

SATISFACTORY ACADEMIC PROGRESS (SAP)

Academic Year 2020-2021

Public Health Program

MASTER OF PUBLIC HEALTH
Ponce Health Sciences
University



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Table of Contents

SATISFACTORY ACADEMIC PROGRESS (SAP)	1
List of Abbreviations	3
I. Introduction.....	4
II. Scope	4
III. General Requirements	4
A. Time Frame for Completion of the Academic Program	4
B. Completion of the MPH Requirements	5
1. MPH Students Progress and Grade Requirements:	5
First Year Curriculum Sequence	7
Second Year Curriculum Sequence	8
2. Integrative Learning Experience (ILE) Grading Requirement	11
3. Applied Practical Experience (APE) Grading Requirement	13
IV. PHSU-PHP Policies & Protocols	13
A. Class Attendance Policy.....	13
B. Cross Registration Courses Policy	14
C. Reverse Dismissal.....	14
D. Professional Behavior Requirement (Honor Code).....	15
E. Academic Probation and Financial Aid Eligibility.....	16
F. Student Promotion Committee Process & Appeal.....	16
G. Reinstatement of Financial Aid	17
H. Leave of Absence Policy (LOA)	17
I. Withdrawal Policy	18
J. Enforcement	18
MPH SAP ACTION FLOWCHART 2020.....	19

List of Abbreviations

1. SAP- Satisfactory Academic Progress
2. MPH- Master in Public Health
3. SPC- Student Promotion Committee
4. PHP- Public Health Program
5. PHSU- Ponce Health Sciences University
6. ILE- Integrative Learning Experience
7. APE- Applied Practical Experience
8. P- pass
9. NP- No Pass
10. I- Incomplete

SATISFACTORY ACADEMIC PROGRESS (SAP)

I. Introduction

A Satisfactory Academic Progress (SAP) has been established to ensure that the Master in Public Health (MPH) students complete the academic program within the acceptable time frame and with the expected quality of performance. This policy also ensures that the student financial aid requirements set forth by federal regulations have been met.

The Coordinators should evaluate student's academic progress at the end of each trimester. This document will be revised when institutional catalog its updated, or before that if necessary.

II. Scope

This policy applies to all MPH students enrolled at Ponce Health Sciences University (PHSU).

III. General Requirements

A. Time Frame for Completion of the Academic Program

A student will have a time frame for completion of the MPH degree of two (2) years. In some cases, after the academic advising of the track coordinator and authorization of the Public Health Program Associate Dean, the student will be allowed to enroll for another two (2) years beyond the established time frame, for a total maximum time frame of four (4) years.

The total of 55 credits for completion of a degree include those graduate courses accredited on admission to the Program.

Student Status (Full time, Part time)

"Student Status (full-time or half-time). A student with six or more credits per semester/trimester will be considered a full-time student. A student with three to five credits per semester/trimester will be considered a half-time student and a student with less 3 credits will be considered a less than half time student" (Ponce Health Sciences University Student Policy Manual 2018-2020, (p. 75) & PHSU Catalog 2017-2020, (p. 13)). A student should be enrolled to at least 3 credits to be eligible for financial aid.

B. Completion of the MPH Requirements

1. MPH Students Progress and Grade Requirements:

Students must complete all courses within the established time frame (minimum of 2, maximum of 4 years). The Program requires a minimum of 55 credits.

a. At the Student Promotion Committee (SPC) level:

- A student must complete each academic year with a minimum grade point average of 3.00 (in a 4.0 scale grade). Any student failing to meet 3.00-point GPA standard of performance at the end of the academic year will be:
 - Referred by the Public Health Program (PHP) Associate Dean to the SPC for the following classification and/or remedial actions below:
 - ✓ Placed on **probation** and referred by the PHP Associate Dean to the PHSU Student Promotion Committee (PHSU-SPC).
 - ✓ Will be sent to academic counseling for all or some of the following actions recommended by the track coordinator:
 - ❖ Could be provided with a special enrollment with a decreased academic load,
 - ❖ Could be provided with individual tutoring in the specific field.
- Failing to the remedial actions consecutively at the SPC level, he/she will be referred by the PHP Associate Dean to the SPC for his/her **dismissal**.

b. At the Public Health Program (PHP) level:

i. Required Courses:

- A student that failed (obtaining less than B) at any **Required** course at the end of any trimester:
 - Will be referred by the PHP Track Coordinator for the following classification and/or remedial actions below:
 - ✓ Repeat the course when available (only one opportunity will be provided), this is mandatory and no replaceable.
 - ✓ Should obtain A or B when repeated.

