TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

Julia Jones Matthews School *of* Population *and* Public Health

2023-2024 Catalog

ADMINISTRATION

Gerard Carrino, PhD, MPH - - - - - - - - - - - - - - - - Dean

Vacant - - - - - - - - - - - Chair Department of Public Health

Beverly Bowen - - - - - - - - - - - - - - - - Managing Director

Corey Patterson - Director

Liesl Wyett - Director

John Baker - - - - - - - - - - - - - - - - - - - Associate Director

Patrick Lloyd - - - - - - - - - - - - - - - - - - - Associate Director

Aaron Brooks - - - - - - - - - - - - - Sr. IT Support Technician

DEAN'S MESSAGE

Gerard E. Carrino, Ph.D., MPH, has been named dean of the Texas Tech University Health Sciences Center (TTUHSC) Julia Jones Matthews School of Population and Public Health.

Carrino, who most recently served as head of the Department of Health Policy & Management at Texas A&M University School of Public Health, has more than 20 years of executive experience at world renowned public health organizations and vital experience in academia.

TTUHSC President Lori Rice-Spearman, Ph.D., said Carrino offers a combination of professional and academic skills necessary to build and lead TTUHSC's newest school.

"We are fortunate to have Dr. Carrino joining our team," Rice-Spearman said. "Our goal for this school is to train future health care leaders in a sector of health care that, because of COVID, has been elevated in public awareness and prominence. Dr. Carrino brings a wealth of experience and expertise to share in this field of health care. He also has a great commitment and philosophy to learning and working that reflects our TTUHSC values-based culture."

Carrino earned his Bachelor of Science from the University of Akron in 1989. He received his Master of Public Health from Columbia University Mailman School of Public Health in 1991 and Doctor of Philosophy

in 2005 from the Columbia University Graduate School of Arts and Sciences with his focus on economics and public health.

During his six years at TAMU School of Public Health, Carrino led the school's interprofessional education efforts, oversaw the successful accreditation of its health administration program, and helped to build sustainable degree programs at TAMU's McAllen, Texas, site.

"We are delighted to have Dr. Carrino join the TTUHSC team as the dean of our newest school, the Julia Jones Matthews School of Population and Public Health," TTUHSC Provost and Chief Academic Officer Darrin D'Agostino, D.O., said. "His real-world experience working with population and public health issues will translate into new curriculum, opportunities, and community engagement that will help transform health care in our communities in need. His perspective, proven track record, and work has translated into learning opportunities for his students and will now complement the incredible work our schools bring to West Texas."

Among Carrino's past professional experiences are: senior vice president for the March of Dimes Foundation where he developed and led global forum of more than 9,000 scientists, government officials and health professionals; assistant vice president for administrative planning and project management for Columbia University Medical Center; Island Peer Review Organization director of data analysis where he assured quality-of-care for HIV/AIDS patients in New York State; New York Academy of Medicine senior program officer for the Division of Health and Science Policy; and New York State Council on Graduate Medical Education project liaison.

"I am delighted to be joining Provost D'Agostino, President Rice-Spearman and the whole Texas Tech University Health Sciences Center team," Carrino said. "I look forward to working with faculty, staff and students – and the entire TTUHSC and Abilene community – to ensure that the Julia Jones Matthews School of Population and Public Health remains a positive force for health in West Texas."

Carrino has served on numerous national committees concerned with healthy births, the health care workforce and interprofessional education and collaboration. His research focuses on interprofessional education, maternal and child health and the nonprofit form in health care.

The Julia Jones Matthews School of Population and Public Health, which is the sixth at the university, aims to train future health care leaders in population and public health – a sector of health care that has been elevated in public awareness and prominence by the COVID-19 pandemic.

The Julia Jones Matthews School of Population and Public Health, which resides on the TTUHSC Abilene, Texas, campus, offers students and researchers a collaborative educational experience, emphasizing research and use of large data sets to understand needs in health care delivery.

Carrino began his new position as dean Feb. 1, 2023.

PREFACE

The purpose of this publication is to assemble a set of guidelines, instructions, and information concerning the operational procedures of the School of Population and Public Health (SPPH). The provisions of the catalog do not constitute a contract, express or implied, between any student, faculty member, Texas Tech University System (TTUS), Texas Tech University Health Sciences Center (TTUHSC), and/or the SPPH. The SPPH reserves the right to make changes as necessary, without notice, although every effort will be made to notify programs and students when changes are made.

Specific programs or concentrations within the SPPH may enact stricter guidelines and policies for their graduate students. This catalog supersedes all previous editions.

The SPPH reserves the right to institute, after due notice and during the course of a student's work toward a degree, any new ruling which may be necessary for the good of the University and therefore, ultimately, of recipients of its degrees. Normally a student may graduate under the provisions of the catalog in effect at the time of enrollment in the SPPH. The SPPH also reserves the right to make changes in courses as needed. The right to make changes in tuition and fees is reserved to and governed by the Board of Regents.

Students with disabilities who need assistance should contact Student Disability Services in Room 2C412, or by phone at 806.743.1926.

ACCREDITATION

Texas Tech University Health Sciences Center is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award baccalaureate, masters, doctoral, and professional degrees. Questions about the accreditation of Texas Tech University Health Sciences Center may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

MASTER OF PUBLIC HEATH ACCREDITATION

In 2018, the Julia Jones Matthews Department of Public Health at the Texas Tech University Health Sciences Center (TTUHSC) was granted accreditation through 2023 by the Council on Education for Public Health (CEPH). The Council on Education for Public Health is the nationally recognized accrediting body for schools of public health and public health programs. CEPH can be contacted at: Council on Education for Public Health, 1010 Wayne Avenue, Suite 220, Silver Spring, MD 20910-5660, Phone: (202) 789-1050 Fax: (202) 789-1895.

TTUHSC MISSION STATEMENT

Vision. Transform healthcare through innovation and collaboration.

Mission. As a comprehensive health sciences center, our mission is to enrich the lives of others by educating students to become collaborative healthcare professionals, providing excellent patient care, and advancing knowledge through innovative research.

SPPH MISSION STATEMENT

The mission of the TTUHSC MPH program is to improve community health status by training diverse public health professionals to promote health, reduce disparities, and prevent disease using innovative

multidisciplinary teaching, research, and practice approaches.

ADMINISTRATIVE STRUCTURE

SPPH is one of six schools within the Texas Tech University Health Sciences Center (TTUHSC). The Graduate Faculty membership within SPPH is composed of faculty who have appointments within School of Population and Public Health. In order to function efficiently, the SPPH faculty and students operate daily out of the school.

SPPH contains the Master of Public Health program, which is defined under the Graduate Programs section of this handbook.

The responsibility for the School of Population and Public Health is under the SPPH Dean.

ADMISSIONS

Admission to a Graduate Program. Admission to any graduate degree program is granted by the Dean of the School of Population and Public Health (or appointed delegate) upon the recommendation of the SPPH Admissions Committee and the program/concentration faculty. The applicant must be in good standing with the school last attended. Only students who have submitted completed applications will be considered for admission.

A completed application consists of the following:

1. Application to Texas Tech University Health Sciences Center School of Population and Public Health:

   Applications for the MPH are received online at: SOPHAS. Falsification of application information will void admission to Texas Tech University Health Sciences Center. All sections of the online application must be completed, and it must be submitted **prior** to the application closing date. Application deadlines and application instructions are available on the *Admissions* page of the SPPH website.

   Applications are accepted using the SPPH online application system and must be completed by the stated deadline. In addition, all required supplemental documents must also be received by the application deadline. Review will be completed by the SPPH Admissions Committee, and offers will be made in accordance with the committee's recommendation and by approval of the SPPH Dean (or appointed delegate). Matriculation will occur in the Fall, Spring and Summer admission cycles. Exceptions to these guidelines will be taken on a case by case basis and upon the SPPH Admission Committee's review and recommendation followed by approval of the SPPH Dean.

2. Official Graduate Record Examination (GRE) score report no more than five years old. This is a requirement for all **international** applicants for all degree programs regardless of educational background. The GRE is **optional for domestic applicants**. In accordance with *Texas Education Code §51.842*, the applicant's performance on a standardized test is not to be used in the admissions or competitive scholarship process as the sole criterion to end consideration of the

applicant. Information about the GRE may be obtained from the Educational Testing Service, PO Box 6000, Princeton NJ 08541-6000 or *www.gre.org*. All test scores must be sent directly from the Education Testing Service to the TTUHSC Office of the Registrar. Photocopies or scanned copies of GRE scores will not be accepted. The institution code for Texas Tech University Health Sciences Center is 6851. MCAT in lieu of GRE is occasionally granted to applicants applying to the SPPH programs. MCAT in lieu of GRE requires Dean approval. Email spph@ ttuhsc.edu for specific instructions.

3. Proof of English Proficiency: International applicants who do not qualify for exceptions (see below) must submit one of the following as proof of English proficiency:

   - **Test of English as a Foreign Language (TOEFL)** - The minimum TOEFL score required is 550 (paper-based version) or 79 (internet-based version). The TOEFL score must be received directly from the Educational Testing Service (ETS); TTUHSC's institutional code is 6851. TOEFL scores are valid for only two years. Due to the limited time frame regarding accessing test scores, if TTUHSC has received a test score that is over two years old, we will accept it as official.

   - **IELTS** International English Language Testing Service - The minimum IELTS required score is an overall band score of 6.5 on the Academic version; IELTS General Training results are not acceptable. There is no IELTS institution code for TTUHSC. IELTS scores are valid for only two years. Due to the limited time frame regarding accessing test scores, if TTUHSC has received a test score that is over two years old, we will accept it as official.

   - **Duolingo English Test** (Online examination) The minimum requirement Duolingo score is 100. There is no institutional code for Duolingo and scores are reported within 48 hours and are valid for two years. Due to the limited time frame regarding accessing test scores, if TTUHSC has received a test score that is over two years old, we will accept it as official.

   - **PTE Academic** (Pearson Test of English Academic; PTE Academic) The minimum required PTE Academic score is 60. PTE General and PTE Young Learners results are not acceptable. There no PTE Academic institution code for TTUHSC. PTE Academic scores are valid for only two years. Due to the limited time frame regarding accessing test scores, if TTUHSC has received a test score that is over two years old, we will accept it as official.

   - **Cambridge CPE** (Cambridge Certificate of Proficient in English; CPE) The minimum required Cambridge CPE grade is C. There is no institutional code for the Cambridge CPE. The Cambridge CPE is valid for life.

   - **Cambridge CAE** (Cambridge Certificate of Advanced English; CAE) The minimum required Cambridge CAE grade is B. There is no institutional code for the Cambridge CAE. The Cambridge CAE is valid for life.

   English Proficiency Testing Waivers and Country Specific Exemptions:

   - Applicant attended four (4) consecutive long semesters of credit-bearing/non-development/non- ESL courses at an accredited post-secondary school in the US.

