

# College of Public Health

## Dean

- Edith A. Parker

## Associate Dean, Academic Affairs

- Margaret L. Chorazy

## Associate Dean, Faculty Affairs

- Jeffrey D. Dawson

## Associate Dean, Research

- Diane Rohlman

## Associate Dean, Administration

- Lori J. Cranston

## Assistant Dean, Student Services

- Scot H. Reisinger

## Director, Undergraduate Programs

- Brandi Janssen

**Undergraduate major:** public health (BA, BS)

**Undergraduate certificate:** public health

**Graduate degrees:** MHA; MPH; MS; PhD

**Graduate certificates:** agricultural safety and health; biostatistics; emerging infectious disease epidemiology; healthcare management; public health; translational and clinical investigation

**Website:** <https://www.public-health.uiowa.edu/>

## Undergraduate Rules and Procedures

### Academic Advising

First-year students directly admitted to the College of Public Health major are advised by undergraduate program staff at the College of Public Health. First-year College of Liberal Arts and Sciences (CLAS) public health interest students are advised at the university's Academic Advising Center. CLAS public health interest students who apply and are admitted to the College of Public Health are advised at the College of Public Health by undergraduate program staff. All students are required to have a conference with their advisor before registering for classes each semester.

### Application for Degree

Students who wish to be considered for graduation must submit an Application for Degree through MyUI the session before they are eligible to graduate or before the deadline date during the session in which they expect to graduate.

Students who do not graduate in the session they submitted their Application for Degree must submit another application through MyUI for the next applicable session. Students do not need to be registered to apply for a degree.

See Degree Application on the Office of the Registrar website.

### Academic Recognition

#### Dean's List

Undergraduate students in the College of Public Health who achieve a grade-point average (GPA) of 3.50 or higher on 12 s.h. or more of University of Iowa graded coursework during a given semester or summer session and who have no semester hours of I (incomplete) or O (no grade reported) during the same semester are recognized by inclusion on the Dean's List for that semester.

#### President's List

Undergraduate students in the College of Public Health who achieve a GPA of 4.00 on 12 s.h. or more of University of Iowa graded coursework and who have no semester hours of I (incomplete) or O (no grade reported) for two consecutive semesters (excluding summer sessions) are recognized by inclusion on the President's List.

#### Graduation with Distinction

Graduation with distinction recognizes high academic achievement based on grades. The Office of the Registrar certifies to the dean of the College of Public Health the names of students eligible to graduate with distinction. To be eligible for consideration, the graduate must complete the public health major at the University of Iowa. The grade-point average upon which distinction is determined includes all college-level work (cumulative UI and total) undertaken prior to the opening of the final session.

- To graduate with highest distinction, the cumulative GPA must be 3.90 to 4.00.
- To graduate with high distinction, the cumulative GPA must be 3.80 to 3.89.
- To graduate with distinction, the cumulative GPA must be 3.75 to 3.79.

#### Graduation with Honors

Graduation with honors recognizes high academic achievement based on both grades and exceptional accomplishment.

#### Honors in the Major

Students majoring in public health have the opportunity to graduate with honors in the major. To graduate with honors in public health, students must successfully complete all college requirements with a GPA of at least 3.33 in all courses for the major, in all college coursework, and in all UI coursework.

In addition, students must complete an honors thesis in CPH:4990 Mentored Independent Undergraduate Research in Public Health, where they must write a brief research proposal summarizing background and goals of honors research, defend their research proposal to a honors project faculty member and a honors advisor, conduct research, submit their honors thesis, and conclude with an oral and/or poster presentation.

Outstanding undergraduate students in the college have an opportunity to undertake independent study and to work closely with faculty members. Completion of requirements for honors in the major also will satisfy the experiential learning requirement.

## Academic Standards

### Maximum Schedule

Course schedules of more than 19 s.h. for a semester, 12 s.h. for a summer session, or 3 s.h. for a winter session require approval of the advising staff in the undergraduate program office.

### Classification of Students

Students are classified by the number of semester hours of credit they have earned toward the bachelor's degree.

Requirements	Hours
First year	0-29 s.h.
Second year	30-59 s.h.
Junior	60-89 s.h.
Senior	90 s.h. or more

### Credit and Grading

#### Credit by Examination

Students may earn up to 30 s.h. of credit by examination by taking selected tests from the College Level Examination Program (CLEP) and the Advanced Placement Program (AP) of the College Board, the Cambridge Assessment International Education (CAIE), or the International Baccalaureate Program (IB). For information about when and how to take the CLEP and AP examinations, contact the university's Office of Teaching, Learning, and Technology.

The College of Public Health has information on scores, credit, and course duplicates for all CLEP, AP, and IB tests accepted by the college. Ordinarily, credit earned through examination is applied first to the General Education Requirements. Credit also may be applied to requirements of a major, minor, or certificate, or as elective credit.

