



# AUGUSTA UNIVERSITY

**School of Public Health  
Master of Public Health Program**

## **STUDENT HANDBOOK**



**Preparing Leaders Who Can Promote the Health of Populations**

Updated July 2026

This handbook was prepared to communicate information and policies that are specific to the Master of Public Health (MPH) Program in compliance with policies from Augusta University (AU), Augusta University Online (AUO), the School of Public Health (SPH) and The Graduate School (TGS).

Policies apply to all students enrolled in the MPH Program. In addition, students should refer to the applicable AU, AUO, SPH and TGS policies as well as applicable state and federal guidelines, as provided in the Policies and Regulations section of this handbook.

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AUO Student Support Services	<a href="mailto:auosuccess@augusta.edu">auosuccess@augusta.edu</a>
Registrar’s Office	706-446-1430
Office of Student Financial Aid	706-737-1524
Student Health Services	706-721-3448
Greenblatt Library – Health Sciences Campus	706-721-3441
Reese Library – Summerville Campus	706-737-1744
JagCard – Summerville Campus	706-731-7080
Parking & Transportation – Health Sciences Campus	706-721-2953
Parking & Transportation – Summerville Campus	706-729-2090
Public Safety	706-721-2914
Emergency Services	706-721-2911

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# MPH Program at Augusta University

## Our Mission

The mission of the Master of Public Health (MPH) Program at Augusta University (AU) is to study major challenges of contemporary public health and to prepare health professionals, scientists, and leaders for proficient application of interdisciplinary knowledge and skills of disease prevention, health care improvement, scientific research, and health promotion in diverse communities.

## Our Vision

We envision an MPH program that improves understanding of contemporary health problems and becomes recognized as a champion for health and health equity in Georgia and nationally.

## MPH Program Values

Consistent with the program mission, and with the ideals expressed in [institutional value statements](#), the AU MPH Program seeks to implement the following six core values:

**Collegiality** – reflected in collaboration, partnership, sense of community, and teamwork.

**Compassion** – reflected in caring, empathy, and social responsibility.

**Excellence** - reflected in distinction, effectiveness, efficiency, enthusiasm, passion, and quality.

**Health and Wellness** – reflected in a state of complete physical, mental, and social well-being.

**Inclusivity** – reflected in diversity, equality, fairness, impartiality, and respect.

**Integrity** – reflected in accountability, ethical behavior, honesty, and reliability.

**Leadership** – reflected in courage, honor, professionalism, transparency, and vision.

## Accreditation

AU is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award one-year and advanced certificates and degrees at the associate, baccalaureate, masters, first professional and doctoral level. The Master of Public Health program is accredited by the Council on Education for Public Health (CEPH, <https://ceph.org/>).



## Admission Requirements

The MPH Program places primary emphasis on undergraduate college GPA (2.8 or higher), three letters of recommendation that acknowledge the student's academic and/or professional accomplishments provided by current or past professors and/or professional employment supervisors, and a resume. The application requires submission of official transcripts.

## MPH Foundational Competencies

The Master of Public Health program is accredited by the [Council on Education for Public Health \(CEPH\)](#), a nationally recognized mark of quality in public health education. Public health professionals and leaders have identified the core competencies essential for today's workforce, and our curriculum is intentionally designed to help you develop the following competencies through practical, career-focused coursework:

1. Apply epidemiological methods to settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice
5. Compare the organization, structure and function of health care, public health, and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community, and systemic levels
7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design, implementation, or critique of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs
12. Discuss the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify relevant communities and individuals and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity
16. Apply leadership and/or management principles to address a relevant issue
17. Apply negotiation and mediation skills to address organizational or community challenges
18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation to a nonacademic, non-peer audience with attention to factors such as literacy and health literacy
20. Describe the importance of cultural humility in communicating public health content
21. Integrate perspectives from other sectors and/or professions to promote and advance population health
22. Apply a systems thinking tool to visually represent a public health issue in a format other than a standard narrative

To support specialization, each concentration is designed to address competencies aligned with its respective career focus. These competencies are outlined in the sections that follow.

