



BSPH Student Handbook

2017 – 2018



~ AFFIRMATION ~

I choose to be a member of
the La Salle University community.

I conduct myself with
honesty, integrity, civility, and citizenship.
I respect people, property, our University,
and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.

I commit to my personal involvement in
learning for the greater good.

In all my actions, I am La Salle.

In association, we are La Salle.

The following policies regulate the Bachelor of Science in Public Health (BSPH) Program in the School of Nursing and Health Sciences. By enrollment in Bachelor of Science in Public Health (PHLT) major courses, students accept the responsibility to abide by and adhere to all policies and procedures outlined in this handbook. More detailed expectations for the behavior of students enrolled in the Bachelor of Science in Public Health Program are presented later in the handbook.

**BSPH Program Student Handbook
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History of La Salle University

La Salle University was founded in 1863. The history of the University affirms that it has been responsive to the needs of the community and that it has a strong sense of service. La Salle has had an historical tradition of church-relationship. The university is a private Roman Catholic institution. La Salle University is a Master's - Larger Programs University under the auspices of the Brothers of the Christian Schools, a non-clerical order working in the United States since 1845. The Christian Brothers were founded in 17th century France by John Baptist de La Salle. La Salle is an institution offering both a general and specialized education (pre-professional in many cases) with an option among a variety of values-oriented studies. Immediately following World War II, La Salle addressed the needs of nontraditional learners. This commitment has continued to the present.

La Salle has three schools, Arts and Sciences, Business, and Nursing and Health Sciences, and one college, Professional and Continuing Studies. La Salle has acquired acreage and buildings each decade since the 1980s that include Belfield Farm, South Campus (formerly St. Basil's Academy), and West Campus (Germantown Hospital). La Salle also owns and operates the Bucks County Campus in Newtown, PA and leases space at the Metroplex in Montgomery County.

BSPH Curriculum and Accreditation

The Bachelor of Science in Public Health (BSPH) degree is an undergraduate degree in public health. The curriculum is designed to ensure that upon graduation students have an understanding of the broad field of public health, with particular emphasis on Health Education. The curriculum prepares students for health education practice and continued education in a Master's degree program.

The curriculum is interdisciplinary with statistics, health policy, epidemiology, social and behavioral science, environmental health, and other courses. Discipline-specific and interdisciplinary-cross cutting competencies frame the curriculum.

The BSPH Program at La Salle University provides students with opportunities for knowledge and skill development to solve public health problems. Students collaborate with community members and other professionals to create and evaluate health promotion and disease prevention programs. The curriculum includes a Capstone project that emphasizes health promotion and disease prevention with a specific focus on health education competencies.

La Salle's approach is to build the BSPH curriculum consistent with the standards of the Council on Education for Public Health (CEPH). Core competencies (biostatistics, environmental health studies, epidemiology, health policy and management, social and behavioral sciences, communication and informatics, diversity and culture, leadership, public health biology, professionalism, program planning, and systems thinking) for a Bachelor of Science degree in Public Health focus course objectives.

Accreditation: CEPH is recognized by the U.S. Department of Education to accredit schools of public health and programs in public health (located in administrative settings other than schools of public health; Council on Education for Public Health, 2008). **As of July 1, 2017, La Salle's BSPH Program is accredited by the CEPH for a 5-year term extending until July 1, 2022.** <http://ceph.org/accredited/> Students are encouraged to discuss any questions they might have about accreditation with the BSPH Program Director. Initial accreditation requirements for programs outside of schools of public health are available on the [CEPH website](#) in the document entitled, "ACCREDITATION CRITERIA PUBLIC HEALTH PROGRAMS": Amended June 2011



Program Mission

The mission of the La Salle University Bachelor of Science in Public Health (BSPH) Program, which is rooted in the larger University mission, is to educate individuals from diverse disciplines and backgrounds in core public health knowledge areas so that they are equipped to help prevent disease and promote physical and mental health and social well-being through public health practice, leadership, and research.

Program Values

The La Salle Bachelor of Science in Public Health (BSPH) Program's core values stem from the broader University's values, including teaching excellence, the importance of community, service to the poor, and education that fosters spiritual development. Specifically, the Program's core values include:

1. Excellence in teaching that fosters idealism, creativity, and innovation.
2. Service to vulnerable and underserved populations that helps promote health and prevent disease.
3. Research and scholarship that engages communities as partners in improving the environmental and social conditions necessary to achieve physical and mental health and social well-being.
4. Ethical decision making that considers social justice and health equity.
5. Respect for cultural and religious values at the individual, family, community, and societal levels.
6. Equality for individuals and communities regardless of race, ethnicity, religion, age, gender, sexual preference, or ability.
7. Commitment to life-long professional and personal development.

Program Student Learning Goals

Upon completion of the BSPH Program, graduates will be able to:

1. Explain the history and philosophy of public health as well as its core values, concepts, and functions across the globe and in society.
2. Identify the methods and tools of public health data collection, use, and analysis and why evidence-based approaches are an essential part of public health practice.
3. Identify the basic processes, approaches, and interventions that identify and address the major health-related needs and concerns of populations.
4. Relate the underlying science of human health and disease to opportunities for promoting and protecting health across the life course.
5. Identify the socio-economic, behavioral, biological, environmental, and other factors that impact human health and contribute to health disparities.
6. Apply the principles of project implementation, including planning, assessment, and evaluation in organizational and community initiatives.
7. Explain the fundamental characteristics and organizational structures of the U. S. health system as well as to the differences in systems in other countries.
8. Describe the legal, ethical, economic, and regulatory dimensions of health care and public health policy as well as the roles, influences, and responsibilities of the different agencies and branches of government.
9. Apply public health-specific communication, including technical and professional writing and the use of mass media and electronic technology to promote public health.

Health Education Specific Competencies

1. Assess needs, assets, and capacity for health education
2. Plan health education
3. Implement health education
4. Conduct evaluation and research related to health education
5. Administer and manage health education
6. Serve as a health education resource person
7. Communicate and advocate for health and health education

BSPH Program Goals

Instructional Goals

- Goal 1.** Graduates are competent in the 5 core public health knowledge areas and are able to address issues associated with health disparities in urban communities.
- Goal 2.** Faculty will have expertise in public health, especially public health in urban communities, and will convey this expertise via effective teaching and student advising.

Research Goals

- Goal 3.** Students and faculty will engage in public health research and scholarly activities.

Service Goals

- Goal 4.** Students and faculty will engage in service activities within the University and for the larger community. Particular emphasis is placed on service opportunities addressing the needs of urban communities.

Workforce Development Goal

- Goal 5.** The Program will provide training and workforce development opportunities that meet the needs of the public health workforce working in urban communities.

Diversity Goal

- Goal 6.** Within the available applicant pool, the Program will strive to increase or maintain the proportion of underrepresented racial/ethnic groups in program faculty and students.

BSPH Plan of Study

Full-time BSPH students complete the degree requirements over four (4) years, as noted below. Part-time BSPH students will require more than the typical four (4) years to complete the BSPH degree requirements.

Total credits: 124

Total Number of Courses = 40 courses

University Core Courses = 25 courses

5 Powers Courses

8 Frameworks of Scientific Understanding Courses

8 Patterns of Meaning Courses

4 Electives

Required Major Courses = 15 courses

The following components structure the BSPH curriculum:

- One (1) 100-Level Introductory Course
- One (1) 200-Level Required Elective
- Seven (7) 300-Level Courses focused on core knowledge areas (Environmental Health Sciences, Epidemiology, Social and Behavioral Sciences), health education competencies (Health Education, Needs Assessment), Violence Prevention and Reproductive Health
- Six (6) 400-Level Courses focused on competency domains (Diversity and Culture, Leadership, Professionalism, Program Planning), Policy, and Research Methods
- The BSPH Curriculum incorporates the following elements: one introductory course, one required elective, core knowledge areas, health education and overall competencies, and two capstone courses.