#### Credit From Other Colleges

Students who have taken courses at another institution that are similar to those approved for the public health major or the General Education Requirements may request that these courses be evaluated for transfer credit. When students apply for admission to the College of Public Health, they must submit official transcripts from each college attended along with their application for admission. After the credit has been certified by the Office of Admissions as college-level work from an accredited institution and after admission has been granted, the credit is evaluated by the undergraduate program either before or during the student's first semester of enrollment in the college.

#### Grading System

The college uses a letter grading system. A denotes superior performance, B denotes above average, C denotes average, D denotes below average, and F denotes failure of the course. Plus and minus designate gradations of performance between letter grades. Letter grades and their numerical equivalents are as follows.

A+	4.33
A (superior)	4.00
A-	3.67
B+	3.33

B (above average)	3.00
B-	2.67
C+	2.33
C (average)	2.00
C-	1.67
D+	1.33
D (below average)	1.00
D-	0.67
F (failing)	0

### Adding and Dropping Courses

Students may drop courses, except College of Law courses, any time before the deadline published in the university's academic deadline calendar. Deadlines are different for regular and off-cycle courses. See Academic Calendar on the Office of the Registrar website.

Students must obtain approval from the college that offers the course in order to request permission to add or drop a course after these deadlines.

### Auditing Courses

College of Public Health students may choose to take courses without earning credit for them (audit) with the permission of the course instructor and their advisor. Students are still charged for auditing courses. The mark of AUS (audit successful) is assigned to students registered for zero credit if attendance and performance in the course are satisfactory; if unsatisfactory, the mark of AUU (audit unsuccessful) is assigned. Courses completed with a mark of AUS do not meet any requirements nor do they carry any credit toward graduation. Auditing may not be used as a second-grade-only option.

To register for a course on an audit basis, students must obtain the instructor's authorizing signature and their advisor's signature and must register for 0 s.h. To change registration from audit to credit or from credit to audit, a change in registration form is used. These changes must be made during the period when adding courses is allowed.

### Pass/Nonpass Courses

Undergraduate students in the College of Public Health may not use courses taken P/N (pass/nonpass) to satisfy General Education Requirements, high school course requirements, prerequisite or major public health course requirements, or any course in the College of Public Health. Major public health requirements include any course that fulfills the major course requirements (including public health electives), regardless of the college offering the course. The College accepts a maximum of 15 s.h. of P (pass) credit from the University of Iowa toward the bachelor's degree and a maximum of 30 s.h. of P (pass) and S (satisfactory) grades from all sources (UI as well as transfer work) toward the bachelor's degree.

Pass/nonpass registration must be completed during the first 10 days of a fall or spring semester or the first one-and-one-half weeks of a summer session, and it requires the approval of the advisor and the instructor. For courses taken pass/nonpass, an earned grade of C-minus or higher is recorded as a P; an earned grade of D-plus or lower is recorded as an N. Pass/nonpass credit is not included in grade-point average calculations.

### Satisfactory/Fail Courses

The College of Public Health Direct Admit Seminar, Second Year Undergraduate Public Health Seminar, and Third Year

Undergraduate Public Health Seminar are offered only satisfactory/fail (S/F). A grade of F (fail) earned for these seminars does not satisfy any portion of the professional development seminar requirement.

Certain other College of Public Health courses are offered satisfactory/fail (S/F). All students registered for these courses receive one of these marks.

Semester hours of S graded coursework are not used in computing grade-point averages, but hours of F graded coursework are used. Semester hours of S graded coursework are counted as semester hours earned toward graduation; semester hours of F graded coursework do not count as semester hours earned toward graduation.

College of Public Health undergraduates may not use S graded coursework to fulfill General Education Requirements.

The college accepts a maximum of 15 s.h. of S credit from the University of Iowa toward the bachelor's degree and a maximum of 30 s.h. of S and P grades from all sources (UI as well as transfer work) toward the bachelor's degree.

### **Incomplete Grades**

Instructors may report a mark of I (incomplete) only if the unfinished part of a student's work in a course other than research, thesis, or independent study is small; if the work is unfinished for reasons acceptable to the instructor; and if a student's standing in the course is satisfactory.

Students should not re-enroll in a course for which they have an incomplete. Incomplete grades must be removed by completing the unfinished part of the work. Faculty and students are encouraged to state clearly in a written agreement how the incomplete is to be completed and the due date for the remaining work. Both the faculty member and the student should keep a record of the written agreement.

Failure to remove the incomplete before the end of the next full semester, excluding summer and winter sessions, results in replacement of the I with a grade of F, regardless of whether a student is enrolled during that semester. A grade change may be submitted to convert a grade of F to another letter grade, with the instructor's approval.