- ✓ Will be sent to academic counseling for all or some of the following actions recommended by the track coordinator:
 - ❖ Could be provided with a special enrollment with a decreased academic load,
 - ❖ Could be provided with individual tutoring in the specific field.
- Failing to the remedial actions consecutively at the SPC level, he/she will be referred by the PHP Associate Dean to the SPC for his/her **dismissal**.

ii. Elective Courses:

- A student that failed (obtaining less than C) at any **Elective** course at the end of any trimester:
 - Will be referred by the PHP Track Coordinator for the following classification and/or remedial actions below:
 - ✓ Repeat the course when available (only one opportunity will be provided). (This is mandatory and not replaceable)
 - ✓ Only a **maximum** of 2 electives courses could be repeated.
 - ✓ Should obtain A or B when repeated.
 - ✓ Will be sent to academic counseling for all or some of the following actions recommended by the track coordinator:
 - ❖ Could be provided with a special enrollment with a decreased academic load,
 - ❖ Could be provided with individual tutoring in the specific field.
- Failing to the remedial actions consecutively at the SPC level, he/she will be referred by the PHP Associate Dean to the SPC for his/her **dismissal**.

First Year Curriculum Sequence

MHP FIRST YEAR – Required	
Courses	Credits
MPH – 5101 Fundamentals of Public Health	3
MPH – 5102 Introduction to Biostatistics	3
MPH – 5105 Introduction to Environmental Health	2
MPH – 5103 Introduction to Epidemiology	3
MPH – 6202 Inferential Biostatistics	3
MPH – 5200 Psychosocial Aspects of Public Health	2
MPH – 5411 Public Health Management	3
MPH – 5520 Bioethics and Public Health	2
MPH – 5106 Communication in Public Health	2
MPH – 5401 Introduction to Health Care Administration	3
MPH – 5502 Health Policy	2
IHD – 919 Inter-Professional Perspectives in Health Disparities	1
SUBTOTAL	29
APPLIED PRACTICE EXPERIENCE (SUMMER SESSION)	
MPH – 7850 Practicum	2
SUBTOTAL	31

Second Year Curriculum Sequence

General Track

MHP SECOND YEAR – GENERAL TRACK REQUIRED COURSES (19 CREDITS)	
REQUIRED COURSES	Credits
MPH – 7333 Research Methodology	3
MPH – 7501 Behavioral Aspects of Health Disorders	2
MPH – 7001 Program Planning & Evaluation in Public Health	2
MPH – 7007 International Health & Emerging-Re-emerging Diseases	3
MPH – 5300 Scientific Basis of Health Interventions	2
MPH – 6601 Health Promotion & Disease Prevention	3
MPH – 7240 Self-Study Topic II: Community Workshop	1
MPH – 5601 Scientific Writing	3
SUBTOTAL	50*
ELECTIVES (5 CREDITS)	
MPH – 6030 Qualitative Methods	2
MPH – 6120 Survey Design	2
MPH – 7711 Nutrition & Public Health	3
MPH – 7781 Risk Communication	2
MPH – 7210 Seminar	1
INTEGRATIVE LEARNING EXPERIENCE	
MPH – 7910 Comprehensive Exam	0
TOTAL	55

* Considering the first-year curriculum credits of the program.