| Structure | Courses | |
|----------------------|---|---|
| Year | Fall Semester | Spring Semester |
| Year 1 32 Credits | ENG 110: Writing I (3 credits) HIS 151 or 155 (3 credits) CHM 161 or BIO 163 (4 credits) Philosophy 151 or 152 (3 credits) POL 151: Principles of American Government or ECN 150: Introductory Macroeconomics (3 credits) | ENG 150 or LIT 150 (3 credits) REL 150 or 153 (3 credits) CHM 161 or BIO 163 (4 credits) PHLT 101: Essentials of Public Health (3 credits) COM 150: Presentation Skills (3 credits) |
| Year 2 32 Credits | NUTR 165: Nutrition (3 credits) Fine Arts or Foreign Language (3 credits) BIO 161: Anatomy and Physiology I (4 credits) ENG 210: Writing II (3 credits) CSC 154: Healthcare Informatics (3 credits) | Philosophy 200 or 300 level (3 credits) HIS 251 or Lit 250 or ENG 250 or Fine Arts (200 or 300 level), or Second Foreign Language (3 credits) BIO 162: Anatomy and Physiology II (4 credits) HSC 217: Statistics for Health Science Professionals (3 credits) SOC 150: Principles of Sociology (3 credits) |
| Year 3 30 Credits | PHLT 319: Epidemiology for Health Educators (3 credits) PSY 210: Developmental Psych or PSY 220: Psychopathology or PSY 225: Social Psychology or PSY 250: Human Sexuality (3 credits) PHLT 350: Health Education: Principles and Practice (3 credits) PHLT 270: Special Topics in Public Health Nutrition (3 credits)- as of 5/2017 OR NUTR 200: Life Cycle Nutrition (3 credits)- prior to 5/2017 PHLT 355: Needs Assessment and Program Planning (3 credits) | PHLT 301: Theories of Social Behavioral Change in Community Health Education (3 credits) REL 200 or 300 level (3 credits) PHLT 314: Unhealthy Urban Environments: Healthy Solutions (3 credits) PHLT 420: Public Health Leadership and Health Education (3 credits) PHLT 315: Violence Prevention and Control (3 credits) |
| Year 4 30 Credits | PHLT 410: Public Health Education Capstone I (3 credits) PHLT 451: Introduction of Public Health Policy (3 credits) PHLT 489: Race, Ethnicity, and Public Health (3 credits) ELECTIVE (3 credits) ELECTIVE (3 credits) | PHLT 356: Reproductive Health for the Public Health Practitioner (3 credits) PHLT 411: Public Health Education Capstone II (3 credits) PHLT 408: Research Methods of Public Health (3 credits) ELECTIVE (3 credits) ELECTIVE (3 credits) |

Electives

PHLT 270: Special Topics in Public Health OR NUTR 200: Life Cycle Nutrition (3 credits) – Required Elective
 PHLT 250: Global Health (3 credits)
 PHLT 357: Women, Gender, and Public Health (3 credits)
 PHLT 358: Adolescent Health: Public Health Issues, Programs, and Policies (3 credits)
 PHLT 452: Urban Men’s Health (3 credits)
 PHLT 454: Public Health, AIDS, and Society (3 credits)

Please refer to the Undergraduate Catalog for course descriptions: <http://www.lasalle.edu/public-health/bachelor-of-science-in-public-health/course-descriptions/>

BSPH Program Administrators, Faculty, and Staff

| Name | Title | Phone | Email Address |
|-----------------------------|---|--------------|--|
| Dr. Zupenda Davis-Shine | Director, BSPH Program Assistant Professor, Public Health Program | 215 951-1877 | davisz@lasalle.edu |
| Dr. Candace Robertson-James | Director, MPH Program Assistant Professor, Public Health Program | 215-951-2274 | robertsonjames@lasalle.edu |
| Dr. Holly Harner | Associate Professor of Public Health and Associate Provost for Faculty & Academic Affairs | 215-951-1865 | harner@lasalle.edu |
| Dr. Daniel Rodriguez | Professor, Public Health Program | 215-951-1904 | rodriguez@lasalle.edu |
| Dr. Sara Shuman | Assistant Professor, Public Health Program | 215-438-6591 | shumans@lasalle.edu |
| Ms. Valerie Bradley | Administrative Assistant | 215-951-1120 | bradley@lasalle.edu |
| Dr. Kathleen Czekanski | Dean, School of Nursing and Health Sciences | 215-991-1432 | czekanski@lasalle.edu |

Requirements for Admission to La Salle University

Students can apply to La Salle any time after completing their junior year of high school as long as they fulfill the admission requirements listed in the next section. Only complete applications will be reviewed by the Committee on Admission. A complete application includes the following:

1. A completed application for admission• La Salle accepts the University’s Web Application as well as The Common Application. Both applications are treated equally by the Admission staff.
2. An application essay or personal statement
3. An official transcript showing three years of high school scholastic records
4. An academic letter of recommendation from a teacher, counselor, parent, or school administrator
5. Official results of the College Board Scholastic Aptitude Test (SAT) or of the American College Testing Program (ACT)

La Salle reviews completed applications on a rolling basis. However, if a completed application is submitted by Nov. 15, a decision is guaranteed by Dec. 15 through our non-binding Early Explorer Program.

In exceptional cases, students may be admitted after completion of the junior year, but only on the recommendation of their high school counselor and with evidence of superior academic achievement. In addition, early high school graduates are also required to complete an interview with a La Salle University Admission Counselor before a final admission decision can be made. All students who are accepted must graduate from an accredited high school with creditable grades, attendance, and disciplinary records.

If accepted, a student is asked to submit a \$200 deposit to hold a place in the academic class by May 1, the National Candidate’s Reply Date. Resident students must submit an additional \$200--therefore, \$400 total, to hold their place in the residence halls. The deposits are non-refundable and will be applied to first-semester expenses.

La Salle Admission Requirements

HIGH SCHOOL UNITS

A student's final high school record should show successful completion of at least 16 units of high school work, including the following:

English 4 units

Mathematics 3 units that must include at least 2 years of algebra

Foreign Language 2 units that must be of the same language

History 1 unit

Natural Sciences 1 unit

Total 11 units

The remaining five units may be distributed as follows:

Applicants for the School of Nursing and Health Sciences

- 5 other academic units, 2 of which must be a science with a related laboratory component, or the equivalent

STANDARDIZED TESTS

As previously stated, all students must take and submit scores for either the SAT or the ACT. Arrangements can be made to sit for these tests through your high school counselor, or by writing to the testing organization six weeks prior to the test date:

SAT

The Educational Testing Service

Box 592

Princeton, NJ 08540

Or

Box 1025

Berkeley, CA 94701

ACT

The American College Testing Program

Box 451

Iowa City, IA 52240

La Salle University's identification numbers are as follows:

SAT / CEEB: 2363

ACT: 3608

Transfer Admissions

La Salle University welcomes transfer students to apply and enroll during the fall and spring term. Any student who has attended a college or university after completing secondary school is considered a transfer student. La Salle understands that transfer students have unique needs that must be met in order to make the transition as smooth as possible. To be considered for admission, a student transferring fewer than 30 credits must submit an official college transcript in addition to all of the same materials as a freshman candidate, unless given a special waiver by a Transfer Admission Counselor. Students transferring 30 credits or more do not need to submit high school transcripts or SAT/ACT scores. All materials should be received by the Office of Undergraduate Admission at least 30 days prior to the start of the academic term for which the student is applying, or by February 1 if applying to the nursing program.

To be considered as a qualified applicant, a transfer student must have a minimum cumulative grade point average (GPA) of 2.5 on a 4.0 scale, but a 2.7 or higher is preferred. Students interested in the public health program are required to have at least a 2.5 cumulative GPA. All applicants to the School of Nursing and Health Sciences must submit high school transcripts, two letters of recommendation and an essay.

La Salle's academics, campus, and easy access to the city are all important, but perhaps the most important consideration of a transfer student is that of transfer credit. Individually, credit for courses will be given if the course has a quality point value equivalent to or above the La Salle "C" grade (2.0). Seventy credits is the maximum allowable amount to transfer into La Salle. Furthermore, transfer students may be required to make up certain courses that belong to the sequence required in the program of studies for which they are applying.

Undergraduate Academic Advisement and Retention

All students are initially advised by the Director of the BSPH Program on formal acceptance to the BSPH Program. Students will be assigned to a faculty advisor at the beginning of the academic year. Faculty members are available by appointment for student advisement concerning course selection any time during the academic year and especially during the pre-registration period. **Students are expected to maintain a proactive dialogue with faculty regarding their academic performance.**

Students may contact the BSPH Program Director for advisement as appropriate. **Students should recognize that faculty members are available to provide information related to course selection as well as professional career advising and support. Students are encouraged to take full advantage of faculty advising support during their time in the BSPH program.**

Important Policies and Procedures

All students are responsible for being familiar with the University's general academic and student policies and procedures as stated in the current edition of the "La Salle University Undergraduate Catalog" and the "Student Guide to Resources, Rights and Responsibilities." The policies stated below are those specific to the Bachelor of Science in Public Health (BSPH) program and are in addition to those stated in the previously mentioned publications.

