

Student Handbook

2024-2025 Academic Year

Baccalaureate Programs:

Biostatistics

Health Management

Public Health



SAINT LOUIS UNIVERSITY

**COLLEGE FOR PUBLIC HEALTH
AND SOCIAL JUSTICE**

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<http://www.slu.edu/public-health-social-justice/>

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Saint Louis University Mission Statement

The [mission](#) of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. The University seeks excellence in the fulfillment of its corporate purposes of teaching, research, health care and service to the community. It is dedicated to leadership in the continuing quest for understanding of God’s creation and for the discovery, dissemination and integration of the values, knowledge and skills required to transform society in the spirit of the Gospels. As a Catholic, Jesuit university this pursuit is motivated by the inspiration and values of the Judeo-Christian tradition and is guided by the spiritual and intellectual ideals of the Society of Jesus.

College for Public Health & Social Justice

The Saint Louis University College for Public Health and Social Justice (CPHSJ) is the only accredited school of public health in Missouri and the only accredited school of public health at a Jesuit/Catholic university in the United States. The mission of the Saint Louis University College for Public Health and Social Justice is to pursue health, well-being, and social justice for and with communities through nationally-renowned teaching and research, practical applications of knowledge, and authentic partnerships inspired by our Jesuit tradition and identity.

2024-2025 Programs and Administrative Team

Undergraduate Academic Programs

Majors

Bachelor of Science in Biostatistics
Bachelor of Science in Health Management
Bachelor of Science in Public Health

Minors

Minor in Health Management
Minor in Public Health

Accelerated Bachelors to Masters

Bachelor of Science in Biostatistics / Master of Science in Biostatistics and Health Analytics
Bachelor of Science in Biostatistics / Master of Science in Health Data Science
Bachelor of Science in Health Management / Master of Health Administration
Bachelor of Science in Biology / Master of Public Health
Bachelor of Science in Public Health / Master of Public Health

Administrative Team

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Kelly Lane-deGraaf, PhDAssociate Dean of Academic Affairs
Lauren D. Arnold, PhD, MPH, CPHDirector, Undergraduate Public Health Programs
Maggie Callon, MSW, LSCWUndergraduate Program Manager
Amanda Butler, MEdDirector of Academic Advising
Kate O’Brien, MS.....Senior Academic Advisor
Ryan Wittekiend, MS.....Academic Advisor II
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Contact Information

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Academics

The following policies and procedures have been adopted by the College for Public Health & Social Justice and/or Saint Louis University and are meant to reflect the rights and responsibilities of students, faculty and staff. The faculty and administration of the College reserve the right to modify any policy through the appropriate channels. This flexibility allows us to maintain the student-focused mission of the College and provide the necessary means to maintain the integrity of our learning environment.

Academic Integrity

As described in the [Academic Catalog](#), academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is "the pursuit of truth for the greater glory of God and for the service of humanity." Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care, and community service via which SLU fulfills its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern. The governing University-level Academic Integrity Policy can be accessed on the [Provost's Office website](#). All SLU students are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions, and appeals.

Policy on Plagiarism and Citation:

Plagiarism is a serious Academic Integrity violation that involves misrepresenting someone else's words or ideas as one's own. This includes submitting work prepared by someone else (e.g. another student, commercial firm) as one's own. Examples of how to credit sources are described below, as summarized from the [University's Policy on Academic Integrity & Ethics](#).

- *Quotations:* When directly quoting a source, the text (regardless of amount) must be surrounded by quotation marks or block quoted. Quotes must be referenced in the text and bibliography using the format required by each course.
- *Paraphrasing or citing an idea:* When *summarizing* another source or person's ideas, quotation marks are not necessary, but the ideas must be cited in the text and bibliography using the format required by each course.

CPHSJ Honor Code & Integrity Pledge

The CPHSJ is a professional college that supports the professional and ethical tenants of the fields it encompasses. As such, students are expected to uphold these professional standards. After declaring their major, students in the CPHSJ must review the University [Academic Integrity Policy](#), sign the [CPHSJ Honor Code & Integrity Pledge](#) and return the signed form to the Wool Center, Suite 206or to katie.linnenbrink@slu.edu; failure to complete this will result in a registration hold being placed on the academic record.

Process for Addressing Violations of Academic Integrity and Misconduct

The CPHSJ expects that all students are fully committed to ethical practices and demonstrate academic integrity. Academic misconduct (e.g., plagiarism, cheating, sabotage, collusion) will be addressed by the course instructor and sanctioned appropriately (e.g., “F” on an assignment or in the course). The CPHSJ may impose more severe consequences (e.g., program dismissal) beyond the course instructor’s sanctions if warranted. The situation will be reported to the University’s Director of Academic Integrity (DAI) in accordance with University policies. If a student believes the sanction issued by a course instructor is unjust, the student may appeal to the Director of Academic Integrity. Substantiated cases of academic misconduct (including those resolved at the course level and those in which an appeal is made and the sanction is upheld) will be documented in the University’s academic misconduct database.