Students cannot graduate with an I mark on their record. They must either complete the course for a passing grade, or allow the Incomplete to lapse to a grade of F.

### **Second-Grade-Only Option for CLAS Public Health Interest Students**

Public health interest students must follow the rules established by the College of Liberal Arts and Sciences (CLAS). Contact the CLAS Undergraduate Programs office or consult the CLAS Academic Policies Handbook for more information.

### **Second-Grade-Only Option**

College of Public Health students may repeat up to three courses taken at the University of Iowa regardless of the grade originally earned in the course and may only be used once per class. A course may not be repeated under the second-grade-only option once it has been used as a prerequisite for a more advanced course that the student has completed successfully. The second-grade-only option cannot be used to remove a grade of incomplete, which must be removed in the usual manner.

The second-grade-only option may be used only for University of Iowa courses. A course taken at another college or

university may not be repeated at the University of Iowa under the second-grade-only option, nor may a UI course be repeated at another institution under the second-grade-only option.

Any second-grade-only options used before entry to the College of Public Health count toward the maximum of three second-grade-only options allowed.

If the course was taken for a grade the first time, it must be taken for a grade the second time.

If the course was taken satisfactory/fail the first time, a student may choose to take the course for a grade or as satisfactory/fail the second time.

Any University of Iowa course taken in any mode of delivery—during a regular semester, a summer session, an intensive session, through distance education, or through Distance and Online Education—may be repeated in the same mode of delivery or in any other mode of delivery.

Students who have been awarded a degree from the University of Iowa may not use the second-grade-only option on a course taken before the degree was awarded.

Students must register as usual for the course that is to be repeated. After the session in which the course is being repeated has begun, students must request the second-grade-only option by completing the Second-Grade-Only Option Request Form. Students must follow this procedure or both grades will be counted in their University of Iowa grade-point average.

The permanent record is adjusted by placing a pound symbol (#) next to the first grade to indicate that it is no longer being included in the grade-point-average calculation, and only the semester hours from the second registration have been counted as semester hours earned. Once placed on the record, the option may not be retracted. Graduate or professional colleges may recalculate grade-point averages using all grades visible on the permanent record.

### **Student Academic Misconduct**

Policies regarding cases of cheating or plagiarism are outlined in the Undergraduate Student Handbook; see Examples of Academic Misconduct on the College of Public Health website.

### **Academic Probation and Dismissal**

College of Public Health students are expected to meet academic standards set by the college and to demonstrate reasonable progress toward a degree. To be considered in good academic standing, students must earn a minimum cumulative public health major GPA, a minimum UI cumulative GPA, and a minimum cumulative GPA for all college work of at least 2.00, and a required University of Iowa session GPA of 1.50 or higher during any spring, summer, or fall enrollment. If a student does not meet all grade-point average conditions, then the student is placed on academic probation.

Students usually are allowed only one session to return to good academic standing. They are required to meet with an academic advisor. Students on academic probation who withdraw registration after the deadline for dropping courses may be dismissed.

The college reviews academic records for all students at the end of the fall and spring semesters. There is no review at the end of the summer session. Students are placed on probation, dismissed for unsatisfactory progress (with or

without previous probationary status), or restored to good standing only at the end of the fall and spring semesters.

Students who do not make satisfactory progress may be dismissed from the college without an intervening probationary period. Students who are dismissed from the college for unsatisfactory academic progress due to circumstances beyond their control, such as a death in their immediate family or extended personal illness, may appeal for a revocation of the dismissal. A student dismissed in January must submit a written appeal by the second day of spring semester classes. A student dismissed in May must submit the written appeal by June 15.

Students dismissed from the college for poor scholarship may appeal to re-enroll after an interval of at least one calendar year following the end of the term in which they were dismissed. A written appeal for reinstatement must be submitted to the Undergraduate Program Office. Appeals must be submitted before June 15 for reinstatement in a fall semester or before Dec. 1 for reinstatement in a spring semester.

For details, see the Undergraduate Student Handbook on the college's website.

## **Reinstatement**

Students dismissed for unsatisfactory scholarship for the first time are not permitted to register again for one year. Students dismissed for the second time may or may not be granted a second reinstatement. Requests for reinstatement must be made in writing and should be addressed to the Associate Dean for Academic Affairs, College of Public Health. Arrangements for a reinstatement interview must be made with the associate dean for academic affairs. The interview must take place between March 1 and July 1 for reinstatement for fall semester, or between Oct. 1 and Dec. 1 for reinstatement to spring semester. Late requests are deferred to the following semester.

Students who are permitted to register following dismissal are registered on academic probation and ordinarily are allowed two semesters to achieve good standing. Most reinstatements include a limit on the number of semester hours the student may take upon reinstatement. Very poor academic work in the first semester of a reinstatement, however, may result in dismissal at the close of that semester.