1. Undergraduate Students Taking Graduate Courses Policy

Undergraduate students with senior standing may take up to six graduate credits during their undergraduate career at La Salle University. Permission of both the undergraduate chairperson and the graduate director are required. Students should consult their school's section in the Catalog for specific policies on undergraduate students taking graduate courses.

2. Credit for Courses Taken at Other Institutions Policy

La Salle students may be approved to take courses at other institutions, subject to college, department, school, or college restrictions.

Please note:

- Prior to having 60 credits on their La Salle transcript, students are permitted to take courses at a two-year as well as a four-year school that bring their credit total to 60 credits.
- After attaining 60 credits on their La Salle transcript, students are permitted to take a maximum 12 transfer credits but only at a four-year school.
- Major courses may not be taken at other institutions.
- Credit is transferred only for grades of "C" (2.0) or better; however, the letter grade is not included in the computation of a student's academic index at La Salle.

Courses taken at La Salle for which a student received a grade may not be repeated elsewhere; however, a course from which a student withdrew and thus received a "W" grade may be repeated elsewhere.

- Students must obtain written permission from the Dean's Office of the student's respective School or College, two weeks prior to the start of the semester.
- Permission for credit for study abroad programs, other than those sponsored by La Salle University must be obtained in advance from the Dean's Office of the student's School or College.

It is the responsibility of the student to have an official transcript of credit for approved off-campus courses sent to the Dean's office for inclusion in the student's record.

The Transfer Credit requirement and Residency requirement are repeated here from other section of this bulletin because of their impact on courses taken at other institutions.

Transfer Credit requirement

- A total of 70 credits is the maximum number which can be initially or ultimately transferred to La Salle from other institutions.

Residency requirement

- Students are required to take their last 30 credits at La Salle.

3. **Transfer of Credit Policy**

La Salle University will accept college transfer credits for high school students who have participated in college programs only when all the following conditions have been fulfilled:

- The course for which college credit is asked must have been taught on the college campus or as an on-line course, by a member of the college faculty.
- The course must have been open to enrollment by and graded in direct competition with regularly matriculated students attending that college.
- The course must have been a part of the normal curriculum published in the college's catalog.

College credit will not be given when a course is taken in the high school and is then recorded on a college transcript.

4. **Renewal Policy for Returning Students**

La Salle University students who have not enrolled in credit courses at any college or university for a period of five years, who return to any of the University's undergraduate degree programs, and who have successfully completed 12 consecutive credit hours with a grade of C or better in each course may request in writing from the Dean of their school a "transcript renewal." Should the request be granted, the student will have the option of having all Fs renewed or all Fs and all Ds renewed. Grades of renewed courses will remain and be noted on the transcript, and cumulative grade point average will be adjusted accordingly. This request may be made only once by a given student.

5. **Honors Policy**

The bachelor's degree with honors is conferred on a student who has completed his or her courses at the University with a cumulative GPA not lower than 3.4 and who has not incurred the penalty of loss of good standing for disciplinary reasons.

The candidate for the bachelor's degree who has earned an average of 3.8 in all courses is graduated with the distinction *maxima cum laude*.

The candidate who has earned an average of 3.6 is graduated with the distinction *magna cum laude*.

The candidate who has earned an average of 3.4 is graduated with the distinction *cum laude*.

6. **Registration Procedures**

During announced registration periods published in the academic calendar, students are required to meet with their department chair or academic adviser to create a roster of courses for the upcoming semester. The student may register for courses via the mylasalle portal or in person during the times specified by the Office of the University Registrar. The Office of Student and Accounts Receivable will bill the student following each registration cycle.

- Fall, spring, and full-term summer semesters, students may register through the first week.
- Accelerated, five-and-a-half-week summer, and intersession semesters, students may register through the first day of class.

A student who chooses to drop a course during the registration period will not have the course recorded on his or her academic transcript. After the registration period is over, students may withdraw from a course on or before the withdrawal deadline. Refer to the section entitled "Course Withdrawal/Withdrawal from the University."

7. **GPA and Academic Progression Policy**

All students in the BSPH Program must meet specific academic standards for continued progression in the major. Students must maintain a Public Health major GPA of 2.5 at the end of each semester in order to progress. Students not meeting the required GPA will be given one (1) additional semester to achieve the Public Health major GPA of 2.5. **If they are not able to meet the required Public Health major GPA of 2.5 after this additional semester, the student will no longer be permitted to progress in the BSPH Program and will be advised to choose another major.**

8. **Graduation Requirements/Policy**

Students who will complete requirements for a degree in a given semester must make a written application for graduation at the time specified by the Registrar. Commencement exercises are held annually in the spring. Diplomas are issued three times a year—on Aug. 31, Jan. 15, and on the date of the Commencement exercises in May. Students who have three or fewer courses remaining to be fulfilled for their degree requirements will be eligible to participate in May Commencement exercises but will not be awarded a degree. Students receiving diplomas in August or January are invited to participate formally in the Commencement exercises held the following May.

A candidate for the baccalaureate degree must have completed a minimum of 120 semester credit hours that satisfy curricular requirements and that include at least 38 courses of three-credit hours or more.

Certain curricula may require a number of hours exceeding this minimum. In addition to completing the number of courses and hours needed, the student must also meet the following requirements:

1. The student obtains a C average or cumulative index of 2.00 in the total program of studies.
2. The student fulfills all course requirements controlled by the major department with a C average or a cumulative index of 2.00 in those courses (or higher in some majors).
3. The student fulfills the core requirements.
4. The student takes his or her last 30 credits at La Salle.

Public Health students complete 124 semester hours of undergraduate coursework (**45 semester hours of undergraduate public health coursework**). This coursework includes successful completion of all courses and a successfully completed Capstone project. Graduation details are specified in the La Salle University, Undergraduate Catalog, 2017-2018. The Director of the BSPH Program and the Registrar review transcripts at least two months before each graduation time: January, May, and August. **The cumulative GPA in the BSPH Program must be a 2.0 or better in order to graduate.**

9. **Grading Policy**

The BSPH Program of the School of Nursing and Health Sciences follow the La Salle University graduate grading scale policy. The School of Nursing and Health Sciences interprets this system using the following numerical scale:

| Letter Grade | Percentage |
|---------------------|-------------------|
| A | 93 – 100 |
| A- | 90 – 92 |
| B+ | 87 – 89 |
| B | 84 – 86 |
| B- | 81 – 83 |
| C+ | 77 – 80 |
| C | 75 – 77 |
| D | 70 – 74 |
| F | 69 and below |
| I | Incomplete |
| W | Withdrawal |
| S | Satisfactory |
| U | Unsatisfactory |
| X | Audit |

Grading

The following is the breakdown and definitions of grades distributed for courses completed:

| | | |
|------|----|---|
| 4.0 | A | indicates the demonstration of a superior level of competency. |
| 3.67 | A- | indicates the demonstration of a very good level of competency. |
| 3.33 | B+ | indicates the demonstration of a good level of competency. |
| 3.0 | B | indicates the demonstration of an average, satisfactory level of competency. |
| 2.67 | B- | indicates the demonstration of a less than average level of competency. |
| 2.0 | C | indicates a level of competence below that expected of graduate work. |
| 0.0 | F | indicates failure to demonstrate even a marginal level of competency. |
| | I | indicates work not completed within the semester period. |
| | W | indicates an authorized withdrawal from a course unit after the semester has commenced. |
| | S | indicates a satisfactory level of competence |
| | U | indicates an unsatisfactory level of competence |
| | X | indicates audit |

Those faculty who do not want to assign +/- grades are not obligated to do so.

10. Academic Censure Policy

Academic censure is intended to be a service to the student who is in academic difficulty. It serves to alert some to the severity of their academic problem and to encourage them to seek the help and counsel they need. For others, it is the imposition of a time period away from academic endeavors to permit adjustment of priorities.

Academic censure may assume one of two forms, probation or suspension, depending on the student's academic standing. During the evaluation of student records at the end of each semester, a student will normally be subject to the form of academic censure indicated if the cumulative grade point average (GPA) falls below the levels outlined below.