- Attend two (2) consecutive years of high school in the United States.
- Attend two (2) consecutive years of high school with U.S. accreditation or within an English proficiency exempt country
- Applicants from the below English Proficiency exempt countries (must provide proof with passport):

American Samoa	**Anguilla**
Antigua and Barbuda	**Australia**
Bahamas	**Barbados**
Belize	**Bermuda**
Canada (except the Province of Quebec)	**Cayman Islands**
Dominica	**Falkland Islands (Islas Malvinas)**
Ghana	**Gibraltar**
Grenada	**Guam**
Guyana	**Ireland, Republic of**
Jamaica	**Liberia**
Micronesia Islands, Federated States of	**Montserrat**
New Zealand	**Nigeria**
Saint Kitts and Nevis	**Saint Lucia**
Saint Helena	**South Africa**
St. Vincent and the Grenadines	**Trinidad and Tobago**
Turks and Caicos Islands	**United Kingdom: (England, Scotland, Northern Ireland and Wales)**
United States	**Virgin Islands**
Zimbabwe	

Official transcripts:
Academic Credentials: All prospective students applying to the SPPH are expected to enter all post-secondary institutions attended or currently attending on the application for admission, including institutions for which transfer credit was received toward an undergraduate or graduate degree. Applicants must also submit official U.S. transcripts or course-by-course transcript evaluations for international institutions for all institutions attended and/or currently attending. Failure to provide this information on the application or not providing all U.S. transcripts or course-by-course transcript evaluations with all academic credentials is considered a falsification of academic records and may result in the admission application being voided.

a. Applicants must have earned a bachelor's degree from a regionally accredited institution in the United States or the equivalent of a U.S. bachelor's degree from a foreign institution and typically requires at least 120 U.S. equivalent credit hours. Applicants must submit an official transcript from each U.S. college or university attended. All degrees earned must appear on official transcripts.

b. International applicants must provide a course-by-course transcript evaluation of all coursework taken at degree-granting institutions recognized by their government/governmental ministry. An international applicant who, because of current enrollment, cannot provide a final course-by-course transcript evaluation at the time of application must submit transcript evaluations of all completed study. Consideration may then be given for admission upon the condition that a final course-by-course transcript evaluation is provided prior to enrollment. If the transcript evaluation states that an applicant has less than 120 U.S. equivalent credit hours and lacks a U.S. bachelor's degree equivalent, then the applicant has the option to seek an alternative evaluation from another SPPH approved evaluation company and the SPPH will accept the evaluation that supports admission.
c. Applicants must submit at least six semesters of coursework to be eligible for admission consideration. The applicant must be in good standing with all schools attended. An international applicant must provide official transcripts from attendance at any U.S. university. Texas Tech University Health Sciences Center requires course-by-course transcript evaluations and diploma information from the list of services provided on the online application.

4. Reference letters: Applicants must submit names and email addresses of at least two recommenders using the SOPHAS application system, and no more than four within the application. Recommenders are sent a link to the form and upload their recommendation letter.

5. Immunization record: Texas Senate Bill 1107 (now TEC 51.9192) requires all students entering an institution of higher education (public and private) to either receive a vaccination against bacterial meningitis or meet certain criteria for declining such a vaccination. Texas Tech University requires proof of vaccination prior to registering for classes for the first time. Extensions may be requested and will be evaluated on a case-by-case basis; in every instance a student must provide their vaccination record prior to the state mandated deadline of 10 days prior to the first day of class. Texas Tech University has partnered with Med+Proctor to manage these records and process your immunization hold. Provisions for immunization requirements and implementation procedures for all TTUHSC employees, volunteers, and students are covered under HSC OP 75.11.

6. Bank Statement and Sponsor Financial Affidavit/Statement: International F1 applicants are required to submit a bank statement from an account(s) belonging to the applicant and/or applicant sponsor showing a minimum of $39,220 USD, or equivalent available balance, which is the estimated amount for one year of tuition/fees and living expenses. Spouse is an additional $6,649 and each child is an additional $4,422. If the applicant has a sponsor, we also require a financial statement affidavit from the sponsor stating their intent to financial support the applicant. Documents may be uploaded to the supplemental item associated with the application or emailed to *spph@ttuhsc.edu.*

7. Oath of Residency: All applicants must complete an Oath of Residency form provided through the online application.

8. Essay: All applicants must submit a written essay through the online application.

9. Application Fee: A one-time nonrefundable application fee for graduate study (currently $45 for both domestic and international applicants). Application fee waivers are available for:

- Current SPPH students
- U.S. active duty military, U.S. military veterans
- Applicants offered and who accepted admission but deferred admission to a later term and with approval by the admissions committee (application fee waiver is only valid once for deferrals). Must be approved by SPPH Dean or designee
- Texas Tech University and Texas Tech University Health Sciences Center full-time faculty and staff
- At the discretion of the Dean. Please email spph@ttuhsc.edu for more information.

10. Passport: A copy of an international applicant's passport assists in processing the I-20.

11. Placement Fee: A $50 placement guarantee fee is required upon an offer of admissions.

12. VISA: International students in a degree-seeking program are required to have an F1 visa. Most employment visas require course work to be incidental to employment and such visas are generally not acceptable for our degree program. Prospective students who are considering a visa change are encouraged to seek the advice of an immigration attorney with any concerns.

13. SEVIS: International students, exchange visitors and scholars attending school or conducting research in the United States are required to pay a SEVIS fee prior to obtaining their visas. The fee is associated with the Student Exchange and Visitor Information System (SEVIS) and took effect September 1, 2004. The SEVIS fee is not reimbursable by TTUHSC.

Application files will not be evaluated until all the above requirements have been met. Applicants will be notified when an admission decision has been made. Three general categories of criteria are used to evaluate all applicants for admission:

1. Academic records: All academic records may be considered.
2. Test Scores: Scores on the General Test of the Graduate Record Examination (GRE). Each score is considered separately with percentile scores viewed by broad major.
3. Individual Profile: Profiles may include recommendations, research background, motivation, multilingual proficiency, undergraduate institution, presentations, portfolios, and interviews. Admission committees may also consider work experience, demonstrated commitment to a particular field or study, and community involvement.

Clery Annual Security Report

Every year in October, Texas Tech University Health Sciences Center releases the Annual Security Report in compliance with the federal law identified as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act."

The report contains statistics about certain specified crimes and related incidents that have been reported to the Texas Tech Police Department and other campus security authorities for the previous three calendar years. The report also contains policy statements pertaining to campus security, crime or emergency reporting options, emergency response information, crime prevention for TTUHSC campuses.

Click here to download the annual security report.

To request a paper copy of this report, contact the Texas Tech Police Department by email at police@ttu.edu or by phone at 806-742-3931 during normal business hours, 8 a.m. – 5 p.m., Monday through Friday.

The Public Health Oath

Health is a human right. The public health community exists to safeguard that right. I believe it is a defining element of a civil society. Public health represents the collective actions necessary to protect the health of all people. Through prevention science and practice, we can accomplish this goal. As a public health professional, guided by these principles, I declare the following:

I will work to ensure that people have the chance to live full and productive lives, free from avoidable disease, injury, and disability and supported in their pursuit of physical, mental, and social well-being.

I will hold myself to the highest ethics, standards, values, and responsibilities as I move forward the science and practice of public health.
I will respect the rights, values, beliefs, and cultures of those individuals and communities with whom I work.

I will rely on evidence to support my decisions and actions, and translate that evidence into policies and programs that improve health for all.

I will add to the body of research and knowledge and share my discoveries freely.

I will continuously seek new information and be open to ideas that can better protect and promote the health of populations.

I will advance health literacy for all and seek equity and justice for vulnerable populations.

With this oath, I commit to the ideals and mission of public health.

GRADUATE DEGREE PROGRAMS

The Julia Jones Matthews School of Population and Public Health offers a Master of Public Health (MPH) degree. At the time of admission into the MPH program, all students are subject to the requirements listed in the Texas Tech University Health Sciences Center Student Handbook (Code of Professional and Academic Conduct), the School of Population and Public Health (SPPH) Catalog. Students in the MPH program will receive a general MPH or a concentration in Health Promotion and Communication, and choose electives based on their interests and respective career paths. The degree requires completion of a minimum of 45 credit hours in compliance with the accrediting body for MPH programs. Students are expected to complete the program anywhere from two to five years depending upon a student's course selection.

The Master of Public Health degree prepares students to work in the interdisciplinary world of public health practice, where the focus is on population health rather than on individual disease states. The program is offered in either face-to-face or online formats. The accrediting body for Public Health (CEPH) includes 8

areas of focus for all MPH students. These are 1) evidence- based approaches to public health, 2) public health and health care systems, 3) planning and management to promote health, 4) policy in public health, 5) Leadership, 6) Communication, 7) inter-professional and/or inter-sectoral practice, and 8) systems thinking. All students take required courses in the eight areas. Students choose either a culminating experience course or a practice-based project. Faculty research is focused on disease prevention and health promotion, understanding the causes of disease in populations, and health policies that improve community health. Graduates will have opportunities to work in health care settings, not-for-profit organizations, and governmental health agencies. Some students may also choose a career in public health research or academia.

Campuses

LUBBOCK:	Public Health (M.P.H.)
ABILENE:	Public Health (M.P.H.)
DISTANCE:	Public Health (M.P.H.)

Dual Degree Programs

Students in good academic standing may be eligible to apply to the following dual degree programs:

Partner:	SPPH Program:	Dual Degree:
TTU Department of Political Science	Master of Public Health M.P.H.	M.P.A./M.P.H.
TTUHSC School of Medicine	Master of Public Health M.P.H.	M.D./M.P.H.
TTUHSC School of Pharmacy	Master of Public Health M.P.H.	PharmD/M.P.H.

Students must apply to each school or program separately.

M.P.A/M.PH.

The MPA/ MPH dual degree combines Public Administration with Public Health. The dual degree is designed for students who seek an in-depth knowledge of public health with training in management and public policy administration. The MPA/MPH program meets a need in public, nonprofit and private healthcare organizations. Students pursuing the MPA/ MPH dual degree acquire the skills needed to lead and manage healthcare organizations. These skills include public health, health policy analysis and program evaluation, financial management, government contracting with health agencies and nonprofits, managing health organizations and the law and ethics of healthcare. Students also learn the political and institutional processes of making public health policy.

It is a joint offering between the TTU Political Science Department in the College of Arts and Science and the TTUHSC School of Population and Public Health. The student will take their core courses at both institutions. The track courses for the MPA degree count as elective courses for the MPH and vice versa. Students will complete the requirements for the MPH and MPA degrees simultaneously during a 3-year course of study. At graduation, the student will receive both degrees.

In order to receive both degrees the candidate must fulfill all the requirements for both degrees. At any point after being admitted to the Dual Degree Program, they must follow all guidelines related to readmission to

that institution in order to resume their studies.

The MPA Program requires 42 credit hours for graduation. MPH Program requires 45 credit hours for graduation. MPA/ MPH Dual Degree Program requires 60 credit hours for graduation. A maximum of 19 credit hours can be transferred between the institutions (however, most degree plans will transfer 12-15 credit hours)

M.D./M.P.H

Texas Tech University Health Sciences Center School of Population and Public Health and the School of Medicine offer a combined MD/MPH degree program for eligible students interested in training preparatory to a career in Medicine and Population Health.

The MD/MPH curriculum is designed to accommodate the academic needs of the students. Students commonly enter the program the summer semester before entry to medical school at TTUHSC. Students typically begin in the summer after graduation from college and begin taking Public Health courses online. In early August, MD/MPH students matriculate in the medical school and begin their MD course work. During the summer following the first year of medical school, the student will take more Public Health courses online. During the fall semester of the second year they will take one or two required public health courses. After completing the second year of medical school, students must take the USMLE Step I examination prior to June 30.