# MPH Curriculum

## Health Informatics Concentration

### Health Informatics Concentration Competencies

1. Assess key characteristics, functionalities, and infrastructures of health information systems and technology to improve health care and population health
2. Describe the principles of public health informatics and assess its roles and major functions in advancing public health practice and improving health outcomes.
3. Evaluate the contents and structure of health survey data resources to generate insights into public health issues and challenges
4. Design statistical analyses to answer major public health questions using publicly available data sources
5. Design data management processes to collect, organize, analyze, and interpret public health data

### MPH Core Courses (21 credits)

MPHC 7101	Health Management and Policy (3 credits)
MPHM 7210	Health Care Performance Improvement (3 credits)
MPHC 8600	Fundamentals of Health Promotion (3 credits)
MPHC 8700	Introduction to Environmental Health (3 credits)
STAT 7010	Biostatistics I (3 credits)
EPID 7130	Introduction to Epidemiology (3 credits)
MPHM 8280	Research Methods in Public Health (3 credits)

### Concentration Courses (9 credits)

MPHI 8000	Computerized Health Information Systems (3 credits)
MPHI 8001	Public Health Informatics (3 credits)
MPHI 8400	Health Data Management and Knowledge Discovery (3 credits)

### Elective Courses (9 credits) (Choose 3 of the below)

MPHC 7209	Health Law and Ethics (3 credits)
MPHM 7102	Human Resource Management (3 credits)
MPHM 7104	Healthcare Financial Management (3 credits)
MPHM 8220	Strategic Management of Healthcare Organizations (3 credits)
MPHS 8200	Integration Social and Behavioral Theory into Public Health (3 credits)
MPHS 8300	Social Determinants of Health and Health Disparities (3 credits)
MPHS 8400	Social Behavioral Change at Individual, Household, and Community Levels (3 credits)
EPID 7370	Intermediate Epidemiology (3 credits)
EPID 7390	Infectious Disease Epidemiology (3 credits)
EPID 7380	Chronic Disease Epidemiology (3 credits)

### Research & Practice (6 credits)

MPHC 8011	Ethical Conduct in Research (1 credit)
MPHC 8722	Internship (2 credits)
MPHC 8999	Capstone Course (3 credits)

**TOTAL CREDIT HOURS FOR DEGREE: 45**

## Health Management Concentration

### Health Management Concentration Competencies

1. Integrate knowledge of employee relations, including risk management, health and safety issues, employee rights and discipline, and basic laws and regulations.
2. Explain the role of financial management within healthcare organizations; the role of accounting within financial management; and the use of electronic spreadsheets in financial accounting.
3. Use professional practices of financial management in healthcare organizations, including key accounting concepts, key financial statements, valuation of assets and equities, recording financial information, and input from outside auditors.
4. Apply principles of strategic planning and management in public health and health care administration.
5. Assess short-term and long-term consequences of service continuity and major strategic decisions in management.

### MPH Core Courses (21 credits)

MPHC 7101	Health Management and Policy (3 credits)
MPHM 7210	Health Care Performance Improvement (3 credits)
MPHC 8600	Fundamentals of Health Promotion (3 credits)
MPHC 8700	Introduction to Environmental Health (3 credits)
STAT 7010	Biostatistics I (3 credits)
EPID 7130	Introduction to Epidemiology (3 credits)
MPHM 8280	Research Methods in Public Health (3 credits)

### Concentration Courses (9 credits)

MPHM 7102	Human Resource Management (3 credits)
MPHM 7104	Health Care Financial Management (3 credits)
MPHM 8220	Strategic Management of Healthcare Organizations (3 credits)

### Elective Courses (9 credits) (Choose 3 of the below)

MPHC 7209	Health Law and Ethics (3 credits)
MPHI 8000	Computerized Health Information Systems (3 credits)
MPHI 8001	Public Health Informatics (3 credits)
MPHI 8400	Health Data Management and Knowledge Discovery (3 credits)
MPHS 8200	Integration Social and Behavioral Theory into Public Health (3 credits)
MPHS 8300	Social Determinants of Health and Health Disparities (3 credits)
MPHS 8400	Social Behavioral Change at Individual, Household, and Community Levels (3 credits)
EPID 7370	Intermediate Epidemiology (3 credits)
EPID 7390	Infectious Disease Epidemiology (3 credits)
EPID 7380	Chronic Disease Epidemiology (3 credits)