Academic Records

Confidentiality of Student Records

Academic records are confidential to the student and institution. Because of professional and legal responsibilities involved, record-keeping is delegated to responsible persons who realize the confidential nature of such records. Students have the right of privacy in regard to their records as afforded by the 1974 [Family Education Rights & Privacy Act](#).

In keeping with these standards:

1. Official transcripts are kept in the Office of the University Registrar. Only this office releases transcripts when requested formally by a student. The academic record kept by the CPHSJ is never released outside of the University.
2. Medical records are maintained in the Student Health Center and/or University Counseling Center and are interpreted only by a member of the health care professions.
3. Counseling and conduct records are not released without the explicit consent of the student. This includes any disciplinary action taken while in the University, psychological counseling, emotional issues, etc.
4. Financial records exist in the Office of Admission and Office of Student Financial Services. The CPHSJ keeps no official record of financial aid and considers such information as strictly confidential between the student and the University.

Use of Records within the College for Public Health & Social Justice

1. CPHSJ staff and faculty with a legitimate reason have access to student records.
2. Requests for student information directed to the College will be answered by form letter giving only the facts of public knowledge or ‘[directory information](#),’ e.g. classification, dates of attendance, and the date of graduation if a degree was conferred.
3. Students’ names, dates of attendance, degrees, honors conferred and other information which appeared in a newspaper or other publication (print, online) are considered public information and thus may be confirmed upon request.
4. Students who request that University officials, including faculty and staff, provide recommendations or evaluations to a third party (e.g. graduate school, internships, jobs,) must submit a [Recommendation/Evaluation Authorization & Waiver \(Form #26\)](#).

Accommodations for Students with Disabilities

Students who wish to request academic accommodations and discuss eligibility requirements should contact the [Center for Accessibility and Disability Resources](#), located within the Student Success Center at accessibility_disability@slu.edu or 314-977-3484. Confidentiality is observed in all inquiries. Information about a student's eligibility for academic accommodations will be shared with course instructors via the class roster in Banner. Students are responsible for notifying their instructor at the start of the semester that they wish to utilize their accommodations in a given course. Note: Students who do not have documented accommodations but who think they may be eligible are encouraged to contact to CADR.

Title IX Statement

Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g., sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University's [Title IX Resource Center](#). If you speak with a faculty member about an incident of misconduct, that faculty member **must notify SLU's Title IX Coordinator and share the basic facts of your experience**. This is true even if you ask the faculty member not to disclose the incident. The Title IX coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus. Anna Kratky is the Title IX Coordinator at Saint Louis University (DuBourg Hall, room 36; anna.kratky@slu.edu; 314-977-3886). If you wish to speak with a confidential source, you may contact the counselors at the University Counseling Center at 314-977-TALK or make an anonymous report through SLU's Integrity Hotline by calling 1-877-525-5669 or online at <http://www.lighthouse-services.com/slu>. To view SLU's policies, and for resources, please visit the following web addresses: <https://www.slu.edu/about/safety/sexual-assault-resources/index.php> and <https://www.slu.edu/general-counsel>.

Class Attendance

Students are expected to attend all class sessions, take exams as scheduled, and submit assignments on time, per the [University attendance policy](#). Students will adhere to all guidelines for class attendance, make-up exams, and acceptance of late assignments as established by each course instructor. The responsibility for making arrangements for absences, make-up examinations, or late assignments remains with the student.

Course Evaluations

Students complete an anonymous online evaluation of teaching methodology and effectiveness at the conclusion of each course. Results are summarized and shared with the instructor and others in the College and used to maximize program quality.

Grading

The following [grading scale](#) applies to all CPHSJ undergraduate Biostatistics, Health Management and Public Health major courses:

Letter Grade	Percentage	GPA
A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D	60-69	1.0
F	<60	0.0
FQ	<60	0.0

The grade of FQ is assigned to students who have ceased attending/participating in a course and as a result, earned a failing grade.

Biostatistics, Health Management, and Public Health majors must earn minimum grades of:

- “C” in all major courses
- “D” in all elective courses counting toward the minimum 120 credits for graduation
- “C-” in all core courses (for students on curriculum plans prior to Fall 2022)
- “D” in all University Core courses (for students entering Fall 2022 onwards)

Appealing a Grade

Students who have questions about or disagree with a grade, should contact the faculty member who assigned the grade. A student has four weeks after the posting of the grade to initiate an appeal to the faculty member. Appeal beyond this time should be sent to the Associate Dean for Public Health. Students who wish to appeal the Associate Dean’s decision may appeal to the CPHSJ Dean.

