Student Handbook

Master of Science in Global Health, 2013-2014

Master of Science in Global Health
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ABOUT THE ECK INSTITUTE FOR GLOBAL HEALTH

The University of Notre Dame's Eck Institute for Global Health is a university-wide enterprise that recognizes health as a fundamental human right and endeavors to promote research, training, and service to advance health standards for all people, especially people in low- and middle-income countries, who are disproportionately impacted by preventable diseases.

The Eck Institute for Global Health was established in 2009 and is funded through a generous endowment from the Frank Eck, Sr. Family. The Institute brings together a diverse group of faculty, staff, and students from several different Colleges and Departments whose research and teaching address questions that are relevant to addressing health disparities. Notre Dame has a long tradition of excellence in research and training in the area of tropical infectious diseases and the biology of their arthropod vectors. The Eck Institute for Global Health seeks to build on the University's strengths in infectious diseases research and training and foster the interdisciplinary research and training that is demanded to holistically address health disparities around the world.

The Institute provides a central home for organizing and coordinating global health activities across the University of Notre Dame. It encourages partnerships and interdisciplinary research to address health problems endemic to the global poor. Training the next generation of global health researchers and leaders is undertaken at the undergraduate, graduate and postdoctoral level, including a Master of Science in Global Health program. Some examples of research and training activities supported by the Institute include:

- Health Systems Strengthening Initiative with global partners Catholic Relief Services and Catholic Health Association of the United States is a 10-year commitment to focus on 10 countries to strengthen faith-based health systems in developing countries to provide quality health care to those who need it most, reduce the burden of disease, and improve health outcomes.
- Moi Teaching and Referral Hospital in Eldoret, Kenya, via our membership in AMPATH (Academic Model Providing Access to Healthcare) to partner with faculty and students at MTRH to build capacity in basic and translational science.
- Indiana CTSI (Clinical and Translational Science Institute) provides a framework and resources to develop new biomedical tools (e.g. diagnostics, vaccines, therapeutics) to partner with other Indiana universities for the benefit of both domestic and international needs.
- Master of Science in Global Health students who learn how to work with a wide range of global health partners (e.g. non-governmental organizations, universities, ministries of health, faith-based organizations) around the world to execute their Capstone Projects.
- Global Health Research Associates, who are Notre Dame employees recruited from our Master of Science in Global Health graduates, who work to support the Health Systems Strengthening Initiative through implementation research, working closely with Catholic Relief Services at project sites (e.g. in Zambia and Haiti).
- VectorBase, which is a worldwide resource for medical vector genomics, housed at Notre Dame.

For more specific information on research activities please see information on the interests of each of the Institute's faculty members. These experts receive support from major federal funding agencies such as the National Institutes of Health, the National Science Foundation, the Department of Defense, and the United States' Department of Agriculture. They are also supported by private foundations such as the John D. and Catherine T. MacArthur Foundation, Ellison Medical Foundation, Burroughs Wellcome

Fund, and the Bill & Melinda Gates Foundation. Still others are supported by international funding bodies like the World Health Organization and the World Bank. Finally, additional funding is provided by pharmaceutical companies, the State of Indiana, private benefactors, and directly from the University of Notre Dame.

The Institute has several programs to support its members and their research:

- Graduate Student Fellowships - 2013
- Postdoctoral Fellows Training Program
- Building Multi-disciplinary Teams for Global Health Research and Training
- Travel: Research and Training Grants
- Building Institutional Partnerships

The many exceptional intellectual and academic resources on the Notre Dame campus position the Eck Institute for Global Health to make significant contributions towards the goal that all people enjoy the highest attainable standard of health.

Master of Science in Global Health

The MS in Global Health program provides science-centric training involving survey research, mathematical modeling, and some laboratory research in the emerging field of global health. The program enables students to make connections between classroom training and the real health needs of resource-poor populations around the world through hands-on experience. Science is understood in the context of its promise to improve the health of those people who are disproportionately affected by preventable diseases.

Degree Objectives

- Enable students to understand the extent and force of poverty, injustice, and the burden of disease.
- Develop students' capability to create and implement science-based solutions to complex global health challenges in resource-poor settings.
- Prepare students to enter a variety of professions within the field of global health upon graduation. Students planning to continue with further studies will find that this program broadens their perspective and gives them practical global health skills that will complement their continued learning. Students who plan to work in global health after graduation will have a core set of skills to bring to positions, both domestic and abroad.

Curricular Requirements

All students must satisfy the following to be eligible for the MS degree:

1. The completion of 32 credits of coursework (as outlined in the degree requirements below).
2. A grade of "pass" on the Capstone Project (paper and oral presentation).
3. Minimum grade point average of 3.0 on the University's 4.0 scale (letter grade "B" average).