### Research & Practice (6 credits)

MPHC 8011	Ethical Conduct in Research (1 credit)
MPHC 8722	Internship (2 credits)
MPHC 8999	Capstone Course (3 credits)

**TOTAL CREDIT HOURS FOR DEGREE: 45**

## Social and Behavioral Sciences Concentration

### Social & Behavioral Sciences Concentration Competencies

1. Apply basic theories, concepts and models from a range of social and behavioral disciplines used in public health research practice.
2. Analyze the causes of social and behavioral factors that affect the health of individuals and populations and distinguish individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.
3. Prioritize critical stakeholders for planning, implementing, and evaluating public health programs, policies, and interventions.
4. Develop procedures for planning, implementing, and evaluating public health programs, policies and interventions.
5. Evaluate the role of social factors in both the onset and solution of public health problems, while considering the merits of social and behavioral sciences interventions and policies.

### MPH Core Courses (21 credits)

MPHC 7101	Health Management and Policy (3 credits)
MPHM 7210	Health Care Performance Improvement (3 credits)
MPHC 8600	Fundamentals of Health Promotion (3 credits)
MPHC 8700	Introduction to Environmental Health (3 credits)
STAT 7010	Biostatistics I (3 credits)
EPID 7130	Introduction to Epidemiology (3 credits)
MPHM 8280	Research Methods in Public Health (3 credits)

### Concentration Courses (9 credits)

MPHS 8200	Integration Social and Behavioral Theory into Public Health (3 credits)
MPHS 8300	Social Determinants of Health and Health Disparities (3 credits)
MPHS 8400	Social Behavioral Change at Individual, Household, and Community Levels (3 credits)

### Elective Courses (9 credits) (Choose 3 of the below)

MPHC 7209	Health Law and Ethics (3 credits)
MPHI 8000	Computerized Health Information Systems (3 credits)
MPHI 8001	Public Health Informatics (3 credits)
MPHI 8400	Health Data Management and Knowledge Discovery (3 credits)
MPHM 7102	Human Resource Management (3 credits)
MPHM 7104	Healthcare Financial Management (3 credits)
MPHM 8220	Strategic Management of Healthcare Organizations (3 credits)
EPID 7370	Intermediate Epidemiology (3 credits)
EPID 7390	Infectious Disease Epidemiology (3 credits)
EPID 7380	Chronic Disease Epidemiology (3 credits)

### Research & Practice (6 credits)

MPHC 8011	Ethical Conduct in Research (1 credit)
MPHC 8722	Internship (2 credits)
MPHC 8999	Capstone Seminar (3 credits)

**TOTAL CREDIT HOURS FOR DEGREE: 45**

## Epidemiology Concentration

### Epidemiology Concentration Competencies

1. Assess the strengths and limitations of published epidemiological studies that investigate disease burden, distribution, and determinants.
2. Identify epidemiological study designs appropriate to answer specific research questions.
3. Understand statistical methods for explaining public health-related outcomes and risk factors related to disease.
4. Collaborate to develop data-informed public health interventions addressing chronic disease problems.
5. Apply host, agent, and environment models to explain disease causality.

### MPH Core Courses (21 credits)

MPHC 7101	Health Management and Policy (3 credits)
MPHM 7210	Health Care Performance Improvement (3 credits)
MPHC 8600	Fundamentals of Health Promotion (3 credits)
MPHC 8700	Introduction to Environmental Health (3 credits)
STAT 7010	Biostatistics I (3 credits)
EPID 7130	Introduction to Epidemiology (3 credits)
MPHM 8280	Research Methods in Public Health (3 credits)

### Concentration Courses (9 credits)

EPID 7370	Intermediate Epidemiology (3 credits)
EPID 7390	Infectious Disease Epidemiology (3 credits)
EPID 7380	Chronic Disease Epidemiology (3 credits)