NOTE: For purposes of censure, the sum of the number of credits transferred from another institution and the number of credits attempted at La Salle are used to determine the student's year. Students having 0 to 23 such credits are considered to be in their freshman year; those having 24 to 53 such credits are in their sophomore year; those having 54 to 83 such credits are in their junior year; those having more than 83 such credits are in their senior year.

I. Probation:

Probation. A student is placed on probation when he or she has attained a cumulative grade point average of (a) less than 1.75 after any term in the freshman year, (b) less than 1.9 after any term in the sophomore year, (c) less than 2.0 after any term in the junior or senior year.

II. Suspension:

A student will be liable for suspension when he or she has attained a cumulative GPA for two or more successive semesters that falls below the respective threshold GPAs for those semesters, based on the student's respective year.

A student will be liable for suspension when he or she has attained a cumulative GPA for two or more successive semesters of (a) less than 1.75 during the freshman year, (b) less than 1.9 during the sophomore year, (c) less than 2.0 during the junior or senior year.

During the suspension period, the student may select one of the following options:

1. He or she does not participate in any academic coursework either at La Salle or any other institution for a one-year period.
2. He or she takes coursework at La Salle as a non-matriculating student to demonstrate sufficient academic progress as determined by the Dean's Office. At most, two courses may be taken in one semester. This option may be elected only once in a student's total academic career. On-campus housing is not guaranteed for "non-matriculating" students. Housing decisions are governed by the housing contract, which can be found on-line and in the University catalog. Students with questions should contact Administrative Services within the Division of Student Affairs.
3. He or she takes courses at another institution. This option may be elected only once in a student's total academic career and it can take the form of one of the following two time frames.

Time frame #1

For consideration of early return (less than one year), a student must take four courses and a minimum of 12 credits in one semester with the following caveats:

- No grade in any course can be lower than a C.
- Course failures at La Salle can be repeated only at La Salle University.

- Course selection must be pre-approved by the appropriate La Salle Dean's Office.
- The GPA for the work undertaken at another institution must be greater than or equal to a 2.5.

Time frame #2

During the year of suspension, a student can take a maximum of four courses at another institution. The courses must meet the following conditions:

- No grade in any course can be lower than a C.
- Course failures at La Salle can be repeated only at La Salle.
- Course selection must be pre-approved by the appropriate La Salle Dean's Office.

11. **Appeal of Final Grades Policy**

If a student believes that his or her final grade was based on an arbitrary or capricious action or some other inappropriate criteria not linked to academic performance the student must follow the procedures fully described in the Student Guide to Resources, Rights, and Responsibilities.

The Grade Appeal Process is initiated by the student. This procedure applies only to assignment of the final course grade. There is a strong presumption that the faculty member's course grade is based solely on academic performance and is authoritative. Thus, the burden of proof to support the alleged unjust grade remains at all times with the student initiating the process. Overturning a final course grade requires substantiating that the alleged unjust final grade was based on an arbitrary or capricious action or some other inappropriate criteria not linked to academic performance.

12. **Course Re-Take Policy**

If a student repeats a course, only the higher grade is counted toward graduation requirements and in the calculation of the GPA. A student who wishes to repeat a course should consult with his or her academic adviser prior to registering for the course.

13. **Grade Change Policy**

Any change of final grade for a completed course must have the approval of the instructor's Dean. No grade will be changed after the baccalaureate degree is awarded.

14. **Student Rights and Grievance Procedure**

The Undergraduate Catalog describes the policies on curricular standards for graduate students (La Salle University, Undergraduate Catalog, 2017-2018). All students can obtain compliment, complaints or comments forms on the Portal (See copy in Appendix). Students can also find complaint forms available on a locked complaint box in the St. Benilde Tower Student Lounge, Room 4423 on Main Campus. Your "C's" will be addressed in a confidential and professional manner.

15. **Independent Study Policies and Procedures**

BSPH students may request in writing permission to complete an Independent Study course. Generally, Independent Study courses allow students to explore academic areas of special interest not provided by the existing curriculum. In special circumstances, faculty may approve students completing an existing BSPH course as an Independent Study. Independent Study courses are carried out under the guidance of a member of the faculty. **BSPH students are limited to 6 credits of Independent Study and may not take more than 3 credits of Independent Study in a single term.** The following Policies and Procedures guide the approval of Independent Study applications:

Eligibility

- A. A student may apply for Independent Study in an area of advanced study, usually involving substantial research in a field related to major/minor studies, with a faculty mentor who has the appropriate expertise. A minimum GPA of 3.0 is required.
- B. A student may apply for Independent Study in an emergency situation (e.g. the cancellation of a major course needed for graduation), usually a circumstance not within the student's control. Most often this option is one negotiated with the Dean's Office by Program Director on behalf of the student.

Availability

- A. **A limited number of Independent Study opportunities are available each semester. It is important to note that faculty members are not required to teach during the summer months, thus Independent Study opportunities in the summer are exceptionally rare and at the discretion of the faculty member.** The approval of an application is not automatic in the Dean's office and is done through a review process in comparison with other applications. Necessity is the first criterion; quality of the proposal is the second. Students applying for an opportunity of advanced research should have a contingency plan for enrollment in a regular course should the application not be approved.

Procedures

- A. Students should complete all sections of the Application Form (Appendix) and secure the necessary signatures, other than that of the Dean, before submitting the proposal to the Dean's office. When the application is approved or denied, the student will be notified accordingly.
- B. The deadline for applications in the Dean's Office is **six (6) weeks before the start of the term** in which the study is to be conducted. Ideally, the application should be made, under faculty advisement, during the pre-registration period for the next term. A "back-up" course should be identified by the academic advisor in the event that the application is not approved.
- C. Specify the number of credits on the study application form.
- D. Include course description, course expectations, major sources to be used, and reasons for needing independent study on study application form.

Note: Students are expected to take required courses as they are offered. The Independent Study option is an extraordinary opportunity or a necessary solution; it is not available as a substitute for personal convenience. Students who postpone taking required courses for personal reasons not involving serious conflict or emergency should not expect that they may substitute an Independent Study for the requirement later.

16. Class Attendance Policy

Class attendance and active participation are required. **Preparation for class is required.** In the case of any of special circumstances, specific documentation is required from a third party: death of an immediate family member; hospitalization (not a physician or nurse practitioner visit); mandated legal hearing; military obligations; and University athletic required participation events.

- A. In the event that the University is closed for an extended period of time (e.g., due to health issues such as H1N1 outbreak or extended snow closure), students are advised to continue progress in course work by checking online instructions via the Portal and Canvas.
- B. **In case of illness or other extenuating circumstances the student, as a courtesy, should report to faculty person responsible for each learning activity prior to class or within 24 hours.** It is the responsibility of the student to obtain any missed materials distributed in class

during their absence and to complete those activities that are assigned by the instructor during the missed experience. These activities should ensure the student the opportunity to learn these materials/skills that were taught during the student's absence.

- C. **Faculty may deny a student permission to take an exam that was missed for an unacceptable reason.** Any examination that is taken outside of regular scheduled examination time might be of an alternate format. Documentation will be required to substantiate any reason for a missed examination. **Students may be given a grade of zero for a missed examination in which the student fails to notify the faculty in an appropriate time and/or manner.**

17. Academic Integrity Policy

It is only through a strong commitment to La Salle's learning community that the student can live the moral and ethical principles that are supported and maintained by its mission. Faculty members have a special responsibility to model appropriate academic integrity and to ensure that these policies are communicated, understood, and maintained at all times. According to the University Student Guide, Academic Dishonesty includes but is not limited to **plagiarism** and **cheating**. Plagiarism is the unacknowledged use of other people's ideas. Refer to the Appendix in this Handbook for additional information about plagiarism. It is important for all students to know the various kinds of plagiarism, otherwise students may plagiarize without realizing they are doing so. Cheating is also defined in the University Student Guide. Failure to follow the University Integrity Policy will result in sanctions, including the possibility of dismissal from the BSPH Program.