Degree Sequence

Required Classes

Credits Required = 24

GH60545	Bioethics	2	Spring
BIOS60595	Topics in Global Health: Research Methods in Global Health Sciences I	3	Fall
BIOS60596	Topics in Global Health: Research Methods in Global Health Sciences II	3	Spring
BIOS60591	Topics in Global Health: Global Health Challenges	3	Fall
BIOS60590	Topics in Global Health: Modern Infectious Disease Epidemiology (BIOS40427)	3	Fall
BIOS60601	Global Health Colloquium	1	Fall
BIOS60601	Global Health Colloquium	1	Spring
BIOS60599	Topics in Global Health: Capstone Seminar	1	Fall
BIOS60597	Topics in Global Health: Capstone Research	2	Spring
BIOS60603	Topics in Global Health: Capstone Field Research	5	Summer

Elective Classes

Credits Required = 8**

Approved electives are categorized into different groups (science and social science). Students are required to take two from the science category and at least one from the social science category.

Fall 2013	**SCIENCE ELECTIVES**		
BIOS40420	Medical Molecular Parasitology	3	Fall
BIOS40440	A.I.D.S.	3	Fall
BIOS60565	Topics Rare Neglected Diseases	3	Fall
BIOS60570	TPC CB (Topics in Cell Biology)	3	Fall
BIOS60577	Topics in Genetics/Molecular Biology	3	Fall
GH50545	Bio-Medical Ethics, Scientific Evidence and Public Health Risk (PHIL43708)	3	Fall
GH60350	Environmental Microbiology (CE40350)	3	Fall/Spring
GH60412	Intro Systems Biology (EE40432)	4	Fall/Spring
GH60455	Medical Microbiology	3	Fall
GH60817	Healthcare Analytics	3	Fall
GH60850	Applied Probability	3	Fall
Fall 2013	**SOCIAL SCIENCE ELECTIVES**		
BIOS60592	Topics in Global Health: GH Project Management	1	Fall

BIOS60593	Topics in Global Health: Social Marketing	1	Fall
BIOS60594	Topics in Global Health: MIM Storyboard Methods	1	Fall
GH60595	International Development in Practice	3	Fall/Spring
Spring 2014	**SCIENCE ELECTIVES***		
BIOS40415	Parasitology	3	Spring
BIOS40416	Virology	3	Spring
BIOS60419	Immunology	3	Spring
BIOS60569-01	Topics in Infectious Disease: Advanced Molecular Pathogenesis	3	Spring
BIOS60569-03	Topics in Infectious Diseases: Molecular Approaches and Proteomics in Para.	3	Spring
BIOS60569-05	Topics in Infectious Diseases	3	Spring
BIOS60577	Topics in Genetics/Molecular Biology	3	Spring
BIOS60579	Topics in Parasitology and VB	3	Spring
BIOS60610	Water, Disease and Global Health	3	Spring
GH60350	Environmental Microbiology (CE40350)	3	Fall/Spring
GH60412	Intro Systems Biology (EE40432)	4	Fall/Spring
Spring 2014	**SOCIAL SCIENCE ELECTIVES***		
ANTH40825	Gender and Health	3	Spring
BIOS60549	Topics in Global Health: Global Health, Mobile Phones, and Appropriate Tech.	3	Spring
GH60595	International Development in Practice	3	Fall/Spring

*This is a tentative list- please check the MS in Global Health website or Class Search (on InsideND) for the most updated list of available classes. All special requests for courses in other departments must go through Rachel Kozak, Program Coordinator (r.kozak@nd.edu, 574-631-5617).
** Only 6 credits of 40000 level courses may count towards the requirement

Capstone Project

A cornerstone of the MS in Global Health curriculum is the Capstone Project. This project, accompanied by the Capstone classes, spans the course of the calendar year. This project will have a research or evaluative component that will require a formal research proposal and Institutional Review Board (IRB) approval to conduct field research. Most students will conduct research internationally, but domestic research is possible as well. In special circumstances, students may elect a fieldwork practicum or internship experience accompanied by a scholarly paper instead. You must receive departmental approval for this. The student, Faculty Supervisor, and the MS in Global Health program will agree upon the Capstone Project in the first semester.

Developing Your Project

Your global health field experience may take place in an underserved community in the United States or internationally. In your Capstone Seminar you will receive a list of possible projects with Notre Dame faculty or other community partners. We are also open to discussing new ideas or existing relationships you may have with a partner organization.

Students will meet individually with a program advisor to narrow possibilities for their Capstone Project

and fieldwork. As a starting point, students should ask themselves:

- Where do I want to work?
- What topic(s) would I like to focus on for my research?
- Is there a researcher or community partner with whom I would like to work?

Take time to look at research the EIGH faculty are engaged in around the world (http://globalhealth.nd.edu/research-members/faculty/). Search the wider faculty at Notre Dame if you have a particular topic area you are interested in. We will also help direct you to faculty whose work may fit your interests. Each student must have a Faculty Supervisor for his/her Capstone Project.