### Elective Courses (9 credits) (Choose 3 of the below)

MPHC 7209	Health Law and Ethics (3 credits)
MPHM 7102	Human Resource Management (3 credits)
MPHM 7104	Healthcare Financial Management (3 credits)
MPHM 8220	Strategic Management of Healthcare Organizations (3 credits)
MPHS 8200	Integration Social and Behavioral Theory into Public Health (3 credits)
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MPHS 8400	Social Behavioral Change at Individual, Household, and Community Levels (3 credits)
MPHI 8000	Computerized Health Information Systems (3 credits)
MPHI 8001	Public Health Informatics (3 credits)
MPHI 8400	Health Data Management and Knowledge Discovery (3 credits)

### Research & Practice (6 credits)

MPHC 8011	Ethical Conduct in Research (1 credit)
MPHC 8722	Internship (2 credits)
MPHC 8999	Capstone Course (3 credits)

**TOTAL CREDIT HOURS FOR DEGREE: 45**

## Internship

The MPH Internship is intended to offer hands-on experiences in the field of public health while blending practical skills with academic learning. All MPH students are required to complete a 75-hour internship. **There is no exception.** Students must have completed a minimum of 12 credit hours in the MPH program before enrolling in the Internship course (MPHC 8722). The Internship site memorandum of understanding (MOU) must be established before the internship can take place. Students are required to work on identifying their internship site at least one semester prior to the semester in which the internship will start. The internship and capstone cannot be completed during the same semester. Please refer to the internship manual for details related to Internship Requirements, Processes, and Evaluations. Students will be required to schedule an onboarding meeting with the internship team to discuss how to correctly complete all required documentation and to understand the process and next steps. Students will go [here](#) to complete the Internship Interest Form and schedule their appointment.

## Capstone

The capstone course serves as the culminating experience of the MPH program. This experience requires students to synthesize and integrate knowledge acquired in coursework and other learning experiences and apply it to analyze and address a public health practice and research challenge. The capstone course (MPHC 8999) is taken during the last semester. The internship and capstone cannot be completed during the same semester. Please refer to the capstone manual for details. The capstone course will allow students to choose between a traditional research project and a relevant case study. Both options will be independent projects but will be conducted in a slightly different manner.

## Graduate Certificate in Public Health

The Graduate Certificate in Public Health provides quality training on competencies relevant to the public health workforce. The 15-credit certificate requires successful completion of five core courses:

MPHC 7101	Health Management and Policy (3 credits)
MPHC 8600	Fundamentals of Health Promotion (3 credits)
MPHC 8700	Introduction to Environmental Health (3 credits)
STAT 7010	Biostatistics I (3 credits)
EPID 7130	Introduction to Epidemiology (3 credits)

## MD-MPH Dual Degree

The MD-MPH Dual Degree Program provides Augusta University medical students with advanced education in public health and preventative medicine and prepares them to assume responsible management and professional positions in public health units or in academic medicine. These additional skills benefit the people of Georgia and elsewhere by staffing the physician workforce with well-trained providers who bring additional valuable skills to their practices. Students enter residency with enhanced competencies, improved professional networks, and increased employment opportunities. The faculty have approved two MD courses to be counted towards both degrees, in compliance with AU dual degree credit hour guidelines.

## DMD-MPH Dual Degree

The concurrent DMD-MPH Dual Degree Program allows students to be dually enrolled in both DMD and MPH courses simultaneously. Developed through a partnership between the Dental College of Georgia and the School of Public Health, our mission is to foster future leaders in dentistry who are skilled in the practices of dentistry and public health. The DMD-MPH dual degree will require students to complete the same number of hours and courses as the MPH degree. The faculty have approved two DMD courses to be counted towards both degrees, in compliance with AU dual degree credit hour guidelines.

## Augusta University Online (AUO)

MPH courses are offered by Augusta University Online (AUO) in accelerated 8-week sessions through the Desire2Learn (D2L) learning platform. Note that MPHC 8722 (Internship) and MPHC 8999 (Capstone Seminar) are full semester courses. All MPH courses follow the AUO format and guidelines. Please review the AUO Student Handbook for policies specific to MPH AUO in addition to this handbook. The AUO student handbook is available in every course through the "Getting Started" module on D2L. The AUO Student Handbook is also included on the MPH Current Students [web page](#).