Epidemiology track

MHP SECOND YEAR – EPIDEMIOLOGY TRACK REQUIRED COURSES (19 CDT)	
REQUIRED COURSES	Credits
MPH – 7013 Advanced Epidemiology	3
MPH – 7333 Research Methodology	3
MPH – 5212 Statistical Methods in Epidemiology	3
MPH – 7753 Epidemiology of Infectious Disease	3
MPH – 7073 Epidemiology of Chronic Disease	3
MPH – 7023 Applied Epidemiology and Surveillance	2
SUBTOTAL	48*
ELECTIVES (7 CREDITS)	
MPH – 5601 Scientific Writing	3
MPH – 5104 Disaster Epidemiology	3
MPH – 7063 Nutritional Epidemiology	3
MPH – 7703 Forensic Epidemiology	2
MPH – 7043 Injury Epidemiology	2
MPH – 7414 Environmental Epidemiology	2
INTEGRATIVE LEARNING EXPERIENCE	
MPH – 7910 Comprehensive Exam	0
TOTAL	55

* Considering the first-year curriculum credits of the program.

Environmental Health track

MHP SECOND YEAR – ENVIRONMENTAL HEALTH TRACK REQUIRED COURSES (19 CREDITS)	
REQUIRED COURSES	Credits
MPH – 7064 Food Safety	2
MPH – 7444 Air and Hazardous Waste Exposure Assessment	2
MPH – 7454 Water Quality Measurements	2
MPH – 7074 Environmental and Occupational Diseases	2
MPH – 7414 Environmental Epidemiology	2
MPH – 7024 Environmental Toxicology	2
MPH – 7484 Environmental Laboratory	2
MPH – 7434 Risk Assessment	2
MPH – 7333 Research Methodology	3
SUBTOTAL	50*
ELECTIVES (5 CREDITS)	
MPH – 7032 Geographic Information Systems	2
MPH – 7701 Fundamentals of Industrial Hygiene	3
MPH – 7402 Environmental Management and Regulations	2
MPH – 7404 Environmental Health Consulting	2
MPH – 7494 Environmental Microbiology	2
MPH – 7474 Statistical Methods in Environmental Health	2
INTEGRATIVE LEARNING EXPERIENCE	
MPH – 7910 Comprehensive Exam	0
TOTAL	55

2. Integrative Learning Experience (ILE) Grading Requirement

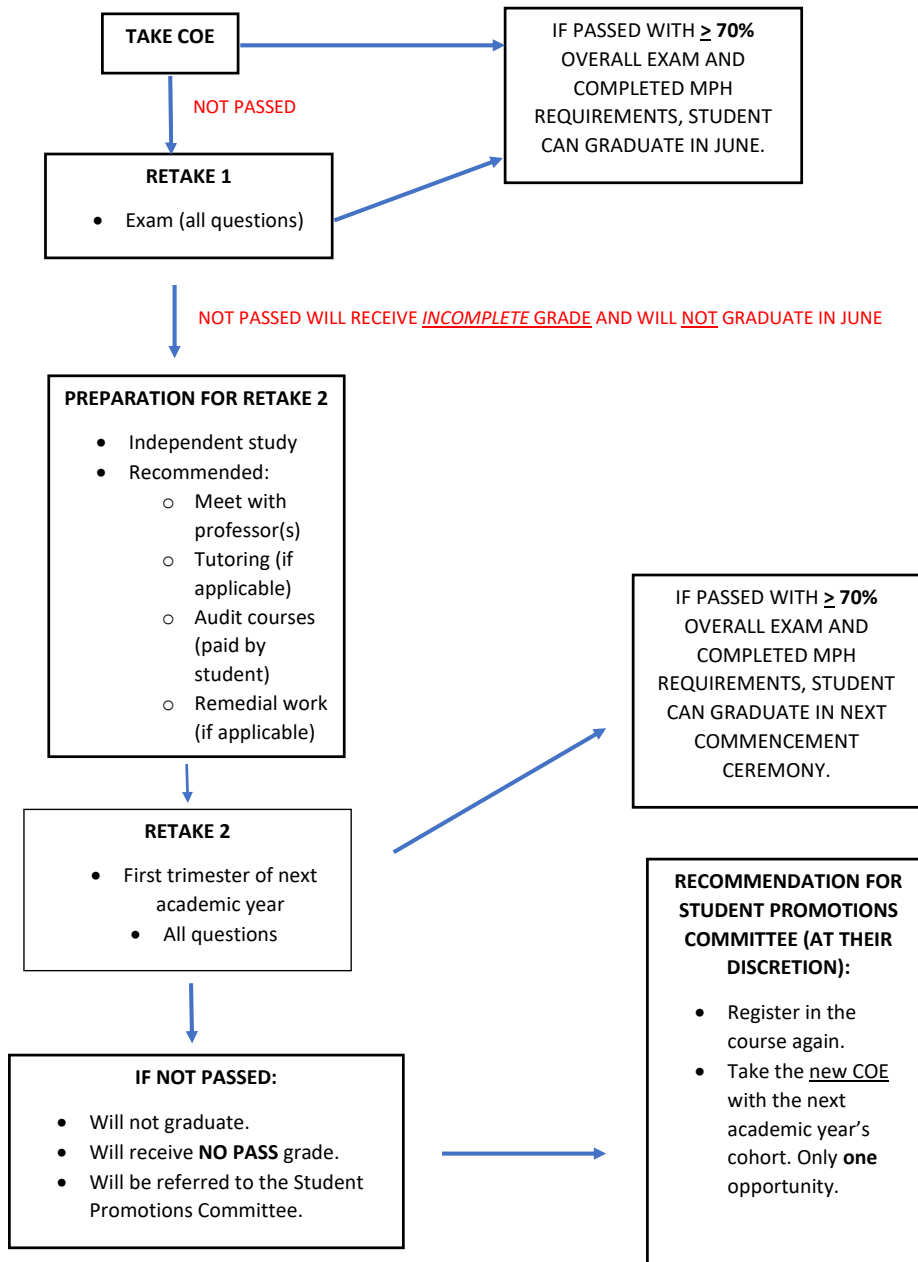
The Integrative Learning Experience (ILE) is graded on a *Pass/Fail* basis. All students are required to take and pass the overall Comprehensive Exam with a grade of 70%. Students who pass the overall exam and who complete all MPH requirements can graduate in June. Students who do not pass the first opportunity of the Comprehensive Exam have the opportunity for one retake, within the same trimester. This retake may contain different questions than the first Comprehensive Exam.