During the third year of the student's medical program, students will not participate in any public health courses. During the fourth year of the student's medical program they will complete any additional courses that are needed to finish the public health program, including the Applied Practice Experience (APE) and Integrated Learning Experience (ILE). Students will transfer nine hours of SOM course work to complete the MPH program.

Upon completion of the MPH requirements, MD/MPH students will receive their Master of Public Health diploma in conjunction with graduation from SOM. Students are encouraged to attend the SPPH commencement ceremony. Graduates in August, December and May are all recognized at one ceremony held in May of every year. MD/MPH students will attend the SOM commencement upon completion of the medical degree, at which time they will receive special recognition.

Pharm D/M.P.H

Texas Tech University Health Sciences Center School of Population and Public Health and the School of Pharmacy offer a combined Pharm D/MPH degree program for eligible students interested in training preparatory to a career in Pharmacy and Population Health.

The Pharm D/MPH curriculum is designed to accommodate the academic needs of the students. Students commonly enter the program the summer semester before entry to pharmacy school at TTUHSC. Students typically begin in the summer after graduation from college and begin taking Public Health courses online. In early August, Pharm D/MPH students matriculate in the pharmacy school and begin their Pharm D course work. Students will continue to take public health courses during the summer semesters. Students will transfer nine hours of School of Pharmacy course work to complete the MPH program.

Upon completion of the MPH requirements, Pharm D/MPH students will receive their Master of Public Health diploma in conjunction with graduation from the School of Pharmacy. Students are encouraged to

attend the SPPH commencement ceremony. Graduates in August, December and May are all recognized at one ceremony held in May of every year. Pharm D/MPH students will attend the School of Pharmacy commencement upon completion of the pharmacy degree, at which time they will receive special recognition.

Graduate Certificate in Public Health

Graduate certificates are intended to meet the supplemental post-baccalaureate education needs of professionals. A graduate certificate program is a set of courses that provides in-depth knowledge in a subject matter and a coherent knowledge base.

A student applying for a graduate certificate program will be admitted with a "SPPH-CER" designation. To take any graduate course, all prerequisite courses (including undergraduate courses) must be taken and necessary background obtained before attempting the course. A student will be required to have a baccalaureate degree to start a graduate certificate program. There is only one exception to having a baccalaureate degree: if an undergraduate student from Texas Tech University has a 3.0 GPA or better and is within 12 hours of completion of a baccalaureate degree, the student may start taking graduate courses toward a graduate certificate. The student must have a baccalaureate degree to receive a graduate certificate. Graduate credits earned while the student is enrolled in a graduate certificate program may not be applied toward a graduate degree unless the student is admitted and enrolls as a fully accredited graduate student. After fulfilling all admission requirements, a student may use the courses taken for a graduate certificate degree if the courses fulfill the requirements of the program of study for the degree.

Graduate students may pursue a graduate certificate that is outside their graduate program of study. No more than one transfer course (if approved by the advisor of the graduate certificate program and the School of Population and Public Health) will be allowed for a graduate certificate program. If a graduate student is in good standing and dropping out of the graduate program, the student may receive a graduate certificate if the necessary courses have been taken. To receive a graduate certificate, a student must have a GPA of 3.0 or better. No grade lower than a C will be accepted.

For additional information please contact the SPPH Admissions Office at: spph@ttuhsc.edu.

Non-Degree

Applicants seeking non-degree admission must provide official transcripts and pay the application fee. NOTE: International students may not be eligible for non-degree status depending on their visa type. International students considering applying to a non-degree program should email spph@ttuhsc.edu BEFORE submitting a non-degree application. Admission to a non-degree program is not a guarantee of admission to a graduate degree program at a later date, nor does it guarantee that credits earned in a non-degree program will count towards a graduate degree.

Non-degree students may enroll for no more than twelve (12) hours. Non-degree students are not eligible for financial aid. Admission decisions for non-degree applications are made by the School of Population and Public Health.

Sequence of Events upon entering the Program

1. Orientation: All students will attend an orientation session before classes begin.
2. Advising Session: Students will be assigned a graduate advisor to discuss projected degree plans and what courses are to be taken upon beginning the program.
3. Course Work: Students are encouraged to take all core/required courses as early as possible. However, this is not mandatory. Students should note that the Applied Practice Experience and Integrated Learning Experience courses have prerequisites that are core/required courses.
4. Applied Practice Experience: Ideally, the Applied Practice Experience will be completed during the third semester in the program. In the case of part-time students and dual degree students, the Applied Practice Experience may be completed at a later date, after the prerequisites classes are completed.
5. Integrated Learning Experience: The Integrated Learning Experience will be a capstone course that requires students to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice.
6. Program Curriculum:

Generalist Concentration:

MPH Core for Generalist Majors (18 CH):
SPPH 5307: Introduction to Epidemiology
SPPH 5310: Public Health Policy
SPPH 5311: Introduction to Biostatistics
SPPH 5313: Introduction to Public Health
SPPH 5315: Organizational Leadership and Management
SPPH 5334: Community Based Methods and Practice
Generalist courses: (9 CH)
SPPH 5316: Responsible Conduct of Research and Communication in Public Health
SPPH 5337: The US Health care system
SPPH 5350: Public Health Ethics and Law
Electives: (12 CH)
Applied work (6 CH)
SPPH 5319: Applied Practice Experience
SPPH 5399: Integrated Learning Experience

Health Promotion and Communication concentration:
MPH Core for Concentration Majors (18 CH):
SPPH 5307: Introduction to Epidemiology
SPPH 5310: Public Health Policy
SPPH 5311: Introduction to Biostatistics
SPPH 5313: Introduction to Public Health
SPPH 5315: Organizational Leadership and Management
SPPH 5334: Community Based Methods and Practices
Concentration courses: (18 CH)
SPPH 5304: Social and Behavioral Sciences
SPPH 5314: Planning and Developing Health Promotion Interventions
SPPH 5321: Program Evaluation
SPPH 5327: Social Epidemiology
SPPH 5317: Health Communication

SPPH 5318 Health Promotion and Communication Seminar
Elective 3 CH
Applied work (6 CH)
SPPH 5319: Applied Practice Experience (Must be in the area of Health Promotion and Communication)
SPPH 5399: Integrated Learning Experience

Public Health Certificate:
SPPH 5307: Introduction to Epidemiology
SPPH 5310: Public Health Policy
SPPH 5311: Introduction to Biostatistics
SPPH 5313: Introduction to Public Health
SPPH 5315: Organizational Leadership and Management

Students should refer to the MPH curriculum available in DegreeWorks for degree plans specific to their semester of enrollment as well as track and concentration.

7. Graduate Advisor and Faculty Mentor: Each student will be assigned a graduate advisor upon admission to the program. The advisor will meet with the student either during or after each fall and spring semester to discuss any issues, to review performance and to help with selection of courses for the upcoming semester. Each student will be assigned a faculty mentor upon admission to the program. The faculty mentor will counsel the student in all areas of the program and public health in general.

8. Assessment of Graduate Student Progress (DegreeWorks): DegreeWorks is the institutional tool for assessing graduate student progress through the degree program. It is the student's responsibility to check their progress in the degree program via DegreeWorks each semester. The graduate advisor and student will utilize DegreeWorks during the advising session.

Integrated Learning Experience:

Students must have at least an overall 3.0 GPA and in order to be eligible to take the Integrated Learning Experience. Students blocked for any reason by the Health Science Center will not be allowed to take the Integrated Learning Experience course.

The goal of the Integrated Learning Experience will be to encourage students to reflect on competencies they have acquired during their academic program using an evidence-based public health framework that integrates their knowledge gained through courses and experiences at the Department of Public Health, allowing each student to understand both the overall public health problem-solving approach and the contributions of each discipline to that approach. In the event a student fails the Integrated Learning Experience, the student will register again for the Integrated Learning Experience in the next available semester.

GRADUATE FACULTY

Public Health (SPPH)

To Be Announced, Chair of the Department of Public Health

Graduate Faculty

Primary

Dr. Duke Appiah	Dr. Jeff Dennis	Dr. Lisa Gittner	Dr. Cynthia Jumper	Dr. Hafiz Khan
Dr. Rubini Pasupathy	Dr. Patti Patterson	Dr. Billy Philips	Dr. Courtney Queen	Dr. Julie St. John

Secondary

Dr. Adrian Billings	Dr. Ralph Ferguson	Dr. Debra Flores	Dr. Robert Forbis	Dr. Katharine Hayhoe
Dr. Zuber Mulla	Dr. Hemachandra Reddy	Dr. Chip Shaw	Dr. Brie Sherwin	

ENROLLMENT

Students who have been granted admission to the SPPH are expected to register for course work whether or not they contemplate degree work. Failure to register in the term for which admission is granted will require the student to reapply for admission.

Registration. Registration information is provided during new student orientation prior to the beginning of each semester. Graduate students are permitted to register at any time beginning the first day of advance registration. Advance registration usually begins in April for the Summer and Fall semesters, and in November for the Spring semester. Online registration is available to all admitted students. Instructions for registration and add-drop procedures can be found on the *registrar's website*.

Students are required to register for appropriate courses in every semester (including summer) in which they expect to receive assistance, use the facilities of the university, or take comprehensive examinations.

Registration by Undergraduates. With the exception of participants in approved early acceptance programs, undergraduate students may not enroll for courses carrying graduate credit unless they are within 12 hours of graduation and have at least a B average in their major subject. The Approval for Graduate Credit form must be approved by the SPPH Office prior to registration. Courses taken without this approval will not be granted graduate credit. With the approval of the SPPH Office, students may take graduate courses for undergraduate credit.

The maximum amount of work that may be scheduled by an undergraduate who is taking courses for graduate credit is 16 hours in a semester or 6 hours in the summer term, including graduate and undergraduate work. Undergraduates permitted to enroll for graduate courses are expected to receive their bachelor's degree within one year of the first semester of graduate enrollment.

With the exception of participants in approved early acceptance programs, an undergraduate may not

receive credit for more than 12 semester hours of SPPH coursework completed prior to admission to the School of Population and Public Health as an applicant for a graduate degree.

Registration by Faculty and Staff. Full-time members of the faculty and staff of Texas Tech University or Texas Tech University Health Sciences Center (TTUHSC) may enroll for courses by permission of the course director, and by completion of the SPPH application. In registering for graduate work, they become subject to the regulations of the School of Population and Public Health. However, no member of the faculty who has held rank higher than instructor at TTUHSC is eligible to pursue a graduate degree program at this institution unless prior approval of the SPPH Office is given. TTUHSC Employees may also utilize the tuition assistance program as outlined in OP 70.47 to receive tuition waivers for one course per semester. To be eligible, employees must be full-time benefits-eligible and seeking a degree or certification.

Tuition and Fees. Student Business Services (SBS) is responsible for the billing and collection of student accounts. Texas Tech University Health Sciences Center reserves the right, without notice in this or any other publication, to change, amend, add to, or otherwise alter any or all fees, dues, rates, or other charges set forth herein and subject to action by the Texas State Legislature, the Board of Regents of the Texas Tech University System, or other authority as the case may be. Texas Tech University Health Sciences Center reserves the right to deny credit for coursework completed in a semester or term and/or registration in a future semester or term for unpaid balances. This also includes the release of official academic transcripts and access to grades. The university accepts no responsibility for billings or refund checks sent to incorrect addresses or difficulties caused by the postal service or other delivery services. It is the student's responsibility to ensure that payment is in the possession of Student Business Services by the university established due dates announced each semester. A late fee may be charged monthly for delinquent accounts. The SPPH cannot waive the late fee.