The Academic Integrity Policy of the School of Nursing and Health Sciences follows La Salle University's Academic Integrity Policy that can be found on the "Academic Services" tab of the *mylasalle* portal (http://www.lasalle.edu/portal/provost/intprop/AIP_Fall_2007.swf). It is expected that all work submitted by a student represents his/her own efforts. **If the work involves an assigned group project, it is inferred that the work is that of the total group. It is the responsibility of the group members to ensure that all group members contribute equivalently to the project.** Faculty assistance in conflict resolution should be requested if students cannot resolve group issues on their own. **Plagiarism occurs when one copies another's words or ideas without giving proper credit or acknowledgment and then tries to represent them as one's own original work. Submitting the same written work for two different assignments or courses qualifies as a form of cheating. Faculty may assign a grade of "F" to a plagiarized paper or assignment.** It is the responsibility of the student to understand plagiarism and comply with University policies and procedures. Students are referred to the following site for resources about plagiarism:
<http://www.lasalle.edu/library/Plagiarism/AvoidingPlagiarism.htm>.

All students and faculty are expected to report academic dishonesty in writing to the Director of the BSPH Program or the Dean of the School of Nursing and Health Sciences. Not reporting academic dishonesty enables the unacceptable behavior to continue and disrupts classroom learning and testing. It is an ethical imperative to report academic dishonesty. Every reasonable effort will be made to keep such matters confidential between the student, Director, Dean, and the Office of Student Affairs.

18. Integrity and Professionalism Policy

Students in the BSPH Program are expected to behave in an ethically responsible and professional manner. **Integrity and a sense of commitment are the hallmarks of professionalism.** Honesty is expected and required in all examinations and reports submitted as part of course requirements. It also is expected that all students will be active participants in the educational and training processes of the BSPH Program. Active and regular class attendance accompanied by openness to each lecture, each classroom discussion, and each Practice experience is expected at this level.

Examples of unprofessional behavior include, but are not limited to: use of profanity or threatening language; harassment (verbal or electronic) of classmates, faculty members, or other public health professionals; dishonesty; and disrespect toward classmates, faculty, staff or other individuals. Failure to live up to these standards will result in sanctions, including the possibility of dismissal from the Program.

19. Course Withdrawal/Withdrawal from the University

It is the student's responsibility to notify the University in the event that he or she needs to withdraw from a course(s) or withdraw from the University entirely.

Course Withdrawal

Students may withdraw from a course(s) prior to its completion under the following conditions:

1. Students must have approval from their Dean's office.
2. Students must file a Course Withdrawal form with their Dean's office by the "Last day for withdrawal from classes," published in the Academic Calendar, located in the current edition of this catalog, and located on the University's Web site, www.lasalle.edu. Students must contact Assistant Dean-SONHS, Ms. Mary Dorr (dorr@lasalle.edu) to complete a Course Withdrawal form.

Please be advised that the date of filing the withdrawal notice is considered as the date of withdrawal from the class(es).

3. Students should consult with their financial aid counselor and/or veteran's benefits coordinator to understand how this change in their enrollment status may affect their aid. Additionally, international students should contact one of the international education associates at the Multicultural and International Center.

Ceasing to attend a class does not constitute a withdrawal; students must officially withdraw by filling out the Course Withdrawal form in their Dean's office. Ceasing to attend without officially withdrawing will result in the student receiving a grade for the course, possibly a failing grade. A **"W" designation will only be assigned upon official withdrawal from a course.**

Withdrawal from the University

Students who opt to withdraw from the University must do the following:

1. Complete the Withdrawal from the University form and Non-Returning Student Questionnaire in their Dean's office. Students must withdraw on or before the "Last day for withdrawal from classes," published in the Academic Calendar, located in the current edition of this catalog and located on the University's Web site, www.lasalle.edu. After this date, grades will be assigned that reflect the result of entire semester's attendance and performance in the course.

Please be advised that the date of filing the Withdrawal from the University form is considered as the date of withdrawal from the class (es) and the University. Meet with Assistant Dean Mary Dorr. Athletes must first meet with the Director of Academic Support for Athletes.

3. Contact the offices of Student Financial Services and Student and Accounts Receivable to determine whether an outstanding balance is due, to inquire about the financial implications of withdrawal, and to make arrangements to meet financial obligations.

4. Contact the Housing Services Coordinator and Food Services, if living on campus or having a meal plan.
4. If applicable, students should also consult their veteran's benefits coordinator to understand how this change in their enrollment status may affect their future aid. Additionally, international students should contact one of the international education associates at the Multicultural and International Center.

Ceasing to attend classes does not constitute a withdrawal from the University; students must officially withdraw by filling out the Withdrawal from the University form in their Dean's office. Ceasing to attend without officially withdrawing will result in the student receiving grades for all coursework, possibly failing grades. **A "W" designation will only be assigned to coursework upon official withdrawal from the University.**

La Salle University does not grant students a leave of absence. Students who wish to leave the University temporarily during a semester must file a request for withdrawal through their Dean as indicated in the section above.

20. Test Make-Up Policy

The course syllabus identifies examination dates, including scheduled exams. **Students who are a no-call, no-show for a scheduled examination will be given a grade of zero.** If a student cannot be present for a scheduled examination, it is the student's responsibility to notify the instructor **prior** to the examination start time. A message may be left on voice mail or on e-mail. Documentation will be required to substantiate any reason for a missed examination. **Faculty may deny a student permission to take an exam that was missed, if the reason provided by the student is deemed unacceptable.** Any examination that is taken outside of regular scheduled examination time might be of an alternate format. The student must arrange for the examination make-up. **Should a student fail to make arrangements for an examination make-up within 3 business days of the missed examination, the student will receive a 0% as the examination grade.** Only one make-up opportunity will be scheduled. **Make-up examinations will be given within 5 business days of the originally scheduled examination date.** Students should expect to reschedule this examination outside of usual course/practice activities.

21. Incomplete Policy

The Public Health Program follows the University's policy on Incomplete grades. An Incomplete grade ("I") is a provisional grade given by an instructor to a student who has otherwise maintained throughout the semester a passing grade in the course, but who has failed to take the semester examination or complete the final project for reasons beyond his or her control. Incompletes are not granted so that students are able to make up previously due (but not completed) assignments (for example, homework). "I" grades are not granted to students automatically. Rather, the submission of an "I" grade is at the discretion of the course instructor to whom the student must make the request for an "I" grade in writing. The instructor sets a time limit for completing the work no later than the last day of final examinations of the following semester. If the outstanding assignment is not completed successfully within the identified time frame (set by the instructor), the instructor may grade the student's work and replace the Incomplete grade with a letter grade. In this case, any outstanding assignments negotiated as part of receiving the Incomplete grade (semester examination or final project) will be given a score of 0 and factored into the student's final grade.

22. Classroom Accommodation Information

How to Request Classroom Accommodations at La Salle University.

La Salle University also works with students requesting academic accommodations on a case-by-case basis by communicating with each student to determine the appropriate accommodations. Students who would like to request academic accommodations must submit the appropriate documentation certifying an illness or condition. *To learn more about the process for requesting academic accommodations, please contact Rose Lee Pauline, Affirmative Action Officer, at pauline@lasalle.edu or 215.951.1014.*

23. Extra Credit Policy

A faculty member (tenure track, non-tenure track, or adjunct) reserves the right to propose extra credit assignments. Extra credit assignments are optional assignments that if completed add points to a student's earned total from mandatory assignments, exams and quizzes, and participation. **If a faculty member selects to include extra credit opportunities, the decision to do so must be written into the syllabus before the beginning of the semester, with specific details as to: 1) what is considered acceptable for extra credit; 2) how many points will be received for extra credit; 3) a scoring rubric.** All additional requests for extra credit by students, although possible, are not acceptable. **No more than 2 extra credit points will be awarded to the student's final grade.**

24. Alcohol and Other Drug Use Policy

BSPH students abide by the substance abuse policies of La Salle University specified in the Student Guide to Rights and Responsibilities. In addition to the rationales supporting these policies, this policy stands because of the need for safe client care and the safety of faculty, staff, and students.