As you think about what you would like to do for your Capstone project, read as much as you can about the areas/topics/etc. that you are considering. Talk to people who may have some insight about those areas/topics/etc. Where do your skill sets fit into the needs of a given project? Is your project feasible in the given timeframe? Are you willing to prepare yourself for the culture/language/etc.? Keep other ethical considerations in mind as well. Is this research something that will benefit the community you are going to? Is it applicable in the larger global health context?

Ideally, the Capstone Project will not only be an interesting learning experience for the student, but also a worthwhile project that supports faculty research or contributes to a global health organization. Each student will meet with the Assistant Director of Global Health Training individually to discuss research interests, geographic preferences (possibly based on becoming more fluent in a specific language), potential faculty with whom to collaborate, and possible host institutions with which to partner for the Capstone Project.

Once a faculty member is identified and agrees to be the Capstone Supervisor, it is the student's responsibility to set up a meeting and project timeline with their supervisor. It is expected that the student will work closely with the supervisor throughout the research process and in the submission of their final Capstone Project paper. Each student will convene a Defense Committee comprised of at least three individuals, two of who must be Notre Dame faculty. The student will submit a proposal to their Defense Committee near the end of the Fall Semester in order to gain feedback in the development of their project. The Director or Assistant Director of the MS in Global Health Program may not serve as one of these three individuals on the Defense Committee.

Format and Submission of Capstone Project

Capstone Projects must be documented in writing according to the guidelines give in the Graduate School Handbook (http://graduateschool.nd.edu/assets/4700/dt_formatting_guide.pdf). Some sections of this handbook do not apply to MS in Global Health students. This will be discussed further in the Capstone Seminar. Please also refer to the writing resources on the Capstone Seminar Library page for guidance on formatting (http://guides.library.nd.edu/course-guide/280-BIOS68550?tab=2074).

The Capstone Project paper must be submitted to the Defense Committee one week prior to the student's scheduled oral defense of his/her Project. The supervisor must approve the Capstone Project paper before it is shared with the rest of the Defense Committee for review.

Defense of Capstone Project

The written paper and oral presentation will be reviewed on the basis of the scholarly content. Thirty minutes will be allotted to each student for his/her oral presentation, and another 30 minutes will be available for questioning and deliberation by the committee. The oral presentation will be open to the public. Deliberation by the Defense Committee will take place in private after the open defense. The committee will offer professional guidance to the student at the end of the process. The Director or Assistant Director of the MS in Global Health program will serve as the Outside Chair for the committee, ensuring that the defense process runs smoothly.

The scholarly aspects of the Capstone Project will be evaluated on the student's ability to apply his/her analytical skills to complex problems/issues in global health as they relate to the project. The Defense Committee will be probing for the breadth and depth of the student's understanding of the underlying science/technology and to the application of solutions in resource-constrained environments. Following the presentation, the committee will deliberate on the student's written and oral performance and assign a final score. The score will be based 75% in the written paper, and 25% on the oral presentation. The scores are:

> Pass with Distinction – The student demonstrated a superb understanding of his/her Project topic, was able to clearly articulate their understanding in both written and oral presentation formats, and has firmly grasped the potential as well as the constraints to applying the appropriate methods/technologies in specific environments/communities. The written paper does not require revisions.
>
> Pass – The student demonstrated a thorough, but not necessarily nuanced, understanding of his/her Project topic, was able to effectively articulate their understanding in both written and oral presentation formats, and had an appreciation for the potential, as well as the constraints, of applying the appropriate methods/technologies in specific environments/communities. The written paper may require minimal revisions.
>
> Fail – The student did not address his/her Project topic in a scholarly or complete manner, or was unable to articulate his/her understanding of their Project topic or general global health topics. Students who receive a "Poor" rating may be required to address the comments of the committee in a revised Project to be submitted, defended and reviewed. If the Faculty Committee determines that the Project is not revisable to a satisfactory level, the student will fail.

The final grade for the summer Capstone Field Research class (5 credits) will be determined 75% on the above score and 25% on requirements of the class itself (details discussed in class) following fieldwork.

Capstone Timeline

As you develop your Capstone Project, it is important to keep in mind the following time line:

- In the first semester you will primarily work with the program to identify a Faculty Supervisor and direction for your Capstone Project
- In the second semester you will primarily work with your Faculty Supervisor on your research, writing, and preparation for your field experience. You will continue to work with the MSGH Program on logistics and requirements for your field experience. 75% of your Capstone Research

grade for this semester will be based on the work with a Faculty Supervisor. 25% will be based on program/class requirements.

- In the summer semester you will spend May and June in the field conducting your research or practicum. You will return to campus in July to complete the write up of your Capstone Project and attend a few class sessions.

Students' Capstone Project defenses will take place the second and third week of July. Summer graduation is the last Saturday in July. Though there is no ceremony provided by the University, the program will hold a private ceremony for graduates. Families, friends, and faculty are encouraged to attend.

Each student will develop a detailed timeline for the Capstone Project and field experience.
Below is a very basic timeline. A more detailed timeline and outline of requirements and due dates will be covered in the Capstone Seminar.