General SPPH Requirements

Interprofessional Practice and Education (IPE) Core Curriculum. All TTUHSC students, regardless of school affiliation, will be required to complete the IPE core curriculum prior to graduation. The IPE core curriculum is composed of two components including successful completion of a non-credit online course (>70% accuracy on the knowledge post-test) and successful participation in at least one registered IPE learning activity. Failure to complete the IPE core curriculum will result in delayed graduation.

GENERAL POLICIES

Registration Without Credit (Auditing). Persons who wish to audit a course for no grade must obtain written permission from the SPPH Office and the instructor using the Permission to Audit Course without Credit form. Those who audit a course do so for the purpose of hearing or seeing only and will not receive a grade or credit in the course. Students auditing a course will not be listed on the class roll, will not be allowed to take exams and/or submit projects, and no notation of the audit will be made on the student's transcript.

Transfer Credit. There is no automatic transfer of credit from another university toward a graduate degree within the School of Population and Public Health. In general, all such work is subject to

review and approval by the graduate advisor within the academic area and by the SPPH Office. No work completed with a grade of less than B will be considered (a grade of B is defined by the numerical range 80-89) and no more than 9 hours of earned graduate coursework from another institution may be transferred. All students must submit an official U.S. transcript and syllabus for each course along with the request for transfer at the time the degree plan is submitted to the SPPH office. Transfer credit is only allowable from accredited US institutions.

Students may petition for approval of a graduate level course taken at another institution to satisfy a program/concentration requirement by providing documentation that the course is equivalent to a SPPH course which satisfies the requirement. The request to substitute a course should be submitted to the graduate advisor in the first semester after matriculation. If approved by the academic council, the request will be forwarded to the SPPH Office for final approval. Graduate credit is not granted for courses taken by correspondence.

Full-Time Study. SPPH Fall and Spring semesters are 15 weeks (45 contact hours for a 3 semester-credit-hour course). Summer sessions are online only and between 8 and 10 weeks in length. **The general rule is that a student may not earn more than 1 hour of credit for each week of the enrollment period.** Any exceptions to this rule must have the prior approval of the SPPH Office. Normal full-time enrollment varies between 9 and 16 hours for Masters and temporary students during the regular semester. The minimum enrollment for full-time graduate status is 9 hours per semester. Full-time enrollment for the summer term is 6 hours. Normally, the maximum allowable number of hours per semester is 16 for Masters and temporary students, and 9 in the summer term. Students on fellowships, assistantships, or other appointments designed for the support of graduate study must meet full-time enrollment requirements each semester.

Registration in an individual study, research, or similar course implies an expected level of effort on the part of the student comparable to that associated with an organized class with the same credit value.

Changes in Schedule and Withdrawal. A graduate student who wishes to add or drop a course must initiate such action with their graduate advisor. Students should follow the academic calendar for deadlines associated with add/drop and withdrawing from a course. A student who no longer attends a course without an official withdrawal will receive an F in that course.

Maximum Allowable Graduate Hours. Students not making timely progress toward completion of a graduate degree are subject to termination by the SPPH Office. The Texas Legislature has capped formula fundable graduate hours and imposed sanctions upon universities permitting registration for excess hours. The SPPH Office must approve exceptions or extensions in advance.

Scholarships. The School of Population and Public Health (SPPH) seeks to continually recruit and retain the best quality students. In support of that goal, SPPH offers various scholarships throughout the year. Information about all SPPH scholarships can be found on the *Scholarships* page of the SPPH website. **Please note, students must be in good academic standing and have a FAFSA or TASFA on file with financial aid to receive scholarships.**

EXPECTATIONS OF PROFESSIONALISM

Professionalism Statement. All students must adhere to the TTUHSC Student Handbook Code of Professional Conduct. Students are expected to conduct themselves in a professional manner in all interactions with TTUHSC students, faculty, staff, guests, and administration. Though not exhaustive, examples of unprofessional conduct include: late tuition payment; disrespectful email communication, including failure to respond to email communications; or obstructive or disrespectful behavior in the classroom, laboratory or workplace.

Responsibility of Students. Each graduate student is expected to become thoroughly familiar with academic guidelines, School of Population and Public Health regulations, and degree requirements. Failure to follow the regulations and requirements almost inevitably results in complications for which the School of Population and Public Health cannot assume responsibility.

Advisor Meeting. The School of Population and Public Health requires students to have two advisor meetings during the academic year with their graduate advisor to review the degree plan, program progress, and issues or concerns the student may have. Any student not making satisfactory progress toward the degree may be placed on probation and given conditions to stay in the SPPH program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal.

Attendance. Whenever attendance and/or participation forms a basis for a portion or all of a course grade, students must be provided with explicit written information (within the course syllabus) during the first week of classes. Such information shall be specific with regard to the penalty incurred for each absence and the means, if any, to compensate for the absence. It should be recognized that there may be certain situations where the student may not be permitted to make up the absence(s). Excused absences are determined by the course director.

Extracurricular Activities. Graduate students may participate in extracurricular activities within university policies. The Graduate Student Association and the Student Government Association offer many opportunities for participation. Students are also encouraged to participate in the Graduate School of Biomedical Science's annual Student Research Week. This consists of three consecutive days of poster competitions and guest seminars.

Leave of Absence. Any student who fails to register for three consecutive semesters (12 months) and who does not have an official leave of absence from study is subject to review for readmission by the standards in effect at the time of reconsideration. Official leave of absence, which is granted by the SPPH Office upon recommendation of the graduate advisor, may be granted only in cases of serious medical conditions and other exceptional reasons. Normally, leaves of absence will not exceed one year. Leaves of absence do not extend the maximum time allowed for completion of the degree.

TTUHSC Electronic Mail. To facilitate communications, SPPH solely utilizes the TTUHSC-assigned e-mail account. It is the student's responsibility to check this account for important information and notifications.

Computers. A number of SPPH courses require a laptop computer and therefore it is strongly recommended that all incoming students obtain an appropriate laptop computer.

GRADES

Grades. The grades used in the School of Population and Public Health (SPPH) are: A, B, C and F and all grades are used in computing grade point averages. Instructors may NOT choose to add a plus or a minus to the grade. Graduate credit is given for courses completed with grades of A, B, and C; however, individual program/concentrations may require a student to retake courses in which a "C" was obtained.

Graduate faculty have the option to use pass-fail grades (P and F) for individually arranged courses, professional seminars, and certain other courses. The advisor may approve graduate students to take elective courses as pass-fail; however, no more than one-fourth of a student's course work may be graded pass-fail.

Grading Symbols PR, I, W, and WF. A grade of "In Progress" (PR) is given only when the work for a course extends beyond the semester or term. It implies satisfactory performance and is used primarily within the MPH program in the Applied Practice Experience course. Assigned work must be completed and a change of grade must be recorded by the end of the following term from which the PR was assigned. Failure to do so will result in the school submitting a "Failure" (F) be assigned by submitting a Change of Grade Form and submitting to the Registrar's office.

A grade of "I" (incomplete) is given only when a student's work is satisfactory in quality but, due to reasons beyond their control, has not been completed. It is not used as a substitute for an F. **Only the Registrar's office can enter a grade of "I". The course director must complete the Grade of Incomplete form which requires the student, instructor, Chair or Advisor, and SPPH Dean signatures.** The assigned work must be completed and a change of grade must be recorded within one calendar year from the date the "I" was recorded. Failure to do so will result in the Registrar's Office assigning an F for that course and will cause it to become ineligible for a grade change.

When a student officially withdraws from a course by the specified date early in the term, a grade of "W" (withdraw) will be assigned. A withdrawal after the specified date will result in a grade of "W" or "WF" (withdraw/fail), according to the assessment of the student's work in the course up to the time of the official withdrawal. A student who no longer attends a course without an official withdrawal will receive an F in that course. The grade of "W" does not affect GPA, but "WF" is calculated into the GPA.

Academic Probation and Dismissal. Every student enrolled in the SPPH, whether working toward a degree or not, is required to maintain a high level of performance and to comply fully with policies of the institution. The SPPH reserves the right to place on probation, or to dismiss, any graduate student who does not maintain satisfactory academic standing, or who fails to conform to the regulations of the TTUHSC.

If a graduate student's GPA for a particular semester falls below 3.0, the student will be placed on academic probation. Additional details may be found in the Academic Probation Policy below.

ACADEMIC PROBATION POLICY

Purpose: To ensure understanding of the academic performance standards set forth by the SPPH.

Every student enrolled in the School of Population and Public Health (SPPH), whether working toward a degree or not, is required to maintain a high level of performance and to comply fully with policies of the institution. The School of Population and Public Health reserves the right to place on probation or to dismiss any graduate student who does not maintain satisfactory academic standing or who fails to conform to the regulations of TTUHSC.

1. If a student's graduate GPA for a particular semester falls below 3.0, the student will be placed on academic probation. The student must make a 3.0 GPA or better in each semester in which he or she is enrolled. Failure to maintain a 3.0 GPA in each succeeding semester, may result in academic suspension or dismissal from SPPH. Regulations governing scholastic probation are based on semester grade-point averages and will be applied regardless of overall grade-point average.

2. Academic programs may apply standards for probation and suspension higher than those established by the School of Population and Public Health. Such standards are to be approved by the SPPH Office, and actions based thereon are to be recommended by the graduate advisor and forwarded to the SPPH Office.

3. The minimum requirement for graduation is a cumulative GPA of 3.0 in all courses taken for graduate credit.

Students that are placed on academic probation will lose their tuition & fee scholarships for the semester that they are placed on academic probation. The student must make a 3.0 GPA or better in the semester that the scholarship is forfeited to regain the tuition & fee scholarship. Students on academic probation will not be eligible for scholarships.

Any student who has been suspended must appeal to the SPPH Office if reinstatement is desired. Refer to the Complaint Policy for specific details and procedures.

Students who have been dismissed must appeal to the SPPH Office if reinstatement is desired. Procedures to appeal academic dismissal are found in the Complaint Policy. A student may also be dismissed for unprofessional conduct such as cheating or plagiarism. Appeals for this type of dismissal are subject to the provisions under the Code of Student Conduct. See the TTUHSC *Student Affairs Handbook* and the Dismissal Policy for further information.

DISMISSAL POLICY

Purpose: To outline conditions or circumstances that may provide sufficient cause for dismissal of graduate students.

The following conditions or circumstances may provide sufficient cause for dismissal of a student from the School of Population and Public Health.

Graduate students who:

- do not make adequate academic progress as defined by the program/concentration;
- do not maintain an acceptable GPA as defined by the Academic Probation Policy
- engage in academic or research misconduct; or
- engage in illegal, fraudulent, or unethical behavior as defined in the Student Affairs Handbook - Code of Professional and Academic Conduct; or
- do not complete the program within 5 years or reach a maximum of 99 credit hours in the program without graduating.