Students who are not successful on either the first attempt or the retake within the same trimester will receive an INCOMPLETE GRADE and will NOT graduate in June. Students will have the opportunity for a second retake (all questions) during the first trimester of the next academic year. This second retake may contain different questions than the first Comprehensive Exam and retake.

Students who pass the overall second Comprehensive Exam retake with 70% or better and who complete all MPH requirements can graduate in the next PHSU academic commencement ceremony. Students who obtain less than 70% overall exam in the second retake will not pass the course. Students will not be able to graduate with a No Pass on their transcript for this class and will be referred to the Student Promotions Committee.

Depending on the recommendation of the Student Promotions Committee, students may need to register again in the *Integrative Learning Experience* course during the next available trimester and may have only one last opportunity for a retake. This last opportunity may contain different questions than the previous exams. A flow chart of the retake policy can be found in below.

COMPREHENSIVE EXAM (COE) RETAKE POLICY (Rev. 051120)



3. Applied Practical Experience (APE) Grading Requirement

To graduate, the student must complete an Applied Practical Experience (APE) course, MPH 7850, consisting in 100 hours at a public health site.

1. The grading for the MPH 7850 (APE) is Pass (P) or No-Pass (NP). Obtaining NP at MPH 7850 (APE) will be required to repeat and/or retake the course(s) when available.
2. If the student fails again to Pass the course, he/she will be referred to the PHSU SPC.
3. The MPH 7850 course-passing grade is independent to the 3.00 GPA average criteria.
4. A grade of "I" (Incomplete) will only be allowed under very special circumstances as determined by the faculty member teaching that course. The student must remove the "I" (Incomplete) by the end of the next trimester or an administrative "F" will replace it.

"Incomplete work due to illness or other serious circumstances during the course will be handled according to departmental policies, which must be provided to the students in writing at the beginning of each term. Faculty are not obligated to repeat lecture/laboratory topics that were presented at scheduled times and dates" (Ponce Health Sciences University Student Policy Manual 2018-2020, p. 43).

