



Master of Environmental & Occupational Health Science

Student Handbook 2016 - 2017

Welcome!

On behalf of the faculty, staff, and administration, welcome to the Masters of Environmental & Occupational Health Science in the Department of Public Health at Western Kentucky University. We are pleased in having you becoming a member of the growing number of professionals involved in public health. Public Health is a service-oriented profession with a variety of career opportunities that can make meaningful contributions to the health and welfare of all our citizenry.

The Department of Public Health and the Master in Environmental & Occupational Health Science is designed to provide graduate education for careers focused on the protection of human health and prevention of health hazards in occupational, built, and natural environments. A key component of the program is to understand how exposure to environmental and occupational hazards occurs, and discovery of ways to reduce and control the risk of exposure. This interdisciplinary field focuses on environmental hazards to human health, assessment of exposures, mechanisms of environmental response, control of risks associated with environmental hazards, workplace health promotion, and improving occupational health and safety. Program requirements will provide students a foundation of advanced studies that will increase their skills and knowledge for protecting human health and the environment. This program is tailored for working professionals and students desiring opportunities with industry, consulting firms, government agencies, and other environmental and occupational health science professions.

We encourage you to make the most of your program by getting involved. There are numerous opportunities to develop and expand your professional network; whether you engage in community work projects, serve as an officer in a pre-professional organization, present a poster or paper at a professional meeting, or volunteer in a public health setting, the opportunities for involvement are plentifully.

The EOHS Student Handbook was developed to guide you through the EOHS program. In it you will find the degree requirement and a suggested course of study for the EOHS program. It also includes a number of forms and policies that will assist you as you work your way through the

program. In addition to these materials you also have been assigned an academic advisor. We encourage you to meet with your advisor and discuss your program at your earliest convenience. If there are questions that fall outside the scope of this handbook please work with your advisor or a program administrator to have your questions or concerns addressed.

Welcome aboard!

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DEGREE REQUIREMENTS

A student must complete a minimum of 42 credit hours of coursework at WKU at the 500 level or above (Exception: 400 G level courses may be used for elective courses)

For the EOHS degree, students must complete:

1. EOHS Core Courses	15 credit (semester) hours
2. Other Required Courses	3 credit (semester) hours
3. Electives	12 credit (semester) hours
4. Internship or Thesis	<u>6 credit (semester) hours</u>
EOHS Degree Total	36 credit (semester) hours

**Note: the number of credit hours varies slightly by concentration area*

GPA STANDARDS

Students must earn a C or higher in each of the **required** courses and maintain a cumulative (overall) grade point average (GPA) of 3.0 or greater to fulfill graduate program requirements. If a student's overall GPA falls below 3.0, he or she will receive a letter of academic warning. They will have one additional full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. If the GPA remains below a 3.0 after completing the one semester of full-time course work or the equivalent (9 hours), the student will not be allowed to register for any additional graduate credit at WKU and will be dismissed from the EOHS program. Students on academic probation are not eligible for graduate assistantship appointments. All coursework with a grade below 'C' must be repeated for the course to apply toward graduation requirements.

Any student failing to obtain the required 3.0 GPA after the probationary period and who wishes to be readmitted to Graduate School must submit a written academic plan detailing how the required GPA can be obtained. The request for readmission must have the support of the EOHS Program Director before being reviewed/considered by Graduate School. This request for readmission must be submitted with a new application following the semester of academic probation. Each case will be reviewed by the Dean of Graduate School for a determination regarding readmission to the desired academic program. If they are accepted for readmission to the program, readmitted students will have one full-time semester or the equivalent (9 hours) to remove the academic probation by attaining a 3.0 cumulative GPA. Please note that each program reserves the right to apply more restrictive requirements to graduate students regarding probation and dismissal.

CULMINATING EXPERIENCE

The culminating experience requires students to synthesize and integrate knowledge acquired in coursework and other learning experiences and to apply theory and principles in a situation that approximates some aspect of professional practice. It is the means by which faculty judge whether the students have mastered the body of knowledge and can demonstrate proficiency in the required competencies within their area of concentration. This is accomplished through completing a six credit hour thesis (PH 599) or through the completion of a six credit hour internship (EOHS 546). The thesis option requires a public presentation that is evaluated by a minimum of three faculty members.

Thesis Option

Students completing a thesis will register for PH 599 Thesis Research and Writing. You may register for six hours at once or three hour increments in sequential semesters. It sometimes happens that students continue to work on their thesis project, after the semester in which they have registered for PH 599 credit. In such cases, students may need to register for PH 600 Maintaining Matriculation, to continue having access to all University resources necessary for successful completion of the thesis.

Students completing the thesis must follow the requirements set forth by Graduate School. These can be accessed at: <http://www.wku.edu/graduate/students/thesis/index.php>

INTERNSHIP

The internship is a planned, supervised and evaluated *practice experience* where students get the opportunity to apply the knowledge and skills acquired through the courses. An orientation to the Manual and its policies and procedures is offered in October and March of each academic year. Students who plan to do their internship in a given semester **MUST** attend the orientation the semester prior to their experience. Students must submit all required paperwork to the Internship Coordinator no later than the last week of the semester preceding the internship (EOHS 546). Not meeting required timelines will result in point deductions which will affect your internship grade. The Internship manual, forms, and other important information are found on the EOHS Organization link on Blackboard.

CURRICULUM

The EOHS program offers an instructional program that reflects its mission and goals. The program curriculum listed below reflects the nature of our program – it is a professional degree rather than an academic degree and therefore reflects more of practice-based focus and skill development. As already stated, each course addresses important competencies and skills that are required in the field of Environmental and Occupational Health.

EOHS Core and Other Required Courses	
PH 520 Biostatistics for Public Health	3
PH 582 Epidemiology	3
PH 577 Environmental Toxicology	3
PH 584 Principles of Environmental Health	3
EOHS 570 Industrial Hygiene	3
EOHS 572 Environmental and Occupational Epidemiology	3
Core Total	18

EOHS Emphasis	
EOHS 580 Solid & Hazardous Waste Management	3
PH 571 Air Quality Management	3
PH 510 Watershed Management & Science	3
PH 560 Environmental Management & Risk Assessment	3
PH 595 Public Health Management of Disasters	3
PH 599 Thesis	6
OR	
EOHS 546 Graduate Internship	6
EOHS Concentration Total	18

Workplace Health Promotion Emphasis	
PH 587 Health Behavior	3
PH 576 Education & Communication Techniques	3
PH 575 Health Education Promotion Planning	3
PH 502 Health Promotion in the Workplace	3
Core Total	18

COURSE SEQUENCING

Courses are sequenced so that your competencies build incrementally. Therefore, it is important that you take your classes in the order recommended by your advisor. Most full-time students should be able to graduate at the end of two academic years or 4 to 5 semesters, if the two-year schedule is followed. