outside of the following should consult with the program director for guidance: Health Systems and Services Research, Population Health Analytics, Epidemiology, Biostatistics, Social and Behavioral Sciences, Health Informatics.

Dissertation (20 credit hours, 4 dissertation proposal, H799, and 16 dissertation credits, H800)

Example Course Sequence for Full-time Students (actual sequence may vary based on student background and/or course scheduling)

Semester	#	Title	Credits
Fall Year 1 (15 credits)	H747	HPM Research Seminar 1	3
	B551	Biostatistics for Public Health 1	3
	H641	Ethics in Public Health	3
	H514	Health Economics	3
	P506	Population and Public Health	3
Spring Year 1 (12 credits)	H747	HPM Research Seminar 2	3
	B562	Biostatistics for Public Health 2	3
	H786	Healthcare Organizations Research	3
	H658	Methods in Health Services and Policy Research	3
Summer Year 1 (6 credits)	H781	Research Design in HPM Research	3
	E710	Advanced Public Health Survey Methods	3
Fall Year 2 (12 credits)	H747	HPM Research Seminar 3	3
	H782	Health Services Empirical Methods (Quantitative Methods)	3
	H783	Qualitative Methods for HSR	3
	H644	Health Impact Assessment	3
Spring Year 2 (12 credits)	H747	HPM Research Seminar 4	3
	H787	Health Policy Research	3
	H657	Application of Cost-Effectiveness Analysis	3
	TBD	Minor course	3
Summer Year 2 (7 credits)	S725	Preparing for Academia in Public Health	1
	E563	Systematic Reviews and Meta-Analysis	3
	TBD	Minor Course	3
Fall Year 3 (10 credits)	TBD	Minor Course	3
	TBD	Minor Course	3
	H799	Dissertation Proposal	4
Spring Year 3 (4 credits)	H800	Dissertation	4
Summer Year 3 (4 credits)	H800	Dissertation	4
Fall year 4 (4 credits)	H800	Dissertation	4
Spring Year 4 (4 credits)	H800	Dissertation	4

Course Planning

1. Students should consult with the program director at least once per semester while taking courses. The PhD program committee 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 HPM faculty on the advisory committee.

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: <https://graduate.iupui.edu/doc/forms/progression-checklist-phd.pdf>

FSPH PhD Forms:

- Advisory Committee
- Transfer of Credit
- [Leave of Absence](#)

IU Graduate School Forms:

- Course Revalidation
- [Request for Change of Advisory Committee Member\(s\)](#)
- [PhD Minor](#)
- [Nomination to Candidacy](#)
- Research Committee
- [Request for Change of Research Committee Member\(s\)](#)

Campus and Department Policies

Academic Integrity and Avoidance of Plagiarism

Students in the Health Policy and Management 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, <https://studentaffairs.iupui.edu/student-conduct/index.html>.

Academic Probation

In order to be in good academic standing, the Health Policy and Management 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 GPS 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 a 3.0, their academic standing will be assessed by the Health Policy and Management 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.edu (<https://one.iu.edu>) and notify PhD Student Services.

Course Authorization

Health Policy and Management PhD students need authorization to register for the following:

- Doctoral Research in Health Policy and Management (PBHL H799)
- Health Policy and Management Dissertation Credits (PBHL H800)

Please contact the PhD Student Services to request course authorization. Students should register for H799 under the HPM PhD Program Director and H800 under their dissertation director.

Course Transfer

In some cases, a student may be eligible to transfer coursework/credit hours earned in another degree program into the Health Policy and Management PhD Program. *The HPM PhD program only allows transfer of credit for the Public Health Foundations courses, which consist of 9 total credit hours.* Also, students are encouraged to consult with their advisory committee as to whether they would benefit most from transferring these credits versus substituting alternative coursework.

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 Health Policy and Management 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 Health Policy and Management PhD course, as demonstrated by the syllabus.