25. Reference & Recommendation Letters Policy

Students may request BSPH faculty members and advisors to write reference and recommendation letters for students who are seeking employment, credentialing, and continuing studies. **It is solely the discretion of the individual faculty member or advisor to write a letter of reference or recommendation.** Grade and transcript information cannot be disclosed without student permission due to FERPA. Students who want class performance and grade-related information included in the letter of recommendation must submit a written request (i.e., hardcopy letter; email is not acceptable) to the faculty member/advisor giving permission to disclose that information. **Requests for reference of recommendation letters should be made at least thirty (30) days in advance of when the letter is needed.**

26. Audio Recorder and Laptop Policy

Students should request permission from the faculty member and/or other students before taping a lecture or using a laptop computer. Students who may audiotape or use a laptop as an official classroom accommodation should notify the course faculty of this at the beginning of the course. Verification of this accommodation will be made by the Affirmation Action Officer. If a student receives permission to use a laptop during class, the student should be seated in a place in the classroom as to not to distract others. **Faculty may deny students the use of laptop computers in their classrooms (except in the case of official accommodations).**

27. Cell Phone Policy

During class, all cell phones should be turned on vibrate. If you need to make an emergency phone call, please step out the classroom to make your phone call. **Text messaging during classes is not permitted.** In some instances faculty members may choose to supply students with their cell phone numbers (for example, during an on-line examination). In these cases, students should refrain

from calling or texting faculty members unless there is an emergency. Professional etiquette should be used at all times. Faculty cell phone numbers should not be distributed.

28. Email Policy

All BSPH students and faculty **must use their La Salle emails**. Faculty will not send emails to non-La Salle accounts. **It is the student's responsibility to check La Salle email and Canvas accounts on a daily basis. Students should expect that faculty will respond to emails within 48 hours of receipt.** Faculty members do not have to respond to emails over weekends, mid-semester breaks, and holidays. Additionally, many faculty members do not teach during the summer months so it may take some time for them to respond to an email sent during that time period. Students are expected to send emails that are written consistent with the standards established in the BSPH Program policy regarding integrity and professionalism.

Email needs to be considered as functioning like a “postcard,” and is not considered a secure means for transmitting information. For example, non-La Salle web-based email services such as Gmail use “content extraction” on incoming and outgoing email in order to target advertising to the user. Similarly, residual copies of email may remain on these services’ systems even after the messages are deleted or the email account is closed. **Therefore, HIPAA-protected information is NEVER to be sent via email.** Further, students are encouraged to be mindful about how and what they communicate through email. Email has become one of the easiest ways of communicating with each other, however, in the professional arena, it still serves as a formal means of contact, similar to a business letter. This includes emails sent to faculty, staff, and the Listserv. Further, it is important to be mindful that sending email from a smartphone is different than sending a text message. **When emailing, it is very important to use proper salutations, closings, grammar, punctuation, and correct spelling.**

Below is a list of 10 best practices when emailing BSPH Program faculty and staff and other professionals in the field:

1. Think about your message before you write it. Consider your audience, and decide on the purpose of your email and what you plan on communicating. This will also help you to reflect on the tone of the message.
2. **Emailing questions is a last resort, not a first resort. If you are asking a question, ask yourself if you have you taken all steps possible to find out the answer.**
3. Ask if the message needs to be sent right now. When using your smartphone, consider whether you have the time and ability to craft a professional message at that moment (or if it would be easier to wait until you are at a laptop/PC).
4. Include a relevant subject line. Subject lines should convey the main point of your email – be as specific as possible.
5. Include a greeting. Don't just start with your message; instead, begin with a greeting (e.g., Hi Dr.
6. Jones; Dear Mary) – when in doubt, address someone more formally to avoid offending them. **Keep in mind that “Hey” is not a professional greeting.**
7. Format your message so that it's easy to read. Divide different thoughts into separate paragraphs.
8. Remember to provide context if you have not contacted the recipient recently.
9. **Proofread your message. While writing in a conversational tone is okay (e.g., contractions are fine), stay away from abbreviations, short-hand, and emoticons. Pay attention to basic grammar, spelling, capitalization, and punctuation. Reading your messages aloud will help you to catch any grammar mistakes or awkward phrasing.**
10. Include a professional closing. Your closing is just as important as the greeting, because it lets the reader know who is contacting them. In addition to your name, add a brief and friendly closing (e.g., Thank you, Best wishes, Sincerely, See you tomorrow).

11. Allow adequate time for a reply. Remember that not all faculty and staff work on campus every day. If several days have passed and you have not received a response, it is appropriate to follow up.
12. Remember that email is not private. Once the email is received by another person, its sender no longer controls its destiny. Further, even though security measures are in place to protect messages from being read by others, they are not 100% secure. **Therefore, don't write anything in email that you wouldn't write on a postcard.**

13. Social Media Policy

The BSPH Program values social media participation, and recognizes that it has become an important means for relationship-building, positive communication, and professional development. Examples of social media participation include, but are not limited to, blogging, twittering, web video, and posting on Facebook. Despite their benefits, though, social media sites are broad communities with a public audience, and they may retain ownership of any content posted. **Therefore, postings on social media should NEVER be considered private.** Students are recommended to set privacy settings on their own social media accounts as high as possible, and it is advisable to closely monitor the settings to optimize privacy. Students need to also be aware of their presence on social media, as it is easy for professional and personal lines to be blurred. **It is recommended that profile and posted content is consistent with how students wish to be seen by La Salle, colleagues, clients, and future employers.** For example, it may be necessary to block individuals who post unprofessional content. Students are encouraged to think before they post, as the information becomes permanent via the site or server archives. **Students should never post confidential, sensitive, false, misleading, or defamatory information related to their work or to the BSPH Program on a social media site. Students are liable for anything they post to social media sites, and the same laws, professional expectations, and guidelines are expected to be maintained as if the interaction was in-person. Students need to understand that unprofessional or unethical language seen on social media or in an email communication may result in disciplinary action, including termination from the Program.**

The Public Health Program does use social media. Follow us on Twitter (@LaSallePubHlth) and on Facebook (La Salle University Public Health Program).

Other Policies

See University Undergraduate Catalog for additional policies. Each year, La Salle University publishes a **Student Handbook** and **Student Guide to Rights and Responsibilities**. Students are referred to both documents for specific Sections and Policies. Also, the **Information Manual for Student Organization Officers and Advisors** regulates student organizations. The three documents are available on the University's web page.

BSPH Capstone

Overview

Every student must register for the two Capstone courses (PHLT 410 and 411). Part one of this two-part course sequence facilitates initial development and planning for the BSPH student's Capstone project. Students conduct a comprehensive review of the scientific evidence related to a public health issue, concern, or intervention over two semesters. The second Capstone course continues the development and brings to completion the BSPH Capstone project. Students complete their Capstone project and present their corresponding scientific poster in this final course.

Important Policies and Points Related to the BSPH Capstone Requirement

1. GPA Policy

Students must have an overall GPA of 2.5 in order to begin the Capstone courses.

2. Capstone Requirements

In addition to the other required courses, all students must successfully complete the Capstone project, Capstone coursework, and Capstone Poster in order to graduate. All students are required to produce a Capstone project, including a written report and oral/poster presentation of the project. **The BSPH program will cover any costs associated with printing a professional poster.**

Other Information

Inclement Weather

All courses at the University remain in session unless announced otherwise by radio and/or television media. The School **closing number is 105 for day classes or 2105 for evening/weekend classes. The School closing number for the Bucks County Campus is 2746.** If classes are in session, students are expected to be present for clinical assignments. For safety reasons only, faculty and students can make individual decisions about attending clinical experiences. (*See attendance policy for ramifications*). Students and faculty should refer to the La Salle University Web Page for all weather related announcements and University closings for day and weekend programs.

Military Reserve Call-Up

Any study who is called up for reserve duty should contact the Registrar's Office. University procedure will be to drop all courses for these students and remove all tuition charges. Financial aid will be returned to proper lender. The Registrar's Office will contact the Bursar, the Student Financial Services Office, and the appropriate Dean. If the call-up is at the end of the semester and if the student can finish coursework off campus, then the appropriate Dean or Graduate Director should use his/her judgment to make such provision.

Student Representation on Public Health Program Committees

In an effort to maximize student participation in all aspects of the BSPH Program, the faculty invite BSPH students to attend at least one Public Health Program meeting each academic year. Students are notified in advance of the meeting.

Research Participation

BSPH faculty and administrators conduct program evaluation studies or participate with off-campus researchers in collecting data to provide a basis for improving the BSPH Program and/or services to students. Anonymity and confidentiality will be maintained in the collection of any data. Student participation or non-participation will not in any way affect the student's grade.

BSPH Program Awards

Each year, five BSPH awards are distributed to graduating students. A description of each award is provided below. Plaques noting past recipients are on display in the Public Health hallway.