IV. PHSU-PHP Policies & Protocols

A. Class Attendance Policy

The Public Health Program of the Ponce Health Sciences University class attendance is compulsory. Student should contact the instructor by phone or mail if they cannot attend or will arrive late. More than three non-excused session absences per course may constitute a course dismissal. The Instructor is responsible to inform Registrar office of no-show students or students with three unjustified absences for their corresponding action.

B. Cross Registration Courses Policy

Graduate courses not offered at PHSU could be taken at other institution only with permission and approval of the MPH Track Coordinator, Associate Dean for Public Health and the Dean for Health Sciences. See catalog information related to Cross Registration:

“Cross Registration Upon the approval of the Program Directors, students enrolled in a Program may take courses from another graduate Program at PHSU. The courses taken from the other Program must not be offered in their Program. A maximum of credit hours for cross registration is determined by the Program Director based on the maximum free elective courses in the Program’s curriculum. The student must be a regular student in his/her Program and in satisfactory academic progress to be able to benefit from cross registration. The process to be followed is:

- 1. Student must submit a written request to his/her Program Director with the intention with evidence of his/her status as regular student and satisfactory academic progress.*
- 2. The Program Director will consult with the other Program Director to receive authorization.*
- 3. The primary Program Director will submit a written request to the Vice President of Academic Affairs for approval or disapproval. If it is approved, copy of the approval will be sent to the Registrar’s and Financial Aid Office.*
- 4. The Program Director will inform the student of the decision.” (Ponce Health Sciences University Student Policy Manual 2018-2020, pp. 9-10).*

C. Reverse Dismissal

If the student obtained a reversed dismissal, after being sent to Promotions Committee he/she should comply with the program Satisfactory Academic Progress (SAP) for the approval of financial aid.

D. Professional Behavior Requirement (Honor Code)

The students should conduct themselves in accordance with the norms for professional conduct set forth by the Ponce Health Science University at all times. In case of unacceptable professional behavior, the corresponding Dean or the Program Chairperson will refer the case to the Promotions Committee. If the recommendation of the Student Promotion Committee is to dismiss the student, the student has the right to follow the appeal process (PHSU Catalog 2017-2020, p. 153).

“In their pursuit for academic, personal, and professional excellence, students of the Ponce Health Sciences University have adopted this Honor Code. The principles of this Honor Code are intended to aid students in maintaining a high level of ethical conduct in concordance with the educational philosophy of our institution. These are standards to enable students to determine the propriety of their conduct in relation to peers, members of the faculty, administration, and patients” (Ponce Health Sciences University Student Policy Manual 2018-2020, (p.63) & PSHU Catalog 2017-2020, (p. 69)).

Principles

- Students have the responsibility to uphold and maintain the highest degree of personal and professional integrity.
- Students are encouraged to seek appropriate counsel if deemed necessary.
- Ethical growth should be coincident with academic growth among the student body.
- To evidence the need to combine personal honor with communal responsibility the following precepts are specifically, but not exclusively, expected to guide the conduct of each member of the Ponce Health Science University student body:
 - Each student must work independently and honestly on all examinations.
 - Plagiarism is considered a major ethical offense and subject to reprimands, referrals to corresponding committees
 - Each student will be trustful and dutiful in carrying out clinical and academic responsibilities.

The success of the Honor Code depends on the personal integrity, mutual trust, and cooperation of all members of the Ponce Health Sciences University community: students, faculty, and administration.

E. Academic Probation and Financial Aid Eligibility

Any student failing to meet the grade requirement might be placed on academic probation for one trimester but will be eligible for financial aid. Students that fail to comply with grade requirements after the prescribed probation time will be referred to the Student Promotion Committee for dismissal from the program.

F. Student Promotion Committee Process & Appeal

1. Academic Issues

Students referred to the PHSU Student Promotion Committee (SPC) will have the opportunity to send a letter to be considered at the meeting with information and details related to this referral. The student also could request to have audience at the meeting with the PHSU-SPC for explaining his/her case.

Students notified that the PHSU Students Promotion Committee (SPC) decided to dismiss them from the MPH Program, or that he/she must repeat failed courses during the next academic year, will have the right to appeal the decision within seven working days after receiving the notification.