- September — Meet with Assistant Director to discuss possibilities for Capstone Project
- October — Finalize Capstone Project Faculty Supervisor and topic
- November — Select Defense Committee
- December — Submit proposal for Capstone to Defense Committee / Field site finalized
- March — Travel requirements finalized; IRB submitted
- May - June — In the field
- July — Finalize projects, defend and graduate!

Field Work

Travel Awards

The Master of Science in Global Health program will facilitate field placements by providing a Travel Award. To apply for these funds, a student must develop a field experience budget (to include costs of meals/incidentals, lodging, translators, vaccinations, research costs, and in-country travel) that is approved by the Assistant Director of Global Health Training. The program will provide 20% of the most recent per diem allowance rate for meals/incidentals by country as posted on the U.S. Department of State web site (http://aoprals.state.gov/content.asp?content_id=233&menu_id=78; see column G). Final award amounts will be based on the approved budget and will be issued in March. Once the budget has been approved and the travel award has been made, students are not eligible for further funding.

As part of your travel award, you are required to meet the following guidelines:

- Purchase your ticket through Anthony Travel by the required deadline
- Complete all required immunizations by the required deadline
- Complete all of the required paperwork (to be discussed further in Capstone Research class)
- Submit a weekly journal – email to Assistant Director for Global Health Training and your Supervisor

Travel procedures and information

Careful planning for the logistics of your trip abroad – both project plans as well as personal plans – will help ensure the success of your field experience. Travel logistics, including travel arrangements, housing, finances, communication and language, health and safety, and even packing are important to plan for early. Below is an outline of logistical considerations to serve as recommendations based on experiences

of students who have done a variety of projects around the globe.[1] Logistical considerations vary according to project type and location, so please use these recommendations with your specific situation in mind.

Passports and Visas

If you do not already have a passport, apply for a passport as early as possible. The U.S. State Department (http://travel.state.gov/passport/passport_1738.html) has information on costs, processing timelines, filing requirements, and FAQs for U.S. passports. U.S. passports can be conveniently acquired at the U.S. Post Office on campus.

It is the responsibility of the student to be aware of visa entry and exit requirements for the country of travel. Determine what requirements you need as soon as you have selected a field site as these documents can sometimes take weeks to months to secure. Visit this website to determine visa requirements but also contact your in country partner to see if you will need additional permits or documentation during your field research.

http://www.travel.state.gov/visa/

Country specific information is available for every country in the world. These pages include information not only about visa requirements, but also on locations of the U.S. embassy or consulate in the subject country, unusual immigration practices, health conditions, minor political disturbances, unusual currency and entry regulations, crime and security information, and drug penalties.

Another useful resource for foreign embassies in the U.S.: http://www.embassy.org/embassies/
Citizens of nations other than the U.S. should contact the embassy of the host country to learn the proper protocol necessary to obtain a visa.

Plane Tickets

You are responsible for purchasing your own plane ticket, however, you must purchase it through Anthony Travel (University-approved travel agency). Anthony Travel provides additional services that are helpful with international travel, including helping you to rebook your flights if a connection is missed or a flight is canceled.

Unless otherwise noted, the Travel Award will cover the cost of a round-trip ticket from the initial city/airport of departure, to the site placement, and back to original point of departure. Fees, transportation, and hotel as a result of flight changes or missing connections; baggage fees; difference in airfare resulting in non-roundtrip travel; local/within site country travel; and extraneous travel are the expense of the students.

It is important to discuss and confirm dates and travel plans with your mentor and site placement. We must receive dates and travel forms in our office by **March 24, 2014**. Any delays in its submission due to planning of extra travel may be expensed to the student.

1. Discuss with host institution and decide on preferred range of dates.

[1] Adapted from 'Student Handbook for Global Engagement', University of Michigan Center for Global Health.

2. Please contact the designated travel agent in early March to arrange travel. You will need to provide your name as it appears on your passport, your date of birth, and your passport number. The travel agent will create proposed itineraries, which will be shared with the student and the program for approval. Travel agent contact information is: Marcia Fewell, phone 574-284-4758 or email marciafewell@anthonytravel.com
3. Return the Travel Form to Rachel Kozak (r.kozak@nd.edu, 574-631-5617) at 107D Galvin Life Science Center as soon as dates are confirmed with a copy of the inside photo pages of your passport and a copy of your electronically issued ticket.

Travel Safety Information

The **US Department of State** (http://www.state.gov/r/pa/ei/bgn/) provides background notes on all countries through the link listed above. Please visit the Department of State site to access country specific information including facts about the land, people, history, government, political conditions, economy, and foreign relations of independent states, some dependencies, and areas of special sovereignty. You may also sign up for free email updates for your country at the above noted link.

The State Department's Office of American Citizens Services and Crisis Management (ACS) administers the Consular Information Program, which informs the public of conditions abroad that may affect their safety and security. Please visit http://travel.state.gov/travel/travel_1744.html for country specific information, Travel Alerts, and Travel Warnings are vital parts of this program. Their main page contains a great deal of information that you may find helpful.