There may also be other unusual situations in which a student may be dismissed. In each case, the dismissal should follow the following procedures:

Lack of Adequate Academic Progress

Failure to maintain an acceptable GPA of 3.0 will result in academic warning, probation or dismissal according to the SPPH Academic Probation policy. In addition, students who have not been placed on probation, but who are not making adequate academic progress, must be warned in writing of the possibility of dismissal. They will be given a clear statement about what must be done within a specified time period to alleviate the problem. These expectations must be reasonable and consistent with expectations held for all students. If the student does not meet the requirements within the time frame specified, they may be dismissed. Upon recommendation from the graduate advisor, the SPPH Office will notify the student of their dismissal. Students may appeal this dismissal following the procedures outlined in the Complaint Policy.

Academic or Research Misconduct/Illegal, Fraudulent, or Unethical Behavior

The process for dismissing students as a result of academic or research misconduct; or as a result of illegal, fraudulent, or unethical behavior is outlined in the TTUHSC *Student Handbook* - Code of Professional and Academic Conduct.

Allegations of scientific misconduct (fraud, dishonesty, scientific misconduct, or misconduct in science) will be investigated by the TTUHSC Research Integrity Officer as outlined in HSC OP 73.07 Honesty in Research & Allegations of Scientific Misconduct. Scientific misconduct is defined as fabrication, falsification, plagiarism, or other practices that materially deviate from those that are commonly accepted within the scientific and academic communities for proposing, conducting, or reporting research. It also includes other material deviations from accepted scientific practices such as failure to report unethical research practices, obstruction of another's research, violation of confidentiality, intentional deception, omission or research dishonesty, repeated incidents of regulatory noncompliance and misuse of research funds. It does not include honest errors or honest differences in interpretations or judgments of data.

Other Situations

A regularly admitted graduate student who has not been registered for three consecutive semesters (including the summer term) will be dismissed unless a leave of absence has been approved.

Any student who does not complete all requirements for a graduate degree within the time limit may be dismissed.

Graduate Advisors may recommend dismissing students for situations other than those specified

above. When doing so, the graduate advisor must notify the student in writing of the possibility of dismissal. If it is possible for the student to rectify the situation, they must be given a clear statement about what must be done within a specified time period to alleviate the problem. These expectations must be reasonable and consistent with expectations held for all students. If the student does not meet the requirements within the time frame specified, they may be dismissed.

If the situation cannot be rectified, the graduate advisor will send justification for the dismissal to the SPPH Office. If warranted, the SPPH Office will notify the student in writing of the grounds for dismissal and the date when the dismissal will be effective. This will normally be the end of the semester in which the student is enrolled, but the circumstances of the dismissal will be important in determining this date.

Students may appeal their dismissal by following the procedures outlined in the Student Affairs Handbook – Code of Professional & Academic Conduct.

COMPLAINTS

This section covers two areas of complaints: **Grade Appeals** and **Non-Grade Grievances**

Grade Appeal

Purpose: To provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the faculty.

It is the policy of Texas Tech University Health Sciences Center School of Population and Public Health to affirm the right of its students to a prompt and fair resolution of a complaint or grievance. Thus, this policy recognized that:

- Every student has a right to receive a grade assigned based on a fair and unprejudiced evaluation of the student's performance using a method that is neither arbitrary nor capricious; and,
- Faculty have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

The following procedure provides students with a system by which to file an appeal of a final grade they believe was based on arbitrary or capricious action by the faculty. Only the final course grade as entered into the official TTUHSC system may be appealed. The burden of proof that such an influence has affected a final grade rests with the student.

Prior to filing an official grade appeal, the student must meet with the course director to review how the faculty arrived at the final grade. If after the meeting with the faculty the student wishes to pursue filing a final grade appeal, the following procedures shall be followed.

A. GRADE APPEAL

1. Students must file a Grade Appeal Form within three (3) business days, of the date the final grade is posted in Banner. The Grade Appeal Form is to be filed with the SPPH Office. All documents to support the appeal must accompany the Grade Appeal Form. Documents received after the log-in date of the Grade Appeal Form will not be accepted.

2. The SPPH Office will forward the appeal and all supporting documents to the appropriate programmatic graduate advisor/program director. Note: If the course director is also the graduate advisor/program director, the appeal will go directly to the SPPH Dean.

3. The Graduate Advisor/Program Director shall meet with the faculty and student separately and review all materials pertinent to the grade appeal.

4. After review of all materials, the Graduate Advisor/Program Director shall, within five (5) business days from receipt of the formal grade appeal, render a decision. The student shall be notified of the decision via electronic correspondence to the student's TTUHSC email address. A copy of the decision is forwarded to the SPPH Dean. The grade appeal decision is deemed received by the student when received electronically by the student at their TTUHSC email address. It is the student's responsibility to keep the university advised of any change in contact information such as email or mailing address.

5. If the student is not satisfied with the decision of the Graduate Advisor / Program Director, they may appeal to the SPPH Department Chair by submitting a detailed written explanation setting forth each and every reason why they believe the grade is unjust. Any reason not set forth in writing will not be considered. Such explanation must be submitted within two (2) business days from the receipt of the written decision of the Graduate Advisor/Program Director. The Department Chair will review the written responses from the student, Course Director and the Graduate Advisor/Program Director. The Department Chair must provide a written response to the student via TTUHSC student email account within two (2) business days from receipt of the appeal.

The decision of the academic substantive review by the SPPH Department Chair is final.

6. All records related to the appeal are retained by the SPPH office for a period of three (3) years.

7. The student may only appeal issues of procedural due process to the SPPH Dean's Office.

B. PROCEDURAL APPEAL

1. The student may file an appeal on procedural grounds following receipt of the final decision on the appeal of the grade. A procedural appeal should be filed with the SPPH Office within two (2) business days of the student receiving the SPPH Department Chair's decision on the grade appeal. A memo stating justification for the procedural appeal should be emailed to the SPPH Dean's Office.

2. Upon review of all materials and meeting with the student, graduate advisor/program director, dean and course director, the SPPH Dean shall render a decision on the procedural appeal within three (3) business days from receipt of the procedural appeal.

3. The decision of the SPPH Dean will be sent to the student via electronic correspondence to the student's TTUHSC email address. The decision of the Dean is final.

4. All records will be retained by the SPPH office for 3 years.

Non-Grade Grievance Policy

Purpose: To define the process for students to resolve and/or file a complaint regarding all academic issues except for Academic Dishonesty (see the TTUHSC Code of Student Conduct).

It is the policy of the Texas Tech University Health Sciences Center School of Population and Public Health to affirm the right of its students to a prompt and fair resolution of an academic complaint or grievance. The Student Hearing committee will administer the SPPH's policies regarding student grievances and will insure that due process is afforded to all concerned.

All student disciplinary hearings are closed, and for purposes of release of information regarding such hearings, such information is protected from public disclosure as allowed by law.

PROCEDURE (Non-Grade Complaints):

Early Resolution

1. Prior to filing a request for a hearing, the student must attempt to resolve the issue with the individual(s) involved.

2. If not satisfied with the outcome of the effort described in item 1, the student must contact the Graduate Advisor/Program Director. The graduate advisor/program director will investigate the complaint, attempt to reconcile differences, and find an acceptable solution. (If the grievance is against the graduate advisor, the student should contact the Department Chair).

   If not satisfied with the outcome of the first two efforts, the student must contact the Department Chair. The Department Chair will investigate the complaint, attempt to reconcile differences, and find an acceptable solution. The Department Chair will provide a written statement of their recommendation to all parties, who will then have ten (10) business days* to respond. If the grievance is against the Department Chair, the student should contact the Dean. If the grievance is satisfactorily resolved by any of the above discussions, the resolution shall be reduced to writing and signed by the graduate student, respondent, and administrative superior involved in negotiations. Every effort should be made to resolve the issue without going beyond this level.

** Throughout this document, the phrase "business days" refers to days when the School of Population and Public Health administrative offices are open, and excludes weekends and holidays.*

Formal Complaint

1. If the student is not satisfied with the Department Chair's recommendation, they may pursue the matter further by contacting the Dean. The grievance must be submitted to the SPPH Dean's Office within twenty (20) business days from the time that the graduate student knows of the matter prompting the grievance, or the graduate student relinquishes any opportunity to pursue the grievance. The grievance must include a specific statement of the student's complaint, a clear and concise statement of the policy or procedures violated, an explanation of what remedy the student seeks, and a copy of the Department Chair's recommended resolution.

2. The Dean will attempt to resolve the appeal within ten (10) class days through conferencing with the respondent and student appellant. If not resolved within 10 class days, the Dean will appoint a Hearing Committee that will consider the appeal.

3. If a Student Hearing committee is appointed, they must convene within thirty (30) business days.

4. The Dean will forward the request for a hearing to the appropriate faculty member who has been appointed by the Dean to serve as the Chair of the Student Hearing committee.

Student Pre-Hearing Procedure

1. Grievances shall be heard by the SPPH Student Hearing committee which shall be composed of members of the SPPH Graduate Faculty:
   One faculty member who is appointed by the SPPH Dean to serve as chair;
   Two students from the MPH program;
   Two MPH faculty members not directly involved;
   The SPPH Dean will appoint an administrative staff person to take minutes of the meetings. This staff person will not be a voting member. Both parties can petition to have individuals selected to the Student Hearing committee.

2. At least fifteen (15) business days prior to the student hearing, the Chair of the Student Hearing committee will provide written notice to the parties of the following:
   a. Date, time and place for the hearing,
   b. Name of the members of the Student Hearing Committee
   c. Summary statement of the Hearing Request(s) and respondent's response.

3. Either party may challenge in writing the impartiality of any member of the Student Hearing Committee up to three (3) business days after receiving the Hearing Notice by submitting their reasons for the challenge to the Chair of the Hearing Committee.

   Any member of the Student Hearing committee whose participation is challenged shall be required to establish to the Chair of the Student Hearing committee that the member can serve with fairness and objectivity. If the member cannot establish their fairness and objectivity to the satisfaction of the Chair of the Student Hearing Committee, the member in question shall be removed and a substitute will be appointed by the SPPH Dean.

4. At least seven (7) business days prior to the student hearing, all parties will provide to the Chair of the Student Hearing Committee:
   a. A copy of all written supporting documentation that the party will present at the hearing
   b. A list of witnesses to be called by the party. Each party is responsible for ensuring that witnesses are at the hearing, and
   c. The name of any advocate who will accompany the party to the hearing and whether the advocate is an attorney.
   The Chair of the Student Hearing Committee will provide all such information to the hearing committee at least five (5) days before the hearing.

5. A student hearing will be conducted in closed session. Any request for an exception must be submitted in writing to the Chair of the Student Hearing Committee, who shall render a final written decision.

HEARING PROCEDURE

6. Both parties shall attend the hearing and be offered an opportunity to state their positions, and present testimony and other evidence relevant to the case. The responsibility of establishing the validity of the grievance shall rest with the student. The evidence shall be presented by the graduate student and then by the respondent.

7. The student may have an advisor present at the hearing. The advisor must be a member of the TTUHSC community. However, if the student is also the subject of a pending criminal investigation, indictment or charge arising out of the same circumstances, they may be allowed to have an attorney serve as their advisor, at their own expense, to participate in the same manner as any other advisor. If an advisor for the student is an attorney, an attorney from the Office of General Counsel shall attend the Student Hearing on behalf of the Health Sciences Center. The Health Sciences Center will provide legal counsel for the student hearing if the Student Hearing Committee Chair deems it necessary.

8. The student is responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any student hearing before the Student Hearing Committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the student hearing, as delays will not be allowed due to the scheduling conflicts of an advisor, except at the discretion of the Student Hearing Committee Chair upon written request seven business days in advance of the date scheduled for the student hearing.

   Members of the Student Hearing committee may question all witnesses, followed by the parties. Questioning by both parties may be limited by the sole discretion of the Chair of the Student Hearing Committee for such issues as preserving the civility of the hearing, avoiding redundant and irrelevant questioning, and/or providing for the efficient administration of the hearing. Witnesses are permitted to attend the student hearing only during the time they are providing testimony, or are being questioned by either party or the committee unless the Student Hearing Committee Chair, in their sole discretion determines otherwise.

9. Both parties may arrange for witnesses to present pertinent information to the Student Hearing Committee. Both parties are responsible for arranging for the voluntary attendance of their own witnesses.

10. In its sole discretion, the Student Hearing Committee may call other witnesses not identified by either party. If prior to the hearing the Student Hearing Committee anticipates calling additional witnesses, the committee shall notify the Student Hearing Committee Chair. The Student Hearing Committee Chair will then arrange for the voluntary attendance of the witnesses identified by the Student Hearing Committee. The Student Hearing Committee Chair shall notify both parties of the additional witnesses. If any witness call by the Student Hearing Committee intends to present written information to the Student Hearing Committee, the Student Hearing Committee Chair is responsible for forwarding such information to both parties and the Student Hearing Committee prior to the hearing.

11. Following the presentation of evidence, the committee will permit each party to present a brief closing statement.

12. The SPPH shall record, either digitally, through audiotape, or otherwise as deemed appropriate the hearing committees proceeding until such time that the student hearing committee begins discussion and deliberation and prepares its Findings and Recommendations. Deliberations shall not be recorded. The record is university property. Pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the student will be allowed to review, but not to copy, the hearing record 34 C.F.R 99.10 (2003). Neither party nor any witnesses are permitted to make any independent record of the proceedings.

13. The Student is expected to attend and participate in the Student Hearing committee. If either party elects not to attend a hearing after appropriate written notice, the case will be reviewed as scheduled on the basis of the information available, and a recommendation will be made by the committee. Although no inference may be drawn against the student for failing to attend a hearing or remaining silent, the hearing will proceed and the conclusion will be based on the evidence presented. No decision shall be based solely on the failure of the student to attend the hearing or answer the charges.

Hearing Committee Findings and Final Disposition

After completion of the hearing, the hearing committee shall adjourn and meet in closed session to discuss, deliberate and prepare the Finding and Recommendations. The Student Hearing Committee will determine the recommendations by a simple majority (more than half of the votes cast) of members present at the hearing. The Hearing committee's Findings and Recommendations Report shall be forwarded to the Dean, a copy is also sent to both parties for review and determination of necessary action. The Dean will forward a letter to all concerned parties, enclosing copies of the Hearing committee report, and directing what action will be taken within 10 business days from the conclusion of the hearing. This letter will be sent via certified mail to the student's last known official, mailing address as provided by the student to the Registrar's Office and electronically to the student's HSC email account. The decision of the Dean regarding the hearing committee's findings of fact and recommendations will be final.

Appeal

Within ten (10) business days of receipt of the decision of the Dean, if either party believes that the *due process* procedures have been violated, an appeal may be made, in writing, to the Office of the Provost. The Provost will review the case and notify all parties of their decision within ten (10) business days. If a written appeal is not submitted within ten (10) business days following receipt of the Dean's letter, the right to appeal is thereby waived and the Dean's decision is final.
Either party may only raise, or the Provost shall only consider, the following:

a. Whether a procedural deviation occurred that substantially affected the outcome of the case;
b. Whether there is new information sufficient to alter the Findings or other relevant facts not available or mentioned in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Hearing committee.

The Provost will review the Findings and Recommendations and, at their sole discretion, the record

from the Student Hearing committee and supporting documents, and transmit their decision in writing to both parties, the Student Hearing Committee Chair, and the Dean. The Provost's decision shall be final.

CONFIDENTIALITY

The Student Hearing Committee shall not retain in their possession any personal files, materials received during the appeal procedure, or notes taken during the hearing. The administrative staff person will collect all materials and return them to the SPPH office to retain in a confidential file. No party, committee member, or other participant or observer in the hearing procedure shall reveal any facts, documents, or testimony gained through participating in or observing the hearing to any other person, unless required by a court of law to do so or upon the advice of the TTUHSC's legal counsel.

** Throughout this document, the phrase "business days" refers to days when the School of Population and Public Health administrative offices are open, and excludes weekends and holidays.*

GRADUATE AWARD

Purpose: To outline the qualifications and selections process for the SPPH Graduate Award:

The Outstanding Public Health Student Award.

Requirements to qualify:

The graduating student must be nominated by a SPPH faculty member.

The student will be selected by accomplishments in the following areas:

- Educational merit (e.g. GPA, coursework, course load, etc.)
- Contributions made to TTUHSC and its students
- Contributions made to SPPH
- Contributions made to the Public Health discipline evidence by peer reviewed publications and meeting presentations
- Receipt of research funding and/or scholarships
- Community service
- Other awards received
- Attends SPPH Commencement
- Each applicant will be asked to submit a complete C.V./resume; a letter of recommendation; and a brief narrative describing the accomplishments they have made during their graduate career.

Selection Committee:

From nominations submitted by SPPH students, the Dean will appoint a selection committee composed of three members: two faculty and one student. The selection committee will choose the award recipient based on the criteria listed above.

Monetary Award:

Award recipients may receive a plaque, a medallion, and /or a monetary or travel award. The amount of a monetary award will be determined by the SPPH office.

GRADUATION

Grade Requirement for Graduation.

- The minimum requirement for graduation is a cumulative GPA of 3.0 in all courses taken for graduate credit, exclusive of the credits for the thesis. Procedures to appeal a grade may be found in the Complaint Policy.
- No final grade assigned for a graduate-level course may be raised unless an error has been made. Substituting another course for one completed with a low grade is permitted.
- Work completed at another graduate school with a grade less than B will not be accepted, nor will grades of Pass or Satisfactory. Grades on transferred work will not contribute to the grade average on courses completed at TTUHSC.

Semester of Graduation. There are three official graduation dates: May, August and December. Every SPPH candidate for a graduate degree must be registered in the semester of graduation. Failure to graduate at the expected time requires additional registrations as necessary until graduation. Masters students are required to register for 9 hours. Off-campus students may register for 1 hour of independent study until graduation. Students receiving financial assistance should consult financial aid prior to reducing hours.

Statement of Intention to Graduate. A student planning to graduate must file a Statement of Intention to Graduate with the SPPH office at the beginning of the semester of intended graduation. No candidate's name will be placed on a tentative list for graduation for any graduation date unless this statement has been received in the SPPH Office by the specified deadline. The deadline to file the intent to graduate is posted on the SPPH website under Graduation Deadlines.

A candidate who fails to graduate at the expected time is required to file a new Statement of Intention to Graduate for any subsequent graduation.

Students are also required to complete the HSC Intent to Graduate on the *Student Services website.*

Graduation Fee. In the semester of graduation, the candidate will pay a graduation fee to cover the cost of printing the diploma. This fee is paid again if the student does not graduate in the semester in which the fee was paid.

DEGREE PROGRAMS

Master of Public Health Degree

Prerequisites. A substantial body of undergraduate work in the major subject and considerable breadth of background are essential for graduate study. Therefore, students whose undergraduate programs are considered deficient in breadth or depth may be required to complete additional preparatory work without degree credit. Such undergraduate "leveling" courses must be completed with a grade of C or better.

DegreeWorks. It is recommended that students utilize DegreeWorks (available on the student WebRaider portal) throughout their entire study to ensure they meet required milestones for their degree.

Basic Plans for the Master's Program. The SPPH Master of Public Health program is comprised of at least 45 hours of graduate work in a subject which has been approved and for which the student has, or completes without degree credit, the necessary prerequisites for a graduate major.

There are two basic plans for the MPH degree:

1. Generalist Concentration: This concentration is appropriate for students who want a broad understanding of the disciplines of public health, and for dual degree students generally. The generalist degree allows students to select courses beyond the core that allow them to explore areas of interest.
2. Health Promotion and Communication Concentration: This concentration is appropriate for students who want to develop and evaluate public health interventions and communication plans. The concentration covers all of the public health competencies for the MPH, but in addition, it focuses on the behavioral and communication sciences, development of culturally appropriate and theory-based interventions, and evaluation of the effectiveness of those programs. Students would be able to use these competencies in health department, community based organization, and clinical settings.

Filing the Official Degree Plan and Admission to Candidacy. After the first semester of enrollment (as soon as 9 to 12 semester hours of the work listed in the degree plan have been completed), the student should submit to the SPPH Office a Master's Degree Plan & Application for Admission to Candidacy form. Delay in submission of a degree plan may result in postponement of admission to candidacy and graduation.

When the student receives an approved copy of the Master's Degree & Application for Admission to Candidacy form from the SPPH Office, they are expected to follow it as the basis of all subsequent enrollments. Substitution of courses can be made upon submission of a signed copy of the Changes to the Degree Plan form and the approval of the SPPH Office.

Approval of a Master's Degree Plan and Application for Admission to Candidacy form does not, however, constitute admission to candidacy for a master's degree. It merely signifies that the proposed plan will be acceptable if the student satisfies all of the regulations of the SPPH and all of the requirements connected with the degree plan.

Admission to candidacy will be automatically granted at such time as all of the following requirements have been met.

1. All conditions relating to admission to the program/concentration have been met including the submission of the Master's Degree Plan & Application for Admission to Candidacy form.
2. At least 9 semester hours of the graduate work required for the master's degree have been completed (exclusive of transfer courses).
3. All required leveling work has been completed with C or better grades.
4. An average grade of 3.0 or better has been maintained in all courses comprising the official program exclusive of leveling work.
5. The general field of the thesis has been stated and approved, if applicable.
6. Work to date is acceptable to the faculty concerned, as attested by their approval of the application for admission to candidacy.
7. The entire degree plan conforms to the general requirements of the School of Population and Public Health and the requirements of the particular degree.

Residence. Study leading to a graduate degree involves sustained residence as well as the successful completion of course work. Residence is credited for work done on the campus of Texas Tech University Health Sciences Center and for certain types of courses (theses, internships, individual study, or other such courses) when offered by TTUHSC faculty. Ordinarily, the minimum residence for any master's degree is a full academic year of graduate work completed on a TTUHSC campus. Part-time enrollment is evaluated on an individual basis.

Final Comprehensive Evaluation. The School of Population and Public Health strongly encourages a final comprehensive evaluation for all students in the master's program. The final evaluation (written or oral) should require a synthesis and application of knowledge acquired during the course of study and research leading to the master's degree.

A student is eligible to undergo evaluation only after having been admitted to candidacy by the SPPH Office. As soon as possible after the evaluation, a written report of the outcome should be sent to the SPPH Office. A student who does not receive a satisfactory evaluation may be assessed once again after an interval of four months or more. The student must earn a grade of B or better on the comprehensive evaluation to qualify for graduation. At the discretion of the program/concentration concerned, a student who receives a satisfactory evaluation but who does not graduate within 12 months may be required to repeat the assessment.