The appeal or due process presented below must be followed.

The student will appeal in writing to the Public Health Students Promotion Committee (SPC). The letter should include all relevant documentation to support the request. The Committee will evaluate the reasons and evidence submitted to determine if they would change their initial decision. The SPC has 48 hours to submit its decision to the Associate Dean for Public Health, who will notify the decision to the student.

If an Ad-Hoc Committee is appointed, they will notify the student in writing the date and time set to appealing meeting. The Ad-Hoc Committee has forty-eight (48) hours to submit a recommendation to the Dean of Curriculum and Academic Affairs. The Dean of Curriculum and Academic Affairs will consider the Ad-Hoc Committee recommendation and make the final decision within forty-eight (48) hours.

Any decision will be reported to the student in writing. The decision made by the Dean of Curriculum and Academic Affairs is final.

2. Unacceptable Professional Behavior

The Dean of Curriculum and Academic Affairs or the Executive Director of Student Affairs will refer the case to the PHSU SPC. If the recommendation of the SPC is to dismiss the student, the appeal process will include the appointment of an Ad Hoc committee to sustain or change the Dean of Curriculum and Academic Affairs or the Executive Director of Student Affairs decision. After this institutional instance, the student may appeal again to the Chancellor. The Chancellor decision, is final.

G. Reinstatement of Financial Aid

Financial Aid eligibility is contingent upon satisfactory academic progress. It is the student's responsibility to request reinstatement of financial aid.

H. Leave of Absence Policy (LOA)

“A student must request from the Registrar’s office an LOA at least 30 days prior to the LOA commencement date, unless medical circumstances require immediate authorization (e.g., automobile accident). A personal or medical leave may be authorized when a student is experiencing compelling personal and medical circumstances that are temporarily affecting his/her academic progress. The students must submit a physician’s note certifying the medical problem or reason. The total time of leave cannot exceed 180 days within a 12-month period. A student who fails to return after an authorized LOA will be academically withdrawn and a R2T4 calculation will be performed and subsequently an exit counseling instructional letter will be sent to the student. (Ponce Health Sciences University Student Policy Manual 2018-2020, p. 44).”

I. Withdrawal Policy

A student that decides to withdraw from the School must submit a letter of resignation to the President stating their reasons for the withdrawal. Once the Dean has accepted the letter of resignation, the student shall proceed as follows:

- “1. The student must obtain a withdrawal form from the Registrar's Office and fill out the required information about academic program and courses.*
- 2. The student must obtain clearance for withdrawal from the following:*
 - a. Library: The Librarian must certify that the student does not have any outstanding debt or have any library materials checked out.*
 - b. Finance Office: Must state that the student has no outstanding debts to the School before any other further step is taken.*
 - c. Financial Aid Office: Students, who have applied for or obtained any kind of financial aid or loan through the School, must attend an exit interview and obtain the signature of the Director of Financial Aid.*
 - d. Student Affairs or any other department prescribed at the Clearance form: Students must obtain the signature of each Director or Dean.*
 - e. Registrar: After all signatures, have been obtained, the Registrar will certify the student's withdrawal and make the proper entry in their records.*
 - f. The student must settle all financial obligations with PHSU or no transcripts or certifications will be issued.*
 - g. The withdrawal is allowed until the last day of class (semester/trimester), before start the final exams. (Ponce Health Sciences University Student Policy Manual 2018-2020, (p. 10) & PHSU Catalog 2017-2020, (pp. 72-73)).”*