Always use your best judgment regarding your safety. Discuss safety with your in-country partners and hosts to be aware of any general safety concerns. Also be sure to register with the nearest U.S. Embassy office in your host country. By doing so, you are on a list of people the Embassy contacts if there are anticipated challenges.

Communications

You may wish to purchase a phone locally to maintain communication with your in country partners as well as stay connected back at home. This is often a low cost investment. Discuss with your hosts to determine if this is something you may need.

Health Information

As part of travel orientation, University Health Services will be providing an overview on health concerns and preventive measures you should take while traveling abroad. **Additionally, each student will meet individually with the Travel Nurse to review personal immunization history and the necessary immunizations you will need for your destination country.** Any vaccinations needed for international travel can be obtained through Health Services.

Please contact University Health Services (574-631-0616) no later than February 1st to set an appointment with the Travel Nurse. In addition, please visit the **Centers for Disease Control and Prevention** travel website for health information on the country you are visiting: http://wwwnc.cdc.gov/travel/. CDC Travelers' Health offers information to assist travelers and their health-care providers in deciding the vaccines, medications, and other measures necessary to prevent

illness and injury during international travel. Choose the "Destination" tab at the top of the page and find your country on the drop down menu.

Travel Health Insurance and Evacuation Insurance

All students are required to have international health and emergency evacuation insurance during his/her field experience. You must acquire international insurance coverage through the University of Notre Dame's recommended HTH Worldwide Insurance carrier. Medical evacuation insurance is included in this coverage. You will work with the Program Coordinator to set this up in March.

You may be covered internationally though you or your existing medical/health insurance. If so, you may also choose to include supplement insurance plan to be kept on file with us in case of emergency during your placement.

****Additional information will be discussed during class meetings in the Capstone Seminar and Capstone Research classes.**

Grades

MS students must maintain a 3.0 or "B" average on the University of Notre Dame's 4.0 grading scale. ***Students whose GPA falls below 3.0 will be placed on academic probation.***

The Grade Point Average (GPA) weights grades for graduate students as follows:

A	4
A-	3.667
B+	3.333
B	3
B-	2.667
C+	2.333
C	2
F	0
I	"Incomplete" – counts as 0 pending removal of the incomplete grade
NR	No grade reported
S	No points – this is a "Satisfactory" grade
U	No points – this is an "Unsatisfactory" grade
V	No points – this indicates "Audit" status
W	No points – the student withdrew from the course

Students will be unable to graduate with the MS degree if their grade point average for all Notre Dame courses is less than 3.0. A student is subject to dismissal if the student's GPA falls below 2.5 in any semester, or below 3.0 for two consecutive semesters.

Academic Integrity

Integrity in scholarship and research is an essential characteristic of academic life and social structure in the University. Any activity that compromises the pursuit of truth and the advancement of knowledge taints intellectual effort and undermines confidence in the academic enterprise. A commitment to honesty is expected in all academic endeavors.

The procedures for ensuring academic integrity in the Graduate School are distinct from those in the Undergraduate Honor Code.

What constitutes a violation of academic integrity? Violations of academic integrity may occur in classroom work and related academic functions or in research/scholarship endeavors. Classroom-related misconduct includes the use of information obtained from another student's paper during an examination, plagiarism, submission of work written by someone else, falsification of data, etc. Violation of integrity in research and scholarship includes deliberate fabrication, falsification or plagiarism in proposing, performing or reporting research, or other deliberate misrepresentation in proposing, conducting, reporting, or reviewing research. Misconduct does not include errors of judgment, errors in recording, selection or analysis of data, differences in opinion involving interpretation, or conduct unrelated to the research process. Misconduct includes practices that materially and adversely affect the integrity of scholarship and research.

What is the process in the event of a suspected violation of academic integrity? Any person who has reason to believe that a violation of this policy has occurred shall discuss it on a confidential basis with the Director of the Program. If a perceived conflict of interest exists between the Director and the accused, the Director of Academic Programs shall be notified of the charge. The Director of the Program (or his/her designee) shall evaluate the allegation within 10 working days. If it is determined that there is no substantial basis for the charge, then the matter may be dismissed with the fact of the dismissal being made known to the complainant and to the accused if he or she is aware of the accusation. A written summary of charges, findings, and actions shall be forwarded to the Dean of the Graduate School as a matter of documentation. Otherwise, the Director of the Program will select an impartial panel consisting of three members, one of whom may be a graduate student at the discretion of the Institute, to investigate the matter. The Director of the Program will inform the accused of the charges. The panel will determine initially whether to proceed directly to a hearing to further investigate the case, or to dismiss the charges.

Hearings on academic integrity: If the panel decides to proceed directly to a hearing, the hearing will be held within 10 working days of the original notification. If the panel decides that further investigation is necessary, it shall immediately notify the Director of the Program. If it decides that a hearing is not warranted, all information gathered for this investigation will be destroyed. The utmost care will be taken to minimize any negative consequence to the accused.