Dean’s List

CPHSJ undergraduates who earn a semester GPA of 3.70 with a minimum of 12 graded credits are named to the Dean’s List and receive a letter of recognition from the Dean.

Probation & Dismissal

Academic Probation

To be in good academic standing, Biostatistics, Health Management, and Public Health majors must maintain the academic requirements outlined in the [2024-2025 Academic Catalog](#):

1. Minimum cumulative GPA of 2.00
2. Minimum semester GPA of 1.00
3. No more than two incomplete grades

Students who fall below these thresholds are placed on academic probation and given the

following two semesters to achieve good academic standing. If summer courses are taken, then summer serves as one of these semesters. The Program Director notifies students in writing of academic probation status; this letter remains in the student's academic file.

Per [University policy](#), students on academic probation are limited to 12 credits in fall/spring semesters, 9 credits in summer, and 3 credits during the winter intercession. Courses taken on probation can be limited by the Program Director. Students on academic probation may submit a graduation application, but degree conferral is contingent upon achieving good academic standing.

University Dismissal

University dismissal policies are described in the [University Catalog](#). Dismissal from the University is conveyed in writing to the student by the CPHSJ Dean.

Appealing University Dismissal

Students who wish to appeal University dismissal must:

- Submit a *Petition for Reinstatement* (including relevant supporting documents)
- Complete a *Self-Assessment* form
- Calculate the GPA needed to earn a 2.00 cumulative GPA (in the following semester)

These forms are available upon request as a part of the dismissal appeal process and must be submitted to the CPHSJ Dean **by the deadline specified in** the notification of recommendation for University dismissal. Appeal forms are reviewed by the Dean, who then renders a decision. The appeal decision is made by the CPHSJ Dean as:

1. Allow the student to continue at Saint Louis University for one additional semester.
2. Deny the appeal, and uphold the University dismissal decision.

The appeal decision is communicated in writing by the CPHSJ Dean to the student, the student's academic advisor, and the Program Director. If the University dismissal is upheld, then the Office of the Registrar is also notified in writing. The Dean's decision is final. Students who wish to appeal the dismissal process may contact the Associate Provost for Academic Affairs, who will ensure the process was followed correctly.

Failure to submit required appeal documents described above within the allotted time frame forfeits the appeal option. At that time, the Registrar will be notified of the dismissal. A student who wishes to be reinstated after that time must re-apply to the University.

Program Dismissal

Students may be dismissed from the Biostatistics, Health Management, or Public Health majors for reasons other than failure to meet academic requirements, e.g. academic integrity violation(s), professional misconduct, etc. Such decisions are conveyed to the student in writing by the Program Director. Appeals are made to the Associate Dean for Public Health, who may consult with the Undergraduate Steering Committee as needed.

Academic Advising & Faculty Mentors

All CPHSJ undergraduates are assigned an Academic Advisor and a Faculty Mentor. Academic Advisors aid students with developmental transitions, plan course registration, clarify program/curriculum requirements, monitor academic progress and refer students to academic and support services on campus. Faculty Mentors support students in professional growth, career exploration, and post-graduation planning. Academic Advisor appointments are scheduled via [EAB Navigate](#). Faculty mentor appointments are scheduled directly with the mentor via email or phone.

Registration

Prior to each registration period, students must meet with their Academic Advisor to review their academic progress and curriculum plan. They also must meet with their Faculty Mentor. Following these appointments, the Academic Advisor and Mentor each release the registration holds, allowing the student to register through BANNER Self-Service or CourseLeaf at <http://courses.slu.edu>. Detailed registration directions are on the [Registrar's website](#). In some situations, students' course registration may be subject to change by administrative staff, e.g. failure to meet a pre-requisite requirement.

Waitlists

[Waitlists](#) are sometimes available when all seats in a class have filled. Students are encouraged to sign up for waitlists whenever this option is available. Please note:

- Signing up for the waitlist does not guarantee a seat will open. Students should always register for an alternate course in case they cannot join their preferred class.
- Students must monitor email at least every 24 hours when on a waitlist or risk missing the automatic notification allowing enrollment.
- In extreme circumstances, administrative staff may rearrange the order of students on the waitlist for those who would suffer hardship if not enrolled (e.g. students who would be unable to graduate on time without a given course). Students on the waitlist who have the option to take the course in the future without hardship will be encouraged to do so.
- Waitlists are managed by the college, department or unit that offers the course. The CPHSJ manages courses beginning with BST, EPI, HMP, and PUBH.

Graduate-Level Courses

Undergraduates who wish to take graduate-level coursework and who are not in an accelerated BS/Master's program must meet the criteria and credit restrictions set forth by the University and complete the [Petition for Post-Baccalaureate Coursework \(Form #12\)](#).