Oral Report: Students choosing a project will present an oral report of their project to the faculty and students. Students should arrange to have the time and date of the presentation posted at least one week before the scheduled presentation.

Final Written Report: Selection of the capstone course for the Integrated Learning Experience by a student requires the submission of a final written report.

Time Limit. Work credited toward a master's degree must be completed within five years. SPPH students whose graduate study is interrupted by military service will be granted an extension of time for the period of their military duty, not exceeding five years.

TITLE IX and SEXUAL MISCONDUCT

Texas Tech University Health Sciences Center is committed to providing and strengthening an educational, working, and working environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. TTUHSC prohibits discrimination based on sex, which includes pregnancy, sexual orientation and gender identity, as well as other types of sexual misconduct.

TTUHSC's Title IX and Sexual Misconduct policy and complaint procedures may be found in TTU System Regulation 07.07 and TTUHSC OP 51.03. Additionally, Part IV of the TTUHSC Student Handbook relates to complaints including students. Links to these resources are below:

TTU System Regulation 07.06: https://www.texastech.edu/offices/cfo/system-regulation-07.06-sexual-misconduct.pdf
HSC OP 51.03 | https://www.ttuhsc.edu/administration/documents/ops/op51/op5103.pdf
Part IV of the TTUHSC Student Handbook | https://www.ttuhsc.edu/student-affairs/documents/2020-2021_Handbook.pdf

If you have been involved or are aware of sex discrimination or sexual misconduct in any form,

please use the online report form available at:
https://cm.maxient.com/reportingform.php?TexasTechUnivHSCSS&layout_id=10

Additionally, please feel free to reach out to the TTUHSC Title IX Coordinator directly at TitleIXCoordinator@ttuhsc.edu to assist you with your concern.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Purpose: To inform the students and parents of Federal law that protects the privacy of student education records.

Overview
The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - ☐ School officials with legitimate educational interest;
  - ☐ Other schools to which a student is transferring;
  - ☐ Specified officials for audit or evaluation purposes;
  - ☐ Appropriate parties in connection with financial aid to a student;
  - ☐ Organizations conducting certain studies for or on behalf of the school;
  - ☐ Accrediting organizations;
  - ☐ To comply with a judicial order or lawfully issued subpoena;
  - ☐ Appropriate officials in cases of health and safety emergencies; and
  - ☐ State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

STUDENT HEALTH INFORMATION

Purpose: To define the availability of health services to graduate students.

1. **STUDENT FEES**: All master's students are required to pay the TTUHSC Medical Services Fee each semester. With this fee, students can access healthcare in the clinic and see a nurse or physician at no charge for minimal or limited minor problems. More information on this fee and its benefits can be located at the *TTUHSC Student Affairs Site*.

2. **MANDATORY STUDENT HEALTH INSURANCE AND WAIVER PROCESS**: All SPPH students are required to have health insurance. In order to ensure coverage, students are automatically enrolled in the University-sponsored Student Health Insurance Plan (SHIP) unless an approved waiver is submitted. Academic Health Plans (AHP) administers the Students Health Insurance Plan for TTUHSC. Students without an approved waiver for health insurance are billed directly by AHP. Options for health insurance include:
    a. Students may purchase the HSC Academic Health Plan. For more information on this plan see the *Student Life Site*.
    b. Students may purchase health insurance outside of the HSC.
    c. Students may be covered by their family insurance plan.

3. **IMMUNIZATION AND SCREENING FEE:** Each Fall students are assessed an Immunization and Screening Fee that includes the initial validation and maintenance of immunization records as required for Healthcare Personnel. Immunization records are kept up to date through the Office of Institutional Health. Annual services provided are TB screening, Influenza Vaccine, and completion of Hepatitis B vaccine post matriculation. The Office of Institutional Health also provides follow up for any blood borne pathogen exposure that may occur while you are a student at TTUHSC.

COURSE LISTING SECTION

COURSE LISTING

How to Read Catalog Course Descriptions
Courses are listed by program/concentration. Not all courses listed in this catalog are offered every year. The university reserves the right to cancel any scheduled course or withdraw any program from the list of offerings when the best interests of the institution require such action.

Example SPPH 5304

5304. Introduction to Social and Behavioral Sciences (3:3:0:0). This three-credit hour course focuses on the behavioral sciences and their influence on public health. As a core course, this is an overview and introduction to social and behavioral health theories and issues- briefly covering several aspects of the behavioral sciences, such as: individual, community, organizational, and social impacts on health and population health status; cultural competence; effective communication strategies; and engagement of rural and urban communities using theory-informed models. (F, O, H, IVC)

- Subject Prefix – indicates course subject (SPPH = School of Population and Public Health)

- First digit in course number – Indicates the academic level of the course. Graduate standing is a prerequisite for enrollment in all courses numbered in the 5000 series or above and are intended only for graduate students (except for seniors who are within 12 hours of graduation and whose enrollment has been authorized by the SPPH Dean). Although graduate students occasionally enroll in undergraduate courses to fill out deficiencies in their preparation for graduate work, coursework credited toward a graduate degree must, except in rare instances and with prior SPPH Dean approval, be of graduate level (5000 series or above).

- Second digit in course number – Indicates the semester hour credit of the course. Thus, SPPH 5304 is a graduate-level course with 3 semester hour of credit.

- Last two digits of course number – The distinguishing numbers of the course.

- Numbers in Parentheses (3:3:0:0) – The first number denotes the total number of credit hours for a course, the second number represents lecture hours, the third number represents lab hours, and the fourth number represents other hours such as precept. When the letter V precedes the numbers (e.g., V1-6), this indicates the class is a variable credit course. Such courses are ordinarily research courses and permit enrollment for any number of hours up to the limit indicated by the second number in the parentheses.

- Prerequisites – Some courses have specific prerequisites that must be met before the student can enroll.

- Instructional Method – information in parenthesis after the course description describes the course instructional method, defined as:
  (F) Traditional, face-to-face course;
  (H) Hybrid course with combination of face-to-face and significant web-based instruction;

(O) Online course with most, if not all, web-based instruction;
(IVC) A course in which synchronous instruction is delivered via two-way transmission between an instructor and student who are not in the same physical location.

Courses with more than one instructional method (e.g., F, IVC) indicates instructional method varies by course section.

Public Health (SPPH)

SPPH Courses:

5000 Interprofessional Collaborative Practice (0:0:0,0) An introduction to broad concepts related to four interprofessional core competencies for healthcare providers: understanding roles and responsibilities; interprofessional communication; interprofessional teams and teamwork; and values and ethics for interprofessional practice. A module on electronic health records is also included. Course is required for all new SPPH students matriculated in a degree granting program. (O)

5090 Integrated Learning Experience-Extended (V1-6). The Integrated Learning Experience requires the student to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice. The course will be taken by students who have not completed their project or thesis ILE. (F) Prerequisites: SPPH 5307, SPPH 5310, SPPH 5311, SPPH 5313, SPPH 5315, and SPPH 5334.

5099 Independent Study (V1-6). (F, O, H, IVC)

5304 Introduction to Social and Behavioral Sciences (3:3:0:0). This three-credit hour course focuses on the behavioral sciences and their influence on public health. As a core course, this is an overview and introduction to social and behavioral health theories and issues- briefly covering several aspects of the behavioral sciences, such as: individual, community, organizational, and social impacts on health and population health status; cultural competence; effective communication strategies; and engagement of rural and urban communities using theory-informed models. (F, O, H, IVC)

5307 Introduction to Epidemiology (3:3:0:0). This course will introduce students to the fundamental principles of epidemiology. Students will be introduced to quantitative data collection methods as well as being taught how to interpret results of data analysis for public health research, policy, or practice. Ultimately, this course will equip students with the necessary information to apply epidemiological methods to the breadth of settings and situations in public health practice. (F, O, H, IVC)

5308 Advanced Epidemiology Methods (3:3:0:0). This three-semester hour course will review selected articles from the epidemiologic and biostatistical literature that are of historical importance. Prerequisites: SPPH 5307. (F, O, H, IVC)

5309 Basic Environmental Health Sciences (3:3:0:0). This course is an overview of the major areas of environmental health and provides students with an understanding of hazards in the environment, the effects of environmental contaminants on health, and various approaches to

address major environmental health problems. Areas of emphasis are environmental epidemiology, toxicology, agents of environmental disease and policy and regulation. (F,O, H, IVC)

5310 Public Health Policy (3:3:0:0). This course presents competencies surrounding public health policy formulation. The main focus will be on the policy issues in the U.S. health care system, but some global health will be explored. The course will include application of principles of policy formulation, development budgeting, implementation, evaluation and analysis. An historical overview of seminal health policy events in U.S. history is also explored through competing stakeholder dynamics. (F, O, H, IVC)

5311 Introduction to Biostatistics (3:3:0:0). This course will introduce students to basic biostatistics as used in public health practice. Through the utilization of SPSS software, students will learn to interpret their statistical analysis results in order to describe, measure, and analyze quantitative data. Additionally, students will learn to interpret their statistical analysis results in order to describe, measure, and analyze public health problems. Applications of these interpretations will be useful in several avenues of public health including research and policy making. (F, H, O, IVC).

5312 Intermediate Biostatistics (3:3:0:0). The objective of this course is to expand upon the basic concepts of statistical reasoning developed in SPPH 5311 (Introduction to Biostatistics) to selected applications of bio-statistical analysis: simple and multiple linear regression, contingency table analysis, logistic regression, and analysis of variance. The course also includes introductions to survival analysis, repeated measures data, and nonparametric methods. Prerequisite: SPPH 5311 or equivalent. (F, O, H, IVC)

5313 Introduction to Public Health (3:3:0:0). This introductory course will explore the history of public health, the successes and challenges faced by public health practitioners over the years, and the current trends in public health in the United States. Students will learn the core functions of public health and the essential services of public health, and how public health is practiced in the United States. This course covers the Foundational Knowledge in Public Health as required by our accrediting body. (F, O, H, IVC)

5314 Planning and Development Health Promotion Interventions (3:3:0:0). This course will take the student through the process of intervention development, beginning with the assessment needed to understand determinants of health and behavior through the mapping of determinants, development of strategies and methods, and preparing for evaluation. Students will work in small groups on a complex public health problem and will develop an intervention to address that problem. Prerequisite: SPPH 5304. (F, O, H, IVC)

5315 Organizational Leadership and Management (3:3:0:0). This three credit course provides an overview of theory and practice of leadership and management as applied to public health. Public health managerial concerns such as leadership, strategic planning, decision making, negotiations, and budget and resource management, will be introduced in this course. This course is intended primarily for MPH students with little or no previous graduate-level academic preparation in leadership and management. (F, O, H, IVC)

5316 Responsible Conduct of Research and Communication in Public Health (3:3:0:0). This three-credit hour course applies an active, participatory approach to help public health and health care professionals learn about the regulatory environment as well as the normative ethics of conducting public health research as well as how to better communicate more effectively in written and spoken communications. (F, O, H, IVC).

5317 Health Communication (3:3:0:0). This course is required for the Health Promotion and Communication Concentration. It will cover major theories in health communication as well as specific areas of public health communication (for example, risk communication). In addition, students will practice developing messaging for various populations and groups, and will learn the techniques for evaluation of communication outcomes. (F, O, H, IVC).