The accused party must be given the opportunity to respond to any and all allegations and supporting evidence at the hearing. The response will be made to the appointed panel. The panel will make a final judgment, recommend appropriate disciplinary action, and report to the Director of the Program in writing. The report will include all of the pertinent documentation and will be presented within 30 working days after meeting with the accused. Copies of the report are to be made available to the accused, the Director of the Program, and the Dean of the Graduate School.

If a violation is judged to have occurred, this might be grounds for dismissal from the University or other measures short of dismissal, such as withdrawal of funding and/or withdrawal of a student's internship; research/scholarship violations might be reported to the sponsor the research effort, if appropriate.

Can a student appeal the decision made at the hearing? If the student chooses to appeal, he or she must address the appeal in writing to the Dean of the Graduate School within 10 days of notification of the student of the decision. The student has the right to appear before the Dean or his/her delegate. The Dean may decide to appoint an ad hoc committee to handle this appeal, if deemed necessary.

Academic Freedom, Respect and Tolerance

The Eck Institute for Global Health and the University of Notre Dame are committed to the free expression and interchange of ideas. Such freedom can only flourish in atmosphere in which respect for persons of all racial, ethnic, religious, gender, sexual, national, and political backgrounds is guaranteed. As such, the Institute assumes an attitude of tolerance toward all persons and viewpoints in the MS program, and expects civility in all circumstances on the part of students, faculty, staff, and fellows. The Institute abides by University policies prohibiting sexual and discriminatory harassment and harassment in general, on and off campus. For details on policies, please see *duLac*, available online at http://orlh.nd.edu/dulac/index.html.

Further Notes on University of Notre Dame Policies

a. **Degree Eligibility**. Failure to complete all requirements for the master's degree within three years results in forfeiture of degree eligibility.
b. **Admission to Candidacy**. Students formally apply for admission to candidacy for the MS degree by submitting an online application to the Graduate School office. Admission to candidacy is a prerequisite to receiving any graduate degree at the University of Notre Dame. Forms will be provided to MS students at the appropriate time, and the deadline for submission of forms will be published in the Graduate School Calendar for the year of graduation.
c. **Transfer Credits**. The Program may accept graduate-level work completed at another accredited university toward meeting its degree requirements. A student may transfer credits earned at another accredited university only if (1) the student is in degree status at Notre Dame; (2) the courses taken are graduate courses appropriate to the Notre Dame program and the student had graduate student status when he or she took these courses; (3) the courses were completed within a five-year period prior to admission to a graduate degree program at Notre Dame or while enrolled in a graduate degree program at Notre Dame; (4) a grade of "B" (3.0 on a 4.0 scale) or better was achieved; and (5) the transfer is recommended by the Director of Academic Programs and approved by the Graduate School. These five requirements also apply to the transfer of credits earned in another program at Notre Dame. The University considers a request for credit transfer only after a student has completed one semester in a Notre Dame graduate program and before the semester in which the graduate degree is conferred. The university of origin must submit two transcripts directly to the Notre Dame Graduate School. Credits not earned on the semester system, such as trimester or quarter hour credits, will be transferred on a pro-rata basis. A student transferring from an unfinished master's program may not transfer more than 6.0 semester credit hours into a Notre Dame master's program. If the student has completed a master's or PhD program, he or she may transfer up to 9.0 semester credit hours to a Notre Dame master's program. No grades of transferred credit are included in the calculation of a student's grade point average.
d. **Enrollment**. We expect students in our program to be enrolled full-time for two regular (fall and spring) and one summer semesters. There is no provision for non-consecutive study towards the MS other than through a leave of absence.
e. **Leave of Absence**. For exceptional reasons and on the recommendation of the Institute, a student in good academic standing may request a leave of absence for a maximum of two consecutive academic semesters. A written request for a leave of absence must be made before the semester in which the leave is to be taken, and the leave must be formally approved by the Graduate School. If, for some urgent reason, the student is allowed to leave the University after the beginning of the semester, the withdrawal procedure below must be followed. If at the end of such a leave of absence the student does not return, the student is considered terminated and application for readmission is required if the student wishes to return. In the case of a medical leave of absence, clearance from the University Health Center is required prior to readmission. The first step in applying for a leave of absence is consultation with the Director of Academic Programs. The leave of absence form can be found here: http://registrar.nd.edu/LOA_Request/form.html
f. **Withdrawal**. To withdraw from the University before the end of a semester, a student must inform the Program in writing as well as complete a Notice of Withdrawal (for the

withdrawal form, see http://registrar.nd.edu/Separation_Form/form.html). Upon approval of the withdrawal, the University enters a grade of "W" for each course in which the student was registered. If a student drops out of the University without following the procedure described here, a grade of "F" is recorded for each course. The credit for any course or examination will be forfeited if the student interrupts his or her program of study for five years or more. The University reserves the right to require the withdrawal of any student when academic performance, health status or general conduct is judged clearly detrimental to the best interests of either the student or the University community.