## Academic Advisor

All students are assigned to an academic advisor. Academic advising to develop a preliminary plan for curriculum completion takes place during the first semester. By the end of the first semester, students will complete a study plan and submit it to their academic advisor.

Students are encouraged to contact their academic advisor at least once per semester.

## Faculty Advisor

Each MPH student is assigned a faculty member to serve as their advisor, based on their concentration area and professional interests. In addition to career advising, MPH faculty offer guidance and mentorship on choice of electives, research, internships, and community engagement. Students are encouraged to contact their faculty advisor at least once per semester.

Additionally, all MPH faculty maintain regularly scheduled office hours, which are listed in the course syllabi distributed during the first week of each semester.

## Academic Policies & Procedures

### Attendance

All students are expected to log into Desire2Learn (D2L) at least once a week. If a student misses three consecutive weeks or five weeks in total, the student will be subject to academic disciplinary actions, which could include dismissal from the program.

### Assignment Submission

All assignments are due on the date and time specified in the course schedule. A missed assignment will result in a zero if an extension has not been requested and approved in advance.

### Assignment Due Date Extensions

Assignment due date extensions may be considered if the request is received by email no later than 24 hours before the assignment due date. **Please note that approval of an extension is not guaranteed.** At the discretion of the instructor, deductions could be taken from the final grade of the assignment or exam because of an extension.

### **Academic Honesty**

Students are expected to uphold standards of academic honesty. Cheating, collusion, making false statements, plagiarism, and research misconduct are prohibited. Initial offenses may result in receiving zero points for an assignment or a failing grade for the course. Policy details, including definitions and procedures, are available [here](#).

### **AI Policy**

Per the university policy pertaining to plagiarism which was described as "presenting content generated by artificial intelligence as one's own, students should not submit texts generated in part or full by artificial intelligence unless the instructor has granted explicit permission to do so (e.g. in the syllabus or on the assignment prompt).

### **Program Communications**

Email is the primary method of communication for the MPH program. All questions or concerns related to the course should be directed to the course instructor. Students are expected to check their AU email accounts regularly, as important updates and announcements are sent throughout the year. These communications include information on upcoming course offerings, volunteer opportunities, internships, conference presentations, graduation and travel opportunities.

### **Course Evaluation**

One45 is a web-based evaluation system that SPH will use to conduct course evaluations. At the end of the semester, students will receive an introductory Outlook email from One45 containing instructions on how to use One45 to evaluate courses in which students are enrolled. Participation in course evaluations is strongly encouraged and is included as a component of the professionalism grade in most courses.

### **Technical Difficulty**

Technical difficulties beyond the students' ability to solve independently are rare; however, if the student encounters a problem that requires assistance, the student must contact the instructor and IT (706-721-4000) via telephone or email immediately to notify them of the problem. If email is not accessible, the student must contact IT via telephone immediately. Failure to address technical difficulties or loss of email is not an acceptable excuse for not submitting assignments or not submitting assignments in a timely manner.

### **Desire2Learn (D2L) Scheduled Maintenance**

Maintenance of the Desire2Learn system is scheduled on a regular basis. The calendar is published on the Desire2Learn homepage. Students are advised to avoid this time for posting and taking quizzes as there is a risk of disconnection from the server; this is not an acceptable excuse for not submitting an assignment by the due date.

### **Academic Performance and Progress**

To maintain satisfactory progress toward a degree in programs within The Graduate School (TGS), students must achieve a cumulative grade point average (GPA) of at least 2.80 across all attempted courses. The student must earn a minimum grade of C (or satisfactory in courses graded S and U) for each course applying toward a graduate degree. A minimum cumulative GPA of 2.80 is required for graduation.

### **Academic Probation and Dismissal**

Any student whose cumulative GPA for a degree program drops below 2.8 or earns a D or F in a course will be placed on academic probation. While on probation, the student must earn a minimum 3.0 GPA each semester until the cumulative GPA reaches at least 2.8. Students who fail to obtain at least a 3.0 GPA each semester while on probation will be considered for academic dismissal from TGS.

**Transfer Credit**

Transfer of graduate credit is never automatic. At the discretion of the Associate Dean and the faculty of the program, up to 6 semester hours of credit toward a master's degree may be transferred. The student should initiate a request for credit transfer through the MPH Program Coordinator. Policy details are available [here](#).