Failure to Register

Students who do not register by the end of the second week of classes and who do not submit a [Petition for Leave of Absence \(Form #4\)](#) will have their student record deactivated. To re-enroll within a year of deactivation a student must complete the [Petition for Activation of Non-Registered Student Record \(Form #6\)](#). Undergraduates who have not been enrolled at SLU for one year (i.e., three consecutive semesters, including summer) must reapply for admission to SLU.

Adding a Course

Students may add a course through BANNER Self Service in mySLU/Tools or CourseLeaf at <https://courses.slu.edu/> anytime through the first week of the semester. To add a [course](#) after the first week of class, students must seek approval from the course instructor.

Dropping/Withdrawing from a Course

Students may drop or withdraw from a course using BANNER Self Service in mySLU/Tools or CourseLeaf at <https://courses.slu.edu> only during the time period designated on the [Registration Dates](#) web page. Students with a registration hold will need to complete [Petition to Drop or Withdraw from Course\(s\) with Registration Hold \(Form #8\)](#) and send it to Registrar@slu.edu prior to the deadline. Students can withdraw from classes through BANNER according to the schedule available on the [Tuition Refund Deadlines](#) web page.

Courses Taken on a Pass/No Pass Basis

Courses taken Pass/No Pass cannot be used for major or core requirements and are not calculated in the GPA. A maximum of six Pass/No Pass credits can be used as general elective credit. Students interested in a Pass/No Pass option must complete a [Petition for Pass/No Pass Grading Scale \(Form #10\)](#) within the first two weeks of the semester.

General Elective Courses

In addition to major courses, major electives, and core courses, students take general elective courses to fill the remaining (minimum) 120 credits needed for graduation. General electives can be met with courses offered at SLU, transfer courses, AP credits, study abroad courses, and ROTC courses. Per University policy, courses with a 4-digit number beginning in zero, e.g. MATH-0260, do not count toward the 120 credits for graduation.

Courses Taken for Audit

Audited courses appear on the transcript but cannot be used to fulfill curriculum requirements, do not count toward the minimum 120 credits required for graduation, and are not included in the GPA. Students who wish to audit a course must meet with the instructor to seek approval and clarify course participation expectations. Once approval is given, students submit a [Petition for Course Audit \(Form #3\)](#) to their Academic Advisor within the first two weeks of the semester.

Course Extensions (Incompletes)

Students who experience circumstances that prevent them from completing all coursework before the final day of class may request a Course Extension through the [Petition for Course Extension \(Form #2\)](#). An extension will not be granted to avoid an unsatisfactory grade. Per [University policy](#), course extensions may be granted if:

1. A Petition for Course Extension is submitted before the date final grades are due.
2. The student is passing at the time of the request.
3. The student satisfactorily completed a substantial part of coursework (i.e., ~2/3).

Even if these criteria are met, the decision to offer a course extension is at the discretion of the instructor.

University policy stipulates that the student and the instructor agree in writing to the conditions for clearing the Incomplete from the student's transcript. The instructor submits the completed Petition to the Registrar. The Registrar assigns the "I" and notes the date by which outstanding work must be completed. Per [University policy](#), if the completion deadline is not met, then the "I" is changed to an "F"; an "I" must be cleared within one year after the course was taken or within 30 degrees of the published degree conferral date if the "I" is earned in the semester in which the student is graduating. If the "I" is assigned to a course that serves as a pre-requisite for other coursework, then it must be cleared by the end of the first week of the course for which it is required.

Second Majors

Students who wish to pursue a second major must declare the Biostatistics, Health Management, or Public Health major as the primary major. If the second major is within CPHSJ, then Public Health must be declared as the primary major.

Permission to Take Courses Outside SLU

Students who wish to take coursework outside of the University should consult with their Academic Advisor to see how the course(s) fit with curricular requirements. They should check [Transferology](#) to see if the course has been approved for articulation at SLU; if not, the student may request via Transferology that the course be reviewed for articulation. After identifying a course outside SLU, students complete a [Petition for Undergraduate Off-Campus Summer Enrollment \(Form #7\)](#) and submit it to the Wool Center, Suite 206 for Academic Advisor and Program Director signatures. Students who study abroad work with the Study Abroad Office to complete a similar process.

Per [University policy](#), a minimum grade of "C" is required for a course to be accepted for transfer credit. Grades for transferred coursework are not included in the Saint Louis University GPA. Per University policy, there is no limit on the number of transfer credits that students can earn. *However, to meet the University Residency Requirement, 30 of the final 36 credits of coursework must be completed through SLU or an approved Study Abroad program in order to earn a SLU degree. Additionally, a maximum of 6 credits of transfer coursework can be applied to Biostatistics, Health Management, and Public Health major coursework; such courses are reviewed by the Director of Undergraduate Public Health Programs.*

When coursework is taken at an institution other than SLU, students must request an official transcript to be sent the SLU Registrar. Transcripts should be sent via the [National Student Clearinghouse](#). Although official electronic transmission is preferred, the Registrar accepts official transcripts issued to students if they are in a University-sealed envelope. Failure to provide a transcript in a timely manner may prevent progression in one's major or delay graduation. [Form #7](#) must be on file in the student's academic record for the Registrar to post the course(s) to the SLU transcript.