g. **Maximum Course Load**. During each semester of the academic year, a graduate student should not register for more than 15 credit hours of graduate courses, i.e., the 60000 through 90000-level courses. In the summer session, a graduate student should not register for more than 10 credit hours. Any exceptions to this rule must be approved by the Director of Global Health Training and the Graduate School.

h. **Changes in Student Class Schedules.** A student may add courses only during the first seven class days of each semester. Courses may be added after this time only upon the recommendation of the Director of Global Health Training and with the approval of the Graduate School. A student may also drop courses during the first seven days of the semester. To drop a course after this period and up to the mid-semester point (indicated on the Graduate School calendar), a student must have the approval of the Director of Global Health Training and the Graduate School. A course may be dropped after the mid-semester point only in cases of serious physical or mental illness. Courses dropped after the mid-semester point will be posted on the student's permanent record with the grade of "W." A course taken for credit can be changed to an audit course after the mid-semester point also only in cases of serious physical or mental illness.

i. **Full and Part Time Students**. A full-time student is defined as one who registers for at least nine credits hours per semester while on campus. All students are expected to maintain full-time status and to devote full time to graduate study.

j. **Official Transcripts**. Official transcripts of grades may be obtained without charge from the Office of the University Registrar by submitting the appropriate form. Grades are recorded on the transcripts as described in the section on Grading, above. The grades of "S" and "U" (satisfactory and unsatisfactory) are used in colloquia students might participate in through other departments, special workshops, directed studies, and internship experiences. These courses do not count in the computation of the GPA. The grade of "V" appears where a class has been audited (in which a student sits in on the class but does not take tests or receive grades or credits). "W" is given for withdrawal after the mid-semester point, as described above.

k. **Incompletes**. A graduate student may receive the temporary grade of "I" when, for reasons approved by the Director of Global Health Training, he or she has not completed the requirements for a graduate level course within the semester period. A student who receives the temporary grade of "I" must complete the coursework for a grade within thirty days of the last day of class for that semester. Should the student not complete the coursework to remove an "I" grade, the incomplete grade will convert to an "F" (failing). An "I" cannot be given in the final semester of the program. The Program and the Graduate School may review the performance of a student who receives more than one "I" in a semester or an "I" in two or more semesters to determine his or her eligibility for continued enrollment and support. Note that the grade of "I" should be requested only in extraordinary circumstances; the Eck Institute does not consider the "I" an advisable option for graduate students in our intensive MS program.

l. **Academic Good Standing**. Continuation in a graduate degree program at Notre Dame, admission to degree candidacy, and graduation require the maintenance of at least a 3.0 (B) cumulative Grade Point Average. A student may be dismissed from the MS in Global Health program or the Graduate School of the University of Notre Dame if in any one semester the GPA is below 2.5 or if the GPA is below 3.0 for two consecutive semesters. An adequate GPA is only one of the factors taken into consideration in determining a student's continued participation in the program. Each graduate student's overall performance is also evaluated on the basis of regular participation in classes and program activities and progress toward meeting degree requirements. If student performance in any of these categories is deemed unsatisfactory by the Director of Global Health Training, in consultation with relevant faculty and the Director of the Eck Institute for Global Health, the Program reserves the option of dismissing a student from the graduate program. A student at risk of dismissal will receive a warning letter and, depending on the situation, may be asked to submit a written plan of response. The student then has the remainder of the current semester and up to one month beyond to demonstrate satisfactory performance. A second letter would be a letter of dismissal.

m. **Appeal Procedure.** The purpose of the appeal procedure is to afford graduate students the opportunity to resolve complaints dealing with academic issues such as dismissal from graduate standing, placement on probationary status, denial of readmission to the same program (if the student was previously in good standing), and other departmental decisions that terminate or impede progress towards the degree.

   Please note that this procedure is not to be used to address issues of discriminatory harassment (see *du Lac* student handbook*),* of academic fraud (see 'Academic Integrity' section of this guide and the Graduate School Bulletin of Information), or for disability-related grievances (see *du Lac* student handbook).

   The student must first attempt resolution within the Program through the following procedure: If a student wishes to file a complaint, she/he should submit a letter outlining the nature of the grievance with relevant details to the Director of Global Health Training. If the student's grievance concerns the Director of Global Health Training, the student may direct the letter to the Director of the Eck Institute for Global Health. The Director of the Institute will respond to the complaint within 10 days of receipt of the letter.

   If a mutually satisfactory resolution cannot be reached at the departmental level, the complaint may be brought to the Graduate School according to the procedure outlined here:
   http://graduateschool.nd.edu/assets/9047/info_appeal_procedure.pdf

   Note: Grade disputes are not formally appealable through the grievance process. If a student believes that a grade was calculated incorrectly, he or she may discuss the matter with the professor of the course.