**Course Withdrawal**

A student who wishes to withdraw from a course should contact the course instructor as a courtesy and the Program Coordinator who will assist the student with the process. Any course from which a student withdraws, must be taken later for program completion. Students are not expected or encouraged to complete any withdrawal documentation without assistance from the Program Coordinator.

**Program Withdrawal**

A student who wishes to withdraw from the program should contact the Program Coordinator who will assist the student with the process. The Program Coordinator will schedule a virtual meeting with the student, Program Director and Program Coordinator to finalize the student's intentions. To re-enter the program, the student must reapply to the program and be accepted. If a student reapplies and is accepted within five years, they may resume with all completed courses unimpaired. If a student reapplies and is accepted beyond five years, they must begin again with no carryover course credit. Students are not expected or encouraged to complete any withdrawal documentation without assistance from the Program Coordinator.

**Incomplete Grades**

A student who is doing satisfactory work but, for non-academic reasons beyond their control is unable to meet the full requirements of the course, may petition to be assigned an incomplete ("I") grade. Contact the Program Coordinator for further guidance. A student who has received an "I" grade has one additional semester, including summer, to complete the required work and receive a final grade. Any incomplete grades not removed after the next semester will be converted to an "F" grade. Re-registration in a course is not required to resolve an incomplete grade, but the course instructor will need to request D2L access for the student.

**Leave of Absence**

Students may request a temporary leave of absence from the program for various reasons, including medical, financial or military. The student should contact the Program Coordinator who will assist the student with the process. The student should notify the Program Coordinator of their intention to return so the Program Coordinator can submit the required reactivation of student account documentation. Students are not expected or encouraged to complete any withdrawal documentation without assistance from the Program Coordinator.

**Failure to Enroll**

If a student fails to enroll in any course(s) for three consecutive semesters, they will be considered inactive and will have to reapply for admission to the program. Readmission is never guaranteed. If readmission is granted within five years, the student may resume with all completed courses unimpaired. If readmission is granted beyond five years, they must begin again with no carryover course credit.

## Student Grievance and Appeal Procedure

A student in The Graduate School who has a grievance\* has the right to seek resolution according to the following procedure:

1. The student shall first attempt to resolve the issue at the lowest level beginning with the person or persons involved. If an unsatisfactory outcome results, the student should make an initial formal complaint, in writing, to the MPH Program Director. The Director will review the claim and refer it to the relevant Department Chair for action.
2. In the event of an adverse Program decision, the complainant may appeal the decision to the Dean of The Graduate School, within five working days. The written appeal should include the following information: date, time, place, names of any witnesses, and the facts of the complaint.
3. The Dean will forward the written complaint to the Appeals Committee. The Appeals Committee will be appointed by the Dean and consist of at least three graduate faculty members not associated with the student's program or the faculty member's program. After receiving the complaint, the committee will determine whether the complaint should be considered further. The Appeals Committee will review all existing materials presented with the departmental decision. At the first meeting, the committee will decide on the specific data collection and review procedures to follow.
4. The Appeals Committee may take additional testimony from any party involved on an individual basis.
5. The Appeals Committee will meet separately with the student(s) and/or individual(s) about whom the complaint was made in an attempt to resolve differences. Both parties are entitled to have a school friend (excluding lawyers) present at the hearing. Each party should be prepared to present clear, concise, complete information to the committee and be prepared to answer questions from committee members.
6. Oral testimony will be recorded.
7. All Appeals Committee meetings/deliberations are closed.
8. All written and recorded materials as well as minutes of committee deliberation will be submitted to the Dean along with a recommendation within three working days of the conclusion of the hearing.
9. The Dean will take final action in the case after full consideration of the committee's recommendation. The Dean shall have the authority to take steps as is deemed necessary by the fact and so shall inform the parties involved and the department chair.
10. Following action by the Dean, if the student is still dissatisfied, he/she may appeal the Dean's decision in writing to the President within five working days of notification of the Dean's action.