1. **Student Leadership Award** The purpose of the Public Health Leadership Award is to recognize one outstanding graduating BSPH student who has been judged by her/his peers to have demonstrated remarkable leadership skills throughout the duration of the BSPH Program.
2. **Outstanding Service Award** The purpose of the Public Health Outstanding Service Award is to recognize one outstanding graduating BSPH student who has provided service to individuals, families, and communities and encouraging and fostering personal and professional development.

3. **Best Overall Student Award** The purpose of the Public Health Best Overall Student Award is to recognize one outstanding graduating BSPH student who has demonstrated service, leadership, and academic success.
4. **Shining Star Award** The purpose of the Public Health Shining Star Award is to recognize one outstanding graduating BSPH student who has a *shining* personality. This student is reliable, dedicated, dependable, and goes above and beyond in being kind and considerate towards others.
5. **La Salle University Undergraduate Academic Award** The Undergraduate Academic Awards recognize undergraduate students' academic achievements. An award is made to one undergraduate student per undergraduate program who exemplifies excellence in academics and who has made a notable contribution to the field.

Right to Inspect File

Students may inspect their personal file by scheduling an appointment with their faculty advisor. A student must examine the file with the faculty advisor or Program Director in attendance; and the student cannot alter or remove the files.

Official Public Health Student Organization

An official Public Health Student Organization was formed in 2013. All Public Health students are encouraged and invited to participate in sponsored events. The PHSO also serves as a voice for student feedback to faculty and staff as appropriate. Officer elections are conducted annually in April. For more information, please contact Dr. Daniel Rodriguez (the official faculty advisor).

Campus Store

The Campus Store is located on the first floor of Wister Hall. A list of recommended and required textbooks for BSPH courses can be obtained and then purchased at the beginning of each semester. Campus Store hours are posted and distributed to students and faculty. Students may purchase textbooks from the bookstore via the web or from the Newtown campus satellite bookstore, open during the first week of each semester.

Computing/Technology-Based Learning Facilities

The computer facilities at La Salle University's main campus offer all students access to the latest technologies in computers and information retrieval. In addition to the facilities available in the Connelly Library, the computer facilities available to students at LaSalle include: a campus-wide network connecting PC's, laser printers, a mini-computer, video projection, and presentation facilities. Most of these computers are available in an "open" lab intended for all students to use without the need of courses, including Microsoft office, and many more are available from the lab servers and are updated periodically to keep current with the latest technologies. In addition to the local area network connections, students are able to connect to the Internet to reach out to networks throughout the world.

Identification Cards

All students are required to carry a valid La Salle ID card. This card is also the library card. The Gold Card/ID Office, in the Lawrence Administration Center (Suite 107), on Main Campus issues photographs for ID cards. Call (215)-951-1LSU for information. ID card photos will be taken at the Bucks County Center as well. Dates and times for ID card photos will be announced at the beginning of each semester.

Recreational Facilities

La Salle University invites students, faculty, and staff to utilize the recreational facilities available at Hayman Center and its adjacent facilities. Hayman Center offers the use of the following: a one-twelfth mile suspended indoor running track, a completely equipped Olympic-style weight room with free

weights and Universal equipment, three 94' by 50' basketball floors, two regulation volleyball courts, a six-lane 25-yard pool with diving well, two singles and one double squash court, and a training room with sauna. Adjacent to Hayman Center is the Belfield Tennis Complex with six tiered and lighted tennis courts. Across 20th Street, McCarthy Stadium features a football field surrounded by a ¼ mile all-weather track. There is also a fitness center on the south campus which contains free weights, nautilus equipment, and cardiovascular machines. From time to time, facilities may be closed for athletic events. For more information, contact the Athletic Department at (215) 951-1527.

Student Transcripts

Students may apply at the Registrar's Office for a transcript of BSPH coursework. Official transcripts bearing the signature of the Registrar and the seal of the University are sent, by request of the student, to other institutions and organizations. Students requesting transcripts for their own use are given copies marked "student copy". Each student is sent a copy of his or her transcript at the time of graduation. A fee of \$5.00 is charged for an official transcript. The University requires at least one week's notice for the issuance of transcripts. No transcripts can be issued until all financial obligations to the University have been satisfactorily settled.

Parking

Parking for full-time and part-time commuter students is available for a fee. The parking office is located on the lower level of the Lawrence Administration building. Normal Office Hours are Monday through Friday 8:30 a.m. – 4:30 p.m. Parking is free at the Bucks County Campus. The Parking Permit forms are also available online.

Emergencies – Security

La Salle University's Public Safety Department is staffed year-round, 24 hours a day. The department's headquarters and administrative offices are located on West Campus at Good Shepherd Hall which is in the "Shoppes at La Salle" at 5301 Chew Avenue.

- Headquarters/Administrative Offices
2 (Good Shepherd Hall) on campus map
- Dispatch Center
53 (Carriage House) on campus map
- Parking Office
#31 on the campus map (near Wister Hall)

In addition to providing security patrol services in and around campus, the department operates shuttle service during the Fall and Spring semesters and manages parking permit registration. Escort services are available year-round.

For general information or service requests: **215.951.1300**

FOR EMERGENCIES CALL 215-991-2111.

The La Salle shuttle service is provided during the Fall and Spring semesters. Times of operation are from Monday through Sunday 7:15 to 2:00 am, Friday and Saturday 7:15 to 3:00 am. Any deviation in schedules shall be announced via La Salle University media by the Director of Security and Safety. The departure and pick-up locations along with the designated minutes on the hour are available via the Security Department.

Scholarships and Financial Aid

A list of scholarship sources is available at the Financial Aid Office (Administrative Building Main Campus) and in the offices of the School of Nursing and Health Sciences.

Computer Assisted Instructional Materials

The faculty continually evaluates educational resource materials for software packages that will enhance student learning and facilitate teaching effectiveness (Connelly Library, Audiovisual). Faculty use Canvas to enhance their course offerings. The Connelly Library Media Services librarian provides updated lists of AV resources regularly and on request. Teaching aids are also located in the Connelly Library and Learning Resource Center at the Philadelphia and Bucks County campuses.

Support Services

The **Center for Academic Achievement** in Lawrence Administration Building (Suite 409) offers academic support services in this and many other courses. Individual appointments for Writing and Subject Tutoring can be made through GradesFirst. Group tutoring in the form of Supplemental Instruction (SI) is provided for designated courses. Students needing non-course based support can make individual appointments for Academic Coaching, and/or attend the Seminars on Success. To learn more about the Center and how you can utilize its resources and services, please visit academicsupport.lasalle.edu.

Writing Tutors assist students from all disciplines and at all stages of the writing process. Tutors provide feedback on organization, clarity, citing and referencing sources, and work with students to enhance their ability to proofread and edit their papers. **You may walk-in for help, but to ensure that a tutor is available, we recommend scheduling an appointment in GradesFirst through the mylasalle Portal. For detailed instructions, go to academicsupport.lasalle.edu and click on “GradesFirst” at the bottom of the page. Fall 2017 hours are 9am – 7pm, Monday through Thursday.** If you attend a branch campus or are taking online courses, we also offer distance writing tutoring via GoToMeeting or by phone. To request an online appointment, schedule the appointment in GradesFirst, then contact tutoringsupport@lasalle.edu to request that the appointment be held online. You must do this at least 24 hours prior to the appointment. Writing workshops on a variety of topics will also be held this semester; students will be emailed details. **For more information about Writing Tutoring, contact Jake Alspaugh at 215.951.1167 or alspaugh@lasalle.edu.**

Subject Tutoring is available for students seeking content help in a variety of courses throughout the University. If you are struggling to answer that one question that has you stumped, looking for more a comprehensive understanding of the material, or need help to create a detailed study plan, Subject Tutoring is something you should take advantage of early and often. For a complete list of courses the Center tutors, visit academicsupport.lasalle.edu. If you would like additional information about Subject Tutoring, **Eddie Reed at 215.951.1822 or reed@lasalle.edu.**

One-on-one Academic Coaching sessions help to strengthen crucial skills necessary for academic success. Session topics include time management, study strategies, reading strategies, note-taking, test-taking, group study, and organization. Seminars on success are offered throughout the semester as well. *To schedule an individual coaching appointment or for more information about this semester’s seminar schedule, contact Melissa Gallagher at 215.951.5115 or hediger@lasalle.edu.*

Supplemental Instruction (SI) is a program designed to not only help you better understand the material you are studying but the approaches to the course that make the most sense. You, your peers, and a recent student (called an SI Leader) will work together during multiple weekly study sessions to better understand the material, prepare for upcoming exams, and generally become better students. Schedules for the semester will be finalized during the first or second week of the semester. **For more information about Supplemental Instruction, contact *Eddie Reed* at [215.951.1822](tel:215.951.1822) or reede@lasalle.edu.**

La Salle University
School of Nursing and Health Sciences

RECEIPT OF HANDBOOK

I have received a copy of the La Salle School of Nursing and Health Sciences Bachelor of Science in Public Health Program Handbook.