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

Course Revalidation Policy

Normally, courses taken prior to enrolling in the Health Policy and Management PhD program will 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 Health Policy and Management PhD Academic Progress Review Committee that coursework 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 Health Policy and Management 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.

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 a Leave of Absence Request Form (available from PhD Student Services) to the Health Policy and Management Department Chair. Leave of Absence requests must be presented, in writing, either in hard copy or by email. Written support from the student's concentration advisor confirming the need for a leave of absence 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 <https://veterans.iupui.edu/>.

Pass/Fail Option

Health Policy and Management PhD students may not elect to take a graded course using the pass/fail options to fulfill part of the required 90 credits.

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 (<https://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 <https://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 (<https://iupui.bncollege.com/shop/iupui/home>). 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 (<https://iupui.bncollege.com/shop/iupui/page/find-textbooks>)
- Textbook Rentals (<https://iupui.bncollege.com/shop/iupui/page/textbook-rentals>)
- Sell Textbooks Back (<https://iupui.bncollege.com/shop/iupui/page/sell-back-textbooks>)
- Digital content (<https://iupui.bncollege.com/shop/iupui/page/digital-learning-faqs>)
- Campus Center Bookstore School Hours may be found online (<https://iupui.bncollege.com/shop/iupui/home>)

Bursar Office

For all fee and fee payment information please go to the Office of the Bursar at <https://studentcentral.iupui.edu/pay-bill/index.html>. 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 Crimson Card. Below is general information about printing on campus. For more information about printing at IUPUI, visit <https://crimsoncard.iu.edu/using/printing.html>.

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)

IUPUI has a pay-for-print policy for **graduate students**. You'll need to make sure you have money in your regular Crimson Card Account to pay for and release your print jobs. Visit Deposit Options at <https://crimsoncard.iu.edu/using/deposit.html> to make a deposit.

Campus Map

IUPUI's official interactive online campus map <https://map.iu.edu/iupui/index.html>.

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) <https://studentaffairs.iupui.edu/health/counseling-psychological/index.html> 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 <https://graduate.iupui.edu/admissions/financial-support/index.html> 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 gradaid@iupui.edu.

IU Ware

IU Ware <https://uits.iupui.edu/iuanyware> 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 (<https://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 2020 academic calendar and long term academic campus calendars can be accessed at <https://studentcentral.iupui.edu/calendars/index.html>.

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 13th 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 <https://studentcentral.iupui.edu/register/drop-add/index.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, Health Policy and Management 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 Health Policy and Management 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 <https://studentcentral.iupui.edu/grades-progress/calculate-your-gpa.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 <https://studentcentral.iupui.edu/grades-progress/incompletes.html> 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 <https://studentcentral.iupui.edu/register/index.html> 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: https://studentcentral.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 <https://studentcentral.iupui.edu/pay-bill/index.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 <https://veterans.iupui.edu/>.

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 <https://studentaffairs.iupui.edu/advocacy-resources/emergency-support.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 <https://studentaffairs.iupui.edu/advocacy-resources/get-help/index.html>.

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/index.html> on a fee for service basis. All x-rays or referrals will be the responsibility of the student.

Student ID Cards

The IUPUI Crimson Card (<https://studentcentral.iupui.edu/personal-information/id-cards.html>) free to all enrolled students at IUPUI. The IUPUI Crimson Card 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 IUPUI Crimson Card 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 <https://graduate.iupui.edu/support/health-insurance.html>.

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), <https://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 <https://liberalarts.iupui.edu/uwc/pages/onlineconsulting-folder/index.php>, 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 Affairs, <https://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

AcademyHealth Student Chapter

This is a student-led organization that affiliates with AcademyHealth, the leading health services research professional society in the U.S. The Chapter meets regularly during the academic year, and its membership includes HPM PhD students as well as students from other departments and Schools who have an interest in health services, management, and policy research (https://theden.iupui.edu/organization/academyhealth_student_chapter).

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.