\* If the complaint is based on alleged discrimination or harassment, the appeal will be addressed according to the institutional *Student Procedures for Filing Discrimination and Harassment Complaints*, described in the [AU Student Manual](#). Appeals of academic or conduct sanctions will be directed to the AU Campus Review Body for review according to the procedure described available [here](#). A student with an academic freedom/ intellectual diversity complaint should contact the Campus Life Service office.

## The Graduate School Technical Standards

All MPH students must follow the Technical Standards required by The Graduate School (TGS). Any violation of the terms listed in the Technical Standards may lead to probation or dismissal from the MPH program.

## University Policies & Regulations

The Policy Library is a centralized website that houses all approved University policies and policy language, providing easy access for users. Policies at the University are vetted and approved through a process managed by the Office of Legal Affairs. Approved policies listed on the policy library should be followed and supersede all previous policies. Policies may change at any time during the year, so it is important to review the most up-to-date version of the policy on the policy library. The policy library can be found [here](#).

[Freedom of Expression](#)

[Student Concerns and Complaints](#)

The [AU Student Manual](#) contains policies related to *academic probation, academic suspension, withdrawal, dismissal, and campus review body*.

## State and Federal Regulations

AU complies with provisions of state and federal regulations, including the Georgia Open Records Act, Family Education Rights and Privacy Act, and the Health Insurance Portability and Accountability Act.

The following links provide a reference to these state and federal laws:

[Georgia Open Records Act](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Health Insurance Portability and Accountability Act \(HIPAA\)](#)

## Program Compliance Requirements

### Immunizations

As a student enrolled in an online program, you are required to complete the Immunization Waiver Form each semester you are enrolled in courses. It is mandatory for course registration, and no exceptions will be made. You can access the waiver form [here](#).

### Human Subjects Training

As part of AU's desire to meet increasing federal requirements on human subjects' research and the desire of AU to ensure that our research meets the highest ethical standards in the protection of human subjects, AU has adopted the CITI training course on human subjects' research as a requirement for all individuals involved in human subject research. This training includes all studies which involve human subjects in any manner as well as research on medical, psychological, educational, or other records derived from individuals.

We encourage MPH students conducting research to complete this course as soon as possible. The training is available immediately to everyone at AU at no cost to individuals. Go to this [website](#) to begin training.

Note: There are several Learner Groups available at AU. If you need assistance, contact the AU Institutional Review Board (IRB) Office at 706-721-1481.

## Outstanding Student Award

The MPH Outstanding Student Award recognizes a graduating student who has demonstrated excellence in academic performance, internship work, and capstone achievement. Students with a cumulative GPA of 3.8 or higher are eligible for consideration. Input from the Capstone and Internship Coordinators informs the selection, which is facilitated by the MPH Student Affairs Committee.

## Information Technology

To access POUNCE and your Augusta University student email account, please follow the instructions provided [here](#).

For more information on setting up a student email account or have any questions about acceptable use of computing resources on campus, please contact the IT Service Desk at (706) 721-4000 or [ITservice@augusta.edu](mailto:ITservice@augusta.edu)

### POUNCE

POUNCE is the student's connection to AU information resources. This customizable web portal serves as the campus intranet, providing individualized and campus-wide content not available on the public website ([www.augusta.edu](http://www.augusta.edu)).

POUNCE, allows students to:

- Access official grades
- Learn financial aid status
- Register for classes
- View their class schedule
- Review or pay their account
- Print or request a transcript
- Complete degree auditing with JagTrax

For assistance with POUNCE, contact the IT Service Desk at 706-721-4000.

### Email

Office 365 Outlook is the official e-mail system used by AU.

### Information Systems Security and Computer Use Policy

Computing activities can impact AU's research, educational, and clinical activities. By the Information Systems Security and Computer Usage policy, all users, including faculty, students, employees, and visitors, are expected to refrain from activities that consume resources unnecessarily or otherwise decrease network performance and reliability for the AU community. This protocol includes, but is not limited to, peer-to-peer music, movie sharing, and video service hosting.

## Scholarship Opportunities

### Augusta University School of Public Health Scholarship for Students with Financial Hardship

The School of Public Health (SPH) at Augusta University (AU) has established the SPH Student Scholarship Fund for students who demonstrate financial hardship. Administered by the SPH Office of Academic and Student Affairs (OASA), this fund provides limited financial assistance to enrolled students facing financial hardship. Scholarship funds are available for both online and on-campus students at SPH.