(Signature)

(Print Name)

(Address)

(City, State, Zip)

(Home Telephone)

(Cell phone)

(Date)

La Salle University
School of Nursing and Health Sciences

CONFIDENTIALITY STATEMENT

Faculty members and students are required to sign a Confidentiality Statement. Students will be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member's or student's file in the School.

Faculty members and students are required to obtain information about the client from the client, the client's chart, the client's health care providers, and specific computer records prior to and during the clinical experience. Students may print only that information that is needed and must immediately black out the client's name from the print out. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client's care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional nurse's role. Therefore, violation of this policy by any BSPH student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Standards of the Joint Commission, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.

In light of the above information, I understand that I will:

1. Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
2. Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
3. Not discuss any client or information pertaining to any client in any place, i.e., elevators, corridors, dorm rooms, home, where it may be overheard by anyone not privileged to this information.
4. Not print any portion of the computer record that is not authorized by the instructor.
5. Not take any computer printout from the unit without blacking out the client's name.
6. Not mention a client by name, only by code number or pseudonym, when writing course assignments.
7. Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
8. Not mention a client by name to anyone in casual conversation including my family members or friends.
9. Adhere to HIPAA regulations.
10. Not take any pictures or other images of the client during the practice experience.

Student Signature and Date: _____

Witness Signature and Date: _____

Note: Student signature denotes that the student has read and agrees to abide by the above statement.

La Salle University
School of Nursing and Health Sciences
Public Health Program

Independent Study Contract

Name: _____ Student ID#: _____

Discipline: _____ Course #: _____ Course Title: _____

Number of Meetings: _____ Length of Meetings: _____ Time of Meetings: _____

Course Description:

Course Expectations:

(Use additional space if necessary)

Major sources to be used:

(Use additional space if necessary)

Reason for needing independent study:

Student Signature: _____

Date: _____

Faculty Signature: _____

Date: _____

Director Signature: _____

Date: _____

RETURN ALL SIGNED COPIES TO THE DEAN'S OFFICE

For Office Use Only:

_____ Approved _____ Not Approved

_____ Date: _____

Dean, School of Nursing and Health Sciences

Copy to Director, Student, Practice Preceptor, Advisor

**La Salle University
School of Nursing and Health Sciences
Public Health Program**

Compliments, Complaints or Comments

Do you have something on your mind that you wanted to talk about, but you don't know how to address the subject? Here is the confidential forum for you! Just fill out the following questions and turn this sheet into the mailbox located in the student lounge on the 4th floor, 4423 St. Benilde Tower. Your "Cs" will be addressed in a confidential and professional manner. Remember – please fill out all of the questions in order for us to serve you better!

Please circle one: Compliment Complaint Comment

Name of situation, professor, scheduled class, individual, classroom, etc. that is involved:

Please explain "Cs" in detail:

What are your suggestions/solutions if this is a complaint or a comment?

Your name & contact information (optional):

Bachelor of Science in Public Health Curriculum Grid

| Year | Fall | Spring |
|-----------------------------------|--|--|
| 1 32 Credits | ENG 110: Writing I (3) | ENG 150 or LIT 150 (3) |
| | History 151 or 155 (3) | Religion 150 or 153 (3) |
| | Chemistry 161 or Clinical Microbiology 163 (4) | Chemistry 161 or Clinical Microbiology 163 (4) |
| | Philosophy 151 or 152 (3) | PHLT 101: Essentials of Public Health (3) |
| | POL 151: Principles of American Government (3) or ECN 150: Introductory Macroeconomics (3) | COM 150: Presentation Skills (3) |
| 2 32 Credits | NUTR 165: Nutrition (3) | Philosophy 200 or 300 level (3) |
| | Fine Arts or Foreign Language (3) | History 251 or LIT 250 or ENG 250 or Fine Arts* (200 or 300 level), or Second Foreign Language (3) |
| | Anatomy and Physiology I – BIO 161 (4) | Anatomy and Physiology II- BIO 162 (4) |
| | ENG 210: Writing II (3) | HSC 217: Statistics for Health Science Professionals (3) |
| | CSC 154- Healthcare Informatics (3) | SOC 150: Principles of Sociology (3) |
| 3 30 Credits | PHLT 319: Epidemiology (3) | PHLT 301: Theories of Social Behavioral Change in Community Health Education (3) |
| | PSY 210: Developmental Psych or PSY 220: Psychopathology or PSY 225: Social Psych or PSY 250: Human Sexuality (3) | Religion 200 or 300 level (3) |
| | PHLT 350: Health Education: Principles and Practice (3) | PHLT 314: Unhealthy Urban Environments: Healthy Solutions (3) |
| | PHLT 270: Special Topics in Public Health Nutrition (as of 5/17) or NUTR 200: Life Cycle Nutrition (3) (prior to 5/17) | PHLT 420: Public Health Leadership and Health Education (3) |
| | PHLT 355: Needs Assessment and Program Planning (3) | PHLT 315: Violence Prevention and Control (3) |
| | | |
| 4 30 Credits | PHLT 410: Public Health Education Capstone I (3) | PHLT 411: Public Health Education Capstone II (3) |
| | PHLT 451: Introduction to Public Health Policy (3) | PHLT 356: Reproductive Health for the Public Health Practitioner (3) |
| | PHLT 489: Race, Ethnicity, and Public Health (3) | PHLT 408: Research Methods for Public Health (3) |
| | ELECTIVE (3) | ELECTIVE (3) |
| | ELECTIVE (3) | ELECTIVE (3) |

Total: 124 Credits

Public Health Minor Description

The public health minor is based on the public health major at La Salle, which focuses on public health education and urban public health. It is designed to provide students with a comprehensive overview of public health. Students who might find an interest in minoring in public health are those majoring in biology, biochemistry, business administration, communication, economics, education, environmental science, environmental studies, history, nursing, nutrition, occupational therapy, philosophy, political science, psychology, public administration, social work and sociology. The public health minor will help students make the connection between urban public health and their particular major with an emphasis on health promotion and disease prevention.

Public Health Minor Courses

Students who choose to minor in Public Health MUST take the following courses:

PHLT 101: Essentials of Public Health

HSC 217: Statistics for Health Science Professionals or Equivalent

PHLT 319: Epidemiology

PHLT 489: Race, Ethnicity and Public Health

Students may choose any TWO of the following seven courses:

NUTR 165: Nutrition

PHLT 301: Theories of Social Behavior Change in Community Health Education

PHLT 314: Unhealthy Urban Environments: Healthy Solutions

PHLT 315: Violence Prevention and Control

PHLT 350: Health Education: Principles and Practice

PHLT 355: Needs Assessment and Program Planning

PHLT 356: Reproductive Health for the Public Health Practitioner

Important University Websites

| | |
|---|---|
| Bookstore | http://lasalle.bncollege.com/ |
| Bursar Office | http://www.lasalle.edu/financeadmin/bursar/ |
| Campus Map | http://www.lasalle.edu/campusmap/pdf/printer_friendly.pdf |
| Campus Parking Info | http://www.lasalle.edu/map-and-directions/ |
| Faculty Bios | http://www.lasalle.edu/grad/index.php?section=snhs&group=mph&page=faculty |
| Financial Aid | http://www.lasalle.edu/financialaid/ |
| Finding your textbooks: | http://lasalle.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10002&langId=-1&storeId=28551 |
| Information for Students | http://www.lasalle.edu/information-for-students/ |
| IT Support | http://www.lasalle.edu/technology/ |
| La Salle University Career and Employment Services | http://studentaffairs.lasalle.edu/career/ |
| Portal | https://my.lasalle.edu/ |
| Undergraduate Housing | http://studentaffairs.lasalle.edu/livingatlasalle/ |
| University ID | http://www.lasalle.edu/studentaccounts/id-cards/ |