SPS Courses

SLU's School for Professional Studies (SPS) courses are designed to meet the needs of non-traditional undergraduates. CPHSJ students who wish to take SPS courses submit a [Petition to enroll in SPS Course by non-SPS Student \(Form #35\)](#) to the Wool Center, Suite 206.

Approval to take an SPS course does not guarantee enrollment; as registration is at the discretion of SPS. With the exception of Emergency Management, SPS minors and double majors are not permitted while a student is completing an undergraduate degree in the CPHSJ.

Internship & Course Credit

The Undergraduate Public Health Programs awards general elective credit for internships. Internships are jointly managed by the Undergraduate Public Health Programs and Career Services. Students who wish to enroll in general elective Internship credit should "request an experience" in Handshake **at least one month prior to the start of the internship**. Handshake generates electronic paperwork that requires students to identify a faculty sponsor; provide details about internship tasks, logistics, and learning objectives; obtain site and faculty signatures; and complete liability paperwork. Once the Handshake process is completed, the Registrar enrolls the student in the internship course. Many students also seek extra-curricular, non-credit internship experiences; when the Undergraduate Public Health Programs learns of such opportunities, information is disseminated via standard program communications.

Accelerated Program Policies

This information applies to students working with their Academic Advisor to plan an accelerated curriculum **and** who meet requirements to apply to the program in their fifth semester of collegiate study. Applications happen in the fall of the academic year prior to starting accelerated/graduate-level coursework.

Admission and Academic Progress

The Accelerated BS to Master's program allows students to begin a Master's degree in year 4 of undergraduate study. **Acceptance to a CPHSJ undergraduate major does not guarantee acceptance to an accelerated program.** Accelerated applications only happen in the fall semester for the following academic year. To apply, students must:

- be in their fifth semester of collegiate study
- have at least one semester with an established GPA at SLU
- be able to complete their undergraduate degree with no more than 15 credits (BSPH/MPH, BSBST/MSBSTHA, and BSBST/MSHDS) or 16 credits (BSHM/MHA) during any semester in year 4 (semesters 7 and 8) of the program
- be in good academic and disciplinary standing with SLU and the CPHSJ
- demonstrate leadership in their field, e.g. through volunteer or work experience
- have a minimum required cumulative GPA listed in program-specific sections below

Application Materials & Process

1. Résumé or CV
2. Goal statement (approximately 1.5–2 pages, double spaced)
3. Three letters of recommendation: two from CPHSJ professors with whom they have studied, one from an individual who knows the student in a professional context
4. SLU transcript with grades through the end of the fifth semester of study
5. Application fee

Academic Advising

Students accepted into the accelerated program meet with their undergraduate Academic Advisor throughout senior year to ensure BS degree requirements are met. Students work with their Graduate Faculty Advisor/Program Coordinator to register for graduate courses.

Accelerated Coursework

Accelerated students must earn at least a “B-” in all graduate coursework taken in year 4 to remain in good academic standing for progression to year 5 of the graduate program. Students must also earn the minimum cumulative GPA as required by their accelerated program (3.40 for BSPH/MPH and BSHM/MHA; 3.00 for BSBST / MS-BSTHA and BSBST/MS-HDS) in each semester following acceptance into the program. Failure to meet these requirements may lead to dismissal from the accelerated program. After conferral of the BS degree, accelerated students follow policies of their graduate program. Students who begin the accelerated program and opt not to continue must notify the graduate program and Undergraduate Public Health Programs immediately and ideally by January of year 4; failure to do so may result in an extension of time for the undergraduate degree.

Course Overload

Accelerated students enrolled in graduate (5000-level) courses may not register for more than a total of 15 credits (BSBST/MS-BSTHA, BSBST/MS-HDS, and BSPH/MPH) or 16 credits (BSHM/MHA) during any semester of year 4. Credit overloads are not granted.

Online Courses

During senior year (year 4) students may not take 4000/5000-level courses online if an in-person section is offered. Exceptions must be approved by the Graduate Program Director.

Probation

Accelerated program students follow undergraduate probation policies until conferral of the BS degree. Graduate coursework taken in year 4 must meet the CPHSJ graduate program's standards for good academic standing; this coursework will be reviewed by the graduate program after completion of year 4 to determine ability to continue the graduate degree in year 5. After undergraduate degree conferral, accelerated students are subject to their graduate program's probation policies.

Scholarships and Graduate Assistantships

Accelerated students are not eligible for graduate assistantships and graduate scholarships until year 5 of the program when they fully matriculate as a graduate student.