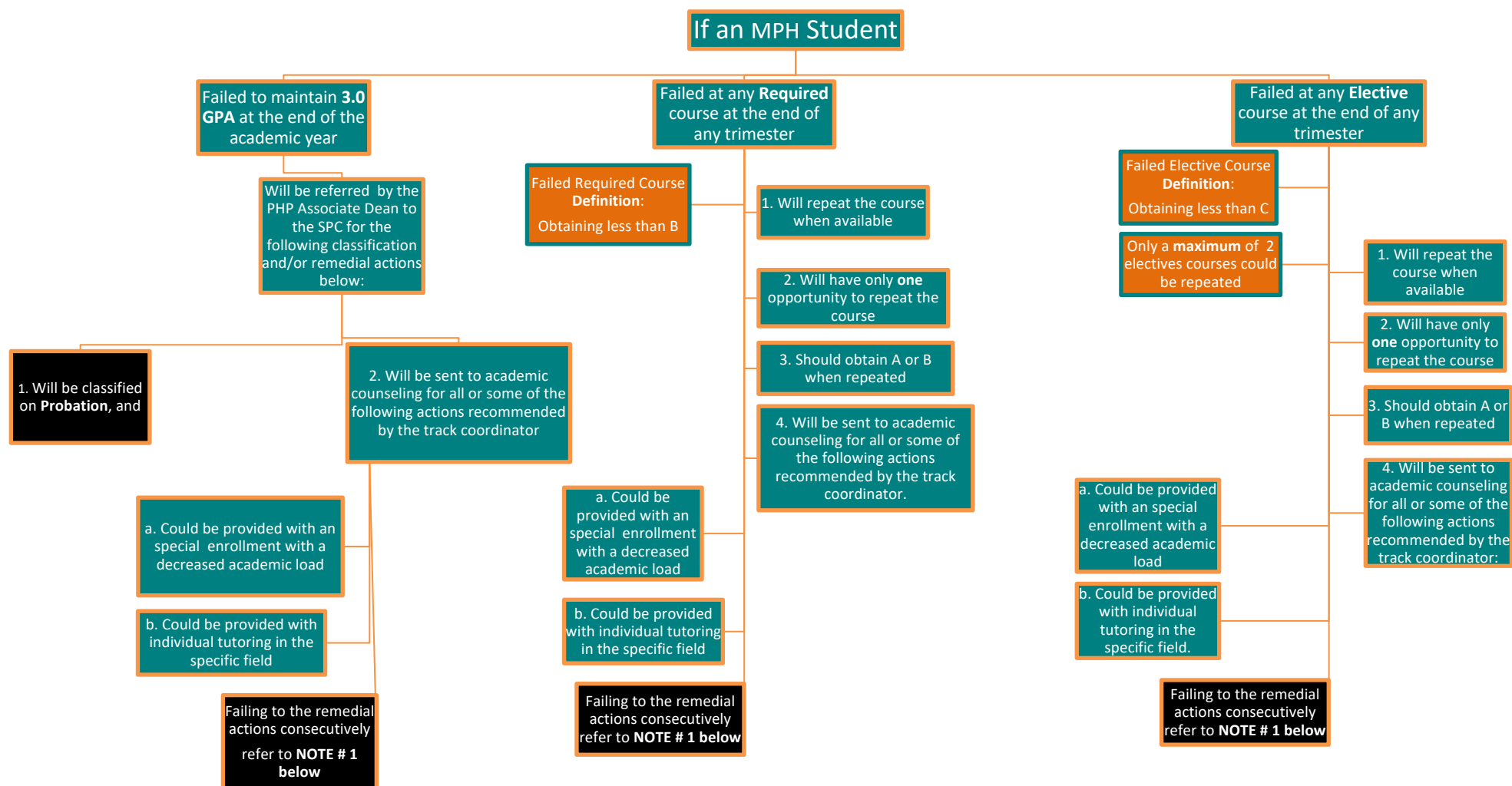
J. Enforcement

The President, the Dean for Academic Affairs and the Dean for Student Affairs, the Registrar and the Financial Aid Director will receive all pertinent data to ensure proper enforcement of the policies set forth.

MPH SAP revised on June 23, 2020

By: PHP-CC Curriculum Committee

MPH SAP ACTION FLOWCHART 2020



NOTES:

- In case that the student, after being provided with the recommended remedial actions, at the SPC or PHP level, continues to fail, he/she will be referred by the PHP Associate Dean to the SPC for his/her **dismissal**.
- When a student is in **Probation** category due to not achieving the 3.0 GPA, he/she will have one trimester to obtain 3.0 GPA **BUT** this should be checked by the SPC for the availability of the course to repeat.
- All these actions apply to the entire period as an MPH student.