Students who are experiencing financial hardship are encouraged to submit an application for an SPH Student Scholarship through the SPH Office of Academic and Student Affairs. Students can receive up to \$1,000 to cover the costs of tuition, room and board, books, and/or student fees. Applications must include a letter describing the situation (see Eligibility Criteria below) and necessary documentation. These scholarships are intended to be one-time financial support and not renewable.

Applicants may be required to meet with SPH Associate Dean for Academic and Student Affairs to discuss their application. The Council of Program Directors will review the submitted applications and allocate the available scholarship funds based on need.

#### *Eligibility Criteria (All must be met):*

- Applicants must be currently enrolled students in one of the programs of AUSPH.
- Applicants must have financial hardship.
- Applicants must be able to provide sufficient documentation of financial hardship.
- Students with graduate assistantships, such as GRA and GTA, are not eligible to apply.
- Students on AU Tuition Assistance Program (TAP) are not eligible to apply.

### Public Health Scholarship Programs

#### ASPPH/CDC Public Health Fellowship Program

##### Association of Schools and Programs of Public Health

The ASPPH/CDC Public Health Fellowship Program has fostered career development in areas such as Epidemiology, Public Health Policy, Health Communications, Biostatistics, Informatics, Monitoring & Evaluation, and Strategic Information, to name a few. Fellowship assignments are full-time opportunities with possible placement at CDC headquarters in Atlanta, GA and CDC regional offices nationwide.

Link to webpage: <https://aspph.org/our-work/practice/fellowships-internships/>

Deadline: early March

#### ACMPE Scholarship Fund Program

The ACMPE Scholarship Fund Inc. (SFI) offers ten scholarships, each with its own eligibility criteria.

Link to webpage: [Requirements for Scholarships \(mgma.com\)](https://www.mgma.com/requirements-for-scholarships)

Deadline: late April

#### AHIMA Foundation Merit Scholarships

American Health Information Management Foundation

AHIMA Foundation offers scholarships annually to student members in pursuit of degrees in Health Information Management or Health Informatics.

Link to webpage: <https://www.ahima.org/>

Deadline: late May

#### Foster G. McGaw Graduate Student Scholarship

American College of Healthcare Executives

This scholarship program is available to students enrolled in the last year of a graduate program in healthcare management.

Link to webpage: <https://www.ache.org/membership/student-resources/dent-and-mcgaw-graduate-student-scholarship>

Deadline: late March

#### Albert W. Dent Graduate Student Scholarship

American College of Healthcare Executives

This scholarship provides financial aid to students in healthcare management graduate programs to help offset tuition costs, student loans and expenses.

Link to webpage: [Albert W. Dent Graduate Student Scholarship | American College of Healthcare Executives \(ache.org\)](#)

Deadline: late March

#### Christie Foundation Health Education Scholarships

Scholarships are open to students pursuing a degree in the field of healthcare.

Applicants must have a tie to East Central Illinois to qualify.

Scholarships are for the upcoming school year.

Link to webpage: [Apply for a Scholarship | The Christie Foundation \(christie-foundation.org\)](#)

Deadline: late March

#### HOSA Scholarships

Health Occupations Students of America (HOSA)

This scholarship is for students to make an impact on the global health community through support of education and research.

Link to webpage: [HOSA Scholarships – HOSA](#)

Deadline: mid-April

#### Udall Foundation Undergraduate Scholarships

The Udall Foundation Undergraduate Scholarships awards as many as 50 scholarships annually to Native American and Alaska Native students who are pursuing a career that will do good for the environment, or for the self-governance and well-being of American Indians

Link to webpage: [Udall Foundation - Udall Undergraduate Scholarship](#)

Deadline: early September

#### Vivian Drenckhahn Student Scholarship

The Society for Public Health Education (SOPHE)

The Drenckhahn Scholarship is open to undergraduate and graduate students studying some form of health education, including public health education

Link to webpage: [Society for Public Health Education > Awards & Scholarships > Awards & Scholarships \(sophe.org\)](#)

Deadline: early October