Classification

Students are classified as undergraduates and subject to all undergraduate policies and procedures until conferral of the baccalaureate degree. After this time, students accepted to fully matriculate in the graduate program will be subject to all policies and procedures of the CPHSJ graduate student manual. Grades earned in 5000-level courses during senior year of the accelerated program are included in both the undergraduate and graduate GPA.

Deferral of Matriculation at SLU School of Medicine or MPH Accelerated Program

Students who begin the accelerated MPH program and who also are admitted to SLU School of Medicine via the Medical Scholars Program may defer the start of medical school to complete the MPH *or* may defer year 5 of the accelerated MPH program until they complete one or two years of medical school. This decision must be made in conjunction with the MPH Program Director and the SLU School of Medicine. Deferral of matriculation to the School of Medicine requires the student to complete all procedures required by the School of Medicine and the receipt of permission to defer matriculation.

Accelerated BSBST/MS-Biostatistics & Health Analytics Program Policies & Procedures

To be eligible for admission to the accelerated BSBST/MS-BSTHA Program, BSBST students must maintain a 3.00 cumulative undergraduate GPA and meet eligibility criteria previously described. After an eligibility review by the Undergraduate Public Health Programs, BSBST undergraduates are approved to apply to the program.

Application Materials & Process

Once eligibility is confirmed by the Undergraduate Public Health Program, students submit application materials to the CPHSJ Office of Admissions via [SOPHAS Express](#) in the fall of their fifth year of collegiate study. Applicants must select one of the following MS-BSTHA concentrations: Traditional Concentration **OR** Geospatial Concentration

Students must meet all MS-specific criteria for acceptance; therefore, students must refer to admission criteria on the [MS-BSTHA website](#) and work with their Academic Advisors for guidance on how to include these courses in their first three years of coursework.

Qualified applicants are invited to interview with a faculty member in the applicant's area of concentration. Admission decisions are based on the strength of the applicant's overall qualifications, recommendation of the faculty, and ability to maintain a maximum 15 credit per semester schedule in the senior year.

Accelerated BSBST/MS-Health Data Science Program Policies & Procedures

To be eligible for admission to the accelerated BSBST/MS-HDS Program, BSBST students must maintain a 3.00 cumulative undergraduate GPA, a 3.40 GPA in mathematics and statistics courses, and meet eligibility criteria previously described. After an eligibility review by the Undergraduate Public Health Programs, BSBST undergraduates are approved to apply to the program.

Application Materials & Process

Once eligibility is confirmed by the Undergraduate Public Health Program, students submit application materials to SLUCOR's Office of Admissions via the MS-Health Data Sciences application. Accelerated applications are reviewed by the Health Data Sciences Program. Qualified applicants are invited to interview. Admission decisions are based on the strength of the applicant's overall qualifications and the ability to maintain a maximum 15 credit per semester schedule in the senior year.

Accelerated BSPH/MPH Program Policies & Procedures

To be eligible for admission to the accelerated BSPH/MPH Program, BSPH students must maintain a 3.40 cumulative undergraduate GPA and meet eligibility criteria previously described. After an eligibility review by the Undergraduate Public Health Programs, BSPH undergraduates are approved to apply to the program.

Application Materials & Process

Once eligibility is confirmed by the Undergraduate Public Health Program, students submit application materials to the CPHSJ Office of Admissions via [SOPHAS Express](#) in the fall of their fifth year of collegiate study. Applicants must select one of the following MPH concentrations:

- Behavioral Science & Health Equity
- Epidemiology
- Biostatistics
- Health Management & Policy

Students must meet all concentration-specific criteria for acceptance; students must refer to admission criteria on the [MPH website](#) and work with their Academic Advisors for guidance on how to include these courses in their first three years of coursework. e.g. The *Biostatistics* concentration has prerequisites that are not part of the BSPH curriculum.

Applications are reviewed by the concentration to which the student is applying. Qualified applicants are invited to interview. Admission decisions are based on the strength of the applicant's overall qualifications, recommendation of the faculty, and ability to maintain a maximum 15 credit per semester schedule in the senior year.

Accelerated BSHM/MHA Program Policies & Procedures

To be eligible for admission to the accelerated BSHM/MHA Program, BSHM students must maintain a 3.40 cumulative undergraduate GPA and meet eligibility criteria previously described.

Application Materials & Process

Once eligibility is confirmed by the Undergraduate Public Health Programs, students submit application materials to the College for Public Health & Social Justice Office of Admissions via [SOPHAS Express](#) in the fall of their fifth semester of collegiate study.

Students must meet all MHA program criteria for acceptance. The Department of Health Management and Policy may have prerequisites that are not part of the BSHM curriculum. Therefore students need to refer to admission criteria on the [MHA website](#) and work with their Academic Advisors for guidance on how to include these courses in their first three years of coursework.