5318 Health Promotion and Communication Seminar (3:3:0:0). This course is required for the Health Promotion and Communication Concentration. The seminar will allow students to review the current literature in HPC, and discuss design, data collection, analysis and lessons learned from the research. Students will each present a published, peer-reviewed paper to the group and lead the discussion of the quality and findings from the research. We will also discuss current trends in Health Promotion and Health Communication, and draw examples from news media, social media and published works in non-peer reviewed media. (F, O, H, IVC).

5319 Applied Practice Experience (3:0:0:3). The Applied Practice Experience is an integral component of professional training in public health, enabling students to observe from professionals in the field. The Applied Practice Experience also allows students to apply theoretical learning toward achievement of practical goals and skills while under the supervision of a preceptor and an Applied Practice Experience advisor. Prerequisites: SPPH 5307, SPPH 5310, SPPH 5311, SPPH 5313, SPPH 5315 and SPPH 5334. (F, O, H, IVC)

5321 Program Evaluation (3:3:0:0). Students will learn the basics of public health program evaluation. Combining the CDC Framework for Program Evaluation with theory-based evaluation principles, students will learn how to engage stakeholders, describe public health programs, design evaluations, gather credible evidence, and justify conclusions to ensure maximum use of evaluation findings for program stakeholders and evidence-based public health programming. Prerequisites: SPPH 5304, SPPH 5311. (F, O, IVC)

5322 Epidemiology Research Methods (3:3:0:0). This three-semester hour course will focus on the key principles and methods of epidemiologic research at an intermediate level. Practical issues, such as applied logistic regression, will be discussed. Prerequisite: SPPH 5307. (F, O, H, IVC)

5323 Introduction to Infectious Disease Epidemiology (3:3:0:0). This course will introduce students to the principles of infectious disease epidemiology. Students will explore infectious diseases including the major viral, bacterial and parasitic agents from a variety of different perspectives, and how they affect different populations. Furthermore, students will be introduced to descriptive epidemiology of infectious agents and their transmission dynamics, factors that determine patterns of infectious disease occurrence and assess prevention and treatment programs for infectious diseases. (F, O, H, IVC)

5327 Social Epidemiology (3:3:0:0). This class focuses on social, behavioral, and environmental contributors to population health and well-being. This course will include analysis and discussion of the data, methods, and research ethics relevant to social epidemiology, and students will be expected to develop and refine population-based solutions to complex social and structural factors that impact population health. The course examines how structural biases and social inequality impact health at the local, national, and global level, and considers how issues of cultural competence are relevant to addressing health disparities. (F, O, H, IVC)

5328 Chronic Disease Epidemiology (3:3:0:0). This course addresses the etiology, prevention, distribution, natural history, and treatment outcomes of chronic health conditions, and their impact on public health. (F, O, H, IVC)

5329 Issues in Rural Health (3:3:0:0). This three-credit hour course focuses on rural health issues and their influence on public health. This course will delve deeper into these challenges, addressing the specific physical and cultural characteristics of rural areas that make them so different from their urban counterparts. Additionally, this course will address epidemiological methods to assess rural health issues such as ethical principles and environmental hazards. Students will be challenged to interpret results of data, assess population needs specific to rural communities, propose strategies to build coalitions using partnerships. During the course of study students will apply systems thinking tools to research public health issues, solving skills to identify interventions and present findings both in writing and using oral presentations. They will also look at public health program planning from a community-focused lens and focus on overcoming specific barriers that are driving disparities in rural areas. Prerequisites: SPPH 5304, SPPH 5307, SPPH 5311. (F, O, H, IVC).

5330 Toxicology and Public Health (3:3:0:0). This course is designed to cover the basic concepts of toxicology, including an examination of major classes of pollutants, mechanisms of toxicity and the relationship between human disease and exposure to environmental chemicals. This course also applies these concepts to effects on general and susceptible populations, risk communication and public health practice. (F, O, H, IVC)

5331 Global Health Issues (3:3:0:0). This course will explore issues of global health and public health responses to those needs. (F, O, H, IVC)

5333 Qualitative Research Methods (3:3:0:0). This course will include sessions on: introduction to qualitative research, research design, ethnography, conducting a literature search, qualitative interviewing, recruitment and sampling, mixed methods, focus groups, thematic qualitative data analysis, ethics, and the quality of qualitative research. (F, O, H, IVC)

5334 Community-Based Methods and Practice (3:3:0:0). This class deals with public health practice at the community, organizational, and political levels and Community Based Participatory Research methods. We want you to feel comfortable with all of these levels, and would like you to be able to work on health issues at all levels. In this class you will learn how to select qualitative methods and how to do them (focus groups, photo voice, key informant interviews, nominal group process). In this class you will develop a community-based project, intervention, or program. (F, O, H, IVC)

5335 Foundation for Analytics and Public Health Surveillance and Response (3:3:0:0). This

course examines the major concepts with foundational emphasis on understanding nomenclature, vocabularies and data standards relevant to public health informatics. Students will understand fundamentals of interoperability and the role of data standards in achieving regional, state and national interoperability for public health. Data transformation, beginning with raw sources of data and generating information, knowledge, and wisdom through population health analytic methods will be covered. This will be a practically oriented course with opportunity for hands on data extraction, transformation and loading to software tools for population health analytics and data visualization using healthcare data from the clinical setting, public domain data and public health surveillance systems. (F, O, H, IVC)

5336 Digital Media in Public Health (3:3:0:0). This class will explore the use of social and digital media as it is currently being used in the field of public health. Class will include discussions of innovative public health programming ideas, and evidence-based practices using social and digital media. (F, O, H, IVC)

5337 The U.S. Healthcare System (3:3:0:0). This course provides an overview of healthcare in the United States. The historical context as well as trends that could impact the healthcare system is presented. Several aspects of health care systems and services are explored. (F, O, H, IVC)

5340 Data Management and Analysis for the Health Sciences (3:3:0:0). This is a three credit hour course for master's degree students in public health. This course covers practical issues related to public health design, data management, and data analysis using SPSS and SAS software packages. (F, O, H, IVC)

5341 Applied Statistics for Epidemiology and Health Sciences (3:3:0:0). This course is designed for students who seek to develop statistical reasoning in epidemiology, as well as skills in data analysis, interpretation, and presentation. This course places special emphasis on applied statistics and modeling techniques. Common statistical models for continuous, categorical and count data from both cross-sectional and longitudinal studies will be implemented. During this course, students will discuss advanced epidemiologic methods issues that one may encounter during data analysis with guidance from the course director. Theoretical principles will be demonstrated with real world examples from biomedical studies. This course requires substantial statistical computing in software packages SPSS and/or SAS.R: some familiarity with one of these packages is recommended but not required. (F, O, H, IVC)

5342 Visualization of Public Health Data (3:3:0:0). Data mining is a process of discovering patterns in large data sets involving methods at the intersection of machine learning, statistics, and database systems. Data analytics is the discipline that encompasses the complete management of data from collection, organization, storage to all the tools and techniques used in its analysis. After processing the data results needs to be reported, visualization is key to communicate out results effectively. The exponentially increasing rate at which data is generated creates a corresponding need for professionals who can effectively handle its storage, analysis, and translation and create visualizations. (F, O, H, IVC)

5343 GIS Data Visualization for Public Health (3:3:0:0). Geographic Information Systems (GIS) are tools for managing, describing, analyzing, and presenting information about the relationships between where features are (location, size and shape) and what they are like

(descriptive information known as attribute data). GIS has become an important tool across a variety of fields, including public health, environmental science, epidemiology, planning, architecture, engineering, and business. Further, GIS has become an important political instrument allowing communities and regions to tell their stories (Geo)graphically representing data social and environmental data in maps. Python, a beginner-user-friendly and simple programming language, is extremely useful in terms of GIS since many (or most) of the different GIS Software packages (such as ArcGIS, QGIS, PostGIS etc.) provide an interface to do analysis using Python scripting. (F, O, H, IVC)

5344 Foundations for Ethical Data Analytics and Data Visualization (3:3:0:0). This course aims to establish the foundations of public health analytics to transition data from information to knowledge and actionable wisdom. National data standards, data sources, data management, and approaches to analytics relevant to public health will be covered. This course builds on a foundation of statistics, basic analytics, evidence-based practice, and implementation science. Students will use data analytics and visualization methods to support research, change management and decision making with emphasis on health equity and social determinants of health. (F, O, H, IVC)

5350 Public Health Ethics and Law (3:3:0:0). This course is intended to introduce students to key concepts of law and ethics as applied to public health. It seeks to demonstrate, with both current and historical examples, constrains in public health decision-making and actions. This course will help students identify and appropriately assess legal and ethical issues that underlie the field of public health. The course will combine lecture (minimally), "Socratic" in-class dialogue, and student lead discussions/presentations in approaching its topics. The course may include some guest presentations by visiting experts from the Texas Tech University Health Sciences Center, other universities, and state and local governments. (F, O, H, IVC)

5351 Sec. Data Trans & Storage, Ethic Data Mining, AI & Machine Learning (3:3:0:0). This course will cover the importance of data security when obtaining data and when analyzing and reporting results. The course will cover data protection laws, privacy issues in the collection, transformation, modeling, and visualization of data, privacy preserving data mining, and privacy preserving data publishing. The course will also cover the uses of Artificial Intelligence and Machine Learning in public health and health care. (F, O, H, IVC)

5360 Comparative Effectiveness & Quality Improvement of Public Healthcare (3:3:0:0). The course will provide the student with an in-depth understanding of public health delivery systems across the globe. Topics will include: historic development, organization and characteristics of the U.S. public health delivery system as compared to other countries' public health delivery systems. Comparative effectiveness research and quality improvement techniques will be used to draw comparisons about current payment and reimbursement systems; healthcare accrediting agencies; functions and organizations of providers; organization of health facilities; and health information management to optimize patient care in many different countries. Prerequisites: SPPH 5311 and SPPH 5310. (F, O, H, IVC)

5363 Clinical Practicum and Capstone Analytic Project (3:3:0:0). This course provides students the opportunity to integrate and apply key competencies and skills learned in the APHA-DV Public

Health Certificate Program to an interprofessional healthcare/public health setting. Students will work with the course instructors and fellow learners to develop and structure a project to be completed over the course of a semester. This final project will allow the student to demonstrate the ability to apply skills associated with: data munging, analysis, visualization, and interpretation towards a business question or problem associated with community and/or care delivery. In addition, this process will permit students to propose solutions to healthcare issues, as well as to exhibit proficiency in business writing, research, and project development and implementation skills common among senior healthcare executives. Prerequisite: Must meet admission requirements for the program. (F, O, H, IVC)

5388 Special Topics (3:3:0:0). This three-credit hour course will cover topics of temporal or special interest which are not being offered as part of the Master of Public Health degree curriculum. Experimental courses may also be offered as special topic courses and subsequently proposed as a regular course. (F, O, H, IVC).

5399 Integrated Learning Experience (3:0:0:3). The Integrated Learning Experience requires the student to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice. The student will choose between either a capstone course or a public health project. Prerequisites: SPPH 5307, SPPH 5310, SPPH 5311, SPPH 5313, SPPH 5315, and SPPH 5334. (F, O, H, IVC)