Note on Discrepancies

Where there may be an inadvertent discrepancy between this manual and the Graduate School Bulletin of the University of Notre Dame, the Bulletin takes precedence. Students are urged to consult the

Bulletin for further information on specific topics summarized in this set of guidelines, and for further information on being a graduate student at the University of Notre Dame.

Eck Institute for Global Health Faculty

Full descriptions of Eck Institute for Global Health faculty are available on our website at http://globalhealth.nd.edu/research-members/faculty/

COLLEGE OF SCIENCE

Department of Biological Sciences

Nicole Achee, Assistant Research Professor
Elizabeth Archie, Assistant Professor
Susanta Behura, Research Assistant Professor
Gary Belovsky, Professor and Gillen Director of UNDERC
Nora Besansky, Professor
Joseph Bock, Director of Global Health Training, EIGH
Patricia Champion, Assistant Professor
Frank Collins, Professor
Karen Imgrund Deak, Assistant Professor of the Practice
Crislyn D'Souza-Schorey, Associate Professor
Giles Duffield, Assistant Professor
Jeffrey Feder, Professor
Michael Ferdig, Associate Professor
Malcolm Fraser, Professor
Kristin Hager, Associate Teaching Professor
Kasturi Haldar, Professor
Lacey Haussamen, Assistant Director of Global Health Training, EIGH
Jessica Hellmann, Associate Professor
Hope Hollocher, Associate Professor
Christopher Jerde, Research Assistant Professor
Shaun Lee, Assistant Professor
Neil Lobo, Research Assistant Professor
David Lodge, Professor
Mary Ann McDowell, Associate Professor
Edwin Michael, Professor
Marie Denise Milord, Assistant Professional Specialist
Miguel Morales, Assistant Professor
Akio Mori, Research Associate Professor
Joseph O'Tousa, Professor
Michael Pfrender, Associate Professor
Ben Ridenhour, Assistant Professor
Jennifer Robichaud, Assistant Teaching Professor
Jeanne Romero-Severson, Associate Professor
Zachary Schafer, Assistant Professor
Jeff Schorey, Professor, Associate Director, EIGH
David Severson, Professor, Director EIGH

Tom Streit, CSC, Research Assistant Professor
Zainulabueddin (Zain) Syed, Assistant Professor
Katherine Taylor, Research Professor, Director of Operations, EIGH
Michelle Whaley, Teaching Professor

Department of Applied and Computational Mathematics and Statistics

Steve Buechler, Professor, Department Chair
James Delaney, Assistant Professor of the Practice
Roya Ghiaseddin, Associate Professor of Practice
Bei Hu, Professor
Fang Liu, Assistant Professor
Yongtao Zhang, Associate Professor

Department of Chemistry & Biochemistry

Matthew Champion, Research Assistant Professor
Mayland Chang, Professional Specialist
Patricia Clark, Associate Professor
Holly Goodson, Associate Professor
Paul Helquist, Professor
Amanda Hummon, Walther Cancer Assistant Professor
Marya Lieberman, Associate Professor
Marvin Miller, Professor
Shahriar Mobashery, Professor
Olaf Weist, Professor

COLLEGE OF ENGINEERING

Department of Aerospace and Mechanical Engineering

Arezoo Ardekani, Assistant Professor
Philippe Sucosky, Assistant Professor

Department of Chemical & Biomolecular Engineering

Paul Bohn, Schmitt Professor
Hsueh-Chia Chang, Bayer Professor

Department of Civil Engineering & Geological Sciences

Joshua Shrout, Assistant Professor

Department of Computer Science & Engineering

Nitesh Chawla, Assistant Professor, Director iCeNSA
Scott Emrich, Assistant Professor
Jesus Izaguirre, Associate Professor
Greg Madey, Research Professor
Tijana Milenkovic, Assistant Professor
Erliang Zeng, Research Assistant Professor

COLLEGE OF ARTS AND LETTERS

Department of Anthropology
Agustin Fuentes, Professor
Vania Smith, Assistant Professor

Department of Economics
William Evans, Keough-Hesburgh Professor of Economics

Department of Sociology
Terence McDonnell, Kellogg Assistant Professor of Sociology

Department of Theology
Celia Deane-Drummond, Professor
Gerald McKenny, Associate Professor

INSTITUTE FOR GLOBAL DEVELOPMENT
Juan Carlos Guzman, Monitoring and Evaluation Specialist

INSTITUTE FOR LATINO STUDIES
Karen Richman, Director, Concurrent Associate Professional Specialist

INTERDISCIPLINARY CENTER FOR NETWORK SCIENCE & APPLICATIONS
Waldo Mikels-Carrasco, Community Health Research Program Manager

CENTER FOR RESEARCH COMPUTING
Jarek Nabrzyski, Director, Center for Research Computing

INDIANA UNIVERSITY SCHOOL OF MEDICINE
Karen Crowden Dahl, Assistant Professor
Molly Duman Scheel, Associate Professor
Robert Stahelin, Assistant Professor
Tracy Vargo-Gogola, Assistant Professor