Applications are reviewed by the Admissions Committee and qualified applicants are invited to interview with the Department of Health Management & Policy. Admission decisions are based on the strength of the applicant's overall qualifications and interviewer recommendation, subject to the final approval by the MHA Program Director.

Graduation & Degree Conferral

Degree Conferral

Degree conferral occurs at the end of the term (May, August, and December) in which degree requirements are completed. Per the [University Academic Calendar](#), there are additional mid-term degree conferral dates. The BS is awarded once the CPHSJ has verified all degree requirements are satisfied, regardless of when a student 'walks' in graduation ceremonies. The CPHSJ and Registrar's Office require time to review transcripts and confer degrees after final grades post. If a student does not fulfill degree requirements (i.e. dropped a needed course, failed to complete 120 credits, or earned a grade below the minimum), the student must complete the outstanding requirement(s) and reapply for graduation in a later semester. Students are encouraged to communicate with their Academic Advisor to identify and resolve issues in advance of their graduation date.

Undergraduate Degree Application

A graduation application must be made prior to the deadline listed in the [University Academic Calendar](#); a diploma will not be issued unless an application is submitted. This form ensures that the degree is processed accurately, credit is given for secondary majors, minors, the University Honors Program, etc., and that students receive all email notifications and announcements from the College regarding graduation activities.

Graduation Ceremonies

Most students attend graduation ceremonies in the term in which their degree is conferred.

- **Term ending in May** – Students may walk in the CPHSJ Pre-Commencement Ceremony and/or University Commencement Ceremony.
- **Terms ending in Summer** – Summer graduates are listed in the May Pre-Commencement Program of that calendar year. They may walk in May before degree conferral or December after degree conferral.
- **Term ending in December** – Students may walk in the December or following May Commencement; there is no December Pre-Commencement. December graduates are listed in the December Commencement and May Pre-Commencement Programs.

Graduation Requirements

- Minimum of 120 credits
- Cumulative GPA of at least 2.00
- Minimum grade of "C" in major courses
- Minimum grade of "D" in all general electives
- "C-" in all core courses (for students on curriculum plans prior to Fall 2022)
- "D" in all University Core courses (for students entering Fall 2022 onwards)
- Completion of all program requirements
- 30 of the final 36 credits completed at SLU or an approved Study Abroad program

Graduation with Latin Honors

See the [Academic Catalog](#) for cum laude, magna cum laude and summa cum laude.

Communication

Canvas

Students are responsible for using Canvas per class policies and should ensure that settings allow instructor messages to reach them in a timely fashion.

Bulletin Boards

General student announcements are posted on digital displays and bulletin boards in the Wool Center .

E-Mail

E-mail is the College's primary means of communication with students. All students are assigned a University e-mail address, and **all University and College e-communication will be sent to students' SLU email accounts.**

Friday Mailer

Sent weekly during the academic year, the Friday Mailer is a compilation of notices about events, volunteer opportunities, jobs, internships, fellowships, lectures, social gatherings, deadlines, and reminders. Prior Mailers are archived on the [CPHSJ Google Site](#).

Student Government Association (SGA)

CPHSJ undergraduates are represented by two SGA Senators. Most communication regarding student life is the responsibility of these individuals. SGA elections are held every February; a school-wide vote is organized by SGA. Students interested in serving should contact SGA at 977-2810 or sga@slu.edu.

University Catalog

Information regarding University policies and programs is found in the [Academic Catalog](#).

Campus Life

Future Leaders of Health Management & Policy (FLHMP)

Future leaders of Health Management and Policy is directed by an Executive Board elected annually by students interested in health management and policy. The club is dedicated to the personal and career development of its members and provides opportunities related to networking, community outreach, and education.

Lions Club

A branch of Lions International, the Lions Club is directed by an Executive Board elected by students and includes members with interests across all CPHSJ degree programs. Members work with local organizations to promote healthy behavior related to drugs & alcohol, malnutrition, obesity, eating disorders, and environmental health). The club also focuses on providing vision screenings for those in the community who are unable to afford care.

Public Health Club (PHC)

PHC is directed by an Executive Board elected annually by students interested in biostatistics, health management and public health. PHC sponsors social events and offers opportunities to improve learning experiences, support career advancement, and create a greater awareness of public health.

SLU ID Cards

SLU ID Cards are needed to gain access to the Wool Center during evenings and weekends.

CPHSJ Student Lounges

Student lounges are located in various locations on the second floor of the Wool Center. There are also multiple student desk spaces, study spaces, and interview rooms that can be used. Wool Center classrooms and conference rooms can be reserved through the University scheduling software (25Live).

Libraries

Angela Spencer (angela.spencer@slu.edu, 314-977-8811) is the CPHSJ library liaison who can assist with literature searches, research projects, and identifying resources.

Career Services

Lauren Robinson is the Career Development Specialist (977-2817) who assists CPHSJ students with questions about career development, career counseling and career referral services. Student can contact her with questions about:

- [Handshake](#) – an online career database of job postings
- Resume and cover letter review
- Interview skills and job negotiation strategies
- Individual and walk-in appointments to discuss career plans and job seeking

APPENDIX A – HELPFUL CONTACT INFORMATION

Contact	Building	Phone Number
Billiken Bounty Food Pantry	CGC 2 nd Fl. Rm 226	
Billiken Bus/Shuttle Line		977-RIDE
Bookstore (The Billiken Shop)	Busch Student Center	417-5400
Campus Ministry (Eckelkamp Center)	Wuller Hall, 1 st Floor	977-2425
Career Services	Griesedieck Hall, Lower Level, Suite 130	977-2828
Center for Social Action	CGC Ste. 134	977-4105
College Administrative Office Suite	Wool Center, Suite 200	977-3934
Department of Public Safety	Wool Center, 114	977-3000 977-2376
Housing and Residence Life	DuBourg Hall, Rm. 157	977-2811
Instructional Media Center	Academic Technology Commons, Pius XII Library 1 st Floor	977-2919 imcstaff@slu.edu
Librarian	Angela Spencer	977-8811
Parking, Card and Transportation Services	Wool Center, Ste. 130	977-2957
Recreation Center	Simon Recreation Center	977-3181
Registrar	DuBourg Hall, 119	977-2269
Snow Line (Weather Info)		977-SNOW
Student Financial Services	DuBourg Hall, 119	977-2350 or 1-800-758-3678
Student Health Center	Marchetti Towers (East)	977-2323
Student Success Center Academic Support Blueprint for Success Disability Services Tutoring Student Success Coaching Writing Services Other Academic Support	Busch Student Center, 331	977-3484
University Counseling Center	Wuller Hall, 2 nd Floor	977-TALK (8255)

APPENDIX B – PROGRAM LEARNING OUTCOMES

As a requirement for CPHSJ accreditation by the Council on Education for Public Health (CEPH), each CPHSJ undergraduate major has Program Learning Outcomes (PLOs) that students will achieve by graduation. These PLOs and the courses to which they map are as follows:

Biostatistics Program Learning Outcomes

Program-Level Student Learning Outcomes	Courses									
	BST 3000	BST 3100	BST 3200	BST 4100	BST 4200	BST 4400	EPI 4000	PUBH 2100	PUBH 3200	PUBH 4100
1. Perform computations, derivations and calculations as they relate to calculus and linear algebra.				X		X				
2. Use standard statistical software to create and manage datasets and perform basic statistical tests.	X	X	X	X	X	X				
3. Appropriately communicate results.	X	X	X	X	X	X	X	X	X	X
4. Apply the public health model to biostatistical work.						X	X	X	X	X

Health Management Program Learning Outcomes

Program-Level Student Learning Outcomes	Courses											
	HMP 1300	PUBH 2100	HMP 2300	HMP 2500	BST 3100	HMP 3200	HMP 3400	HMP 3500	EPI 4000	HMP 4200	HMP 4500	HMP 4600
1. Describe the impact of social, cultural, economic, financial and political factors on health care organizations.	X	X				X	X	X		X	X	X
2. Understand and explain the application of relevant information technology, including databases, in health care.	X					X		X			X	
3. Understand the importance of and demonstrate the ability to work with and at times motivate others to achieve organizational goals	X		X	X			X	X			X	X
4. Apply the principles and core functions of management and decision theory.				X			X	X			X	X
5. Based on audience characteristics develop, organize and express ideas and information clearly.	X		X	X	X	X	X	X	X	X	X	X

Public Health Program Learning Outcomes

Program-Level Student Learning Outcomes	Courses									
	HMP 1300	PUBH 2100	PUBH 2300	PUBH 3100	PUBH 3200	PUBH 4000	PUBH 4100	PUBH 4960	BST 3100	EPI 4000
1. Demonstrate foundational knowledge of public health in relation to human cultures, history, science, and policy	X	X	X	X	X	X	X	X	X	X
2. Identify health characteristics, determinants, and needs across diverse populations		X	X	X	X	X	X	X		X
3. Recognize ways to implement evidence-based approaches to public health issues in communities		X			X	X	X	X		
4. Communicate public health issues with an emphasis on social justice and the core disciplines of public health	X	X	X	X		X		X		

Public Health & Health Management Capstone Portfolios

In their final semester of study, Public Health students take PUBH-4960 (Public Health Capstone) and Health Management Students take HMP-4600 (Strategic Management in Health Care). During these classes, students compile a portfolio containing some of the work from their previous major coursework. As such, students are strongly encouraged to save artifacts created in their classes (e.g. papers, reflections, projects, activities, presentation materials, videos) as they progress through their degree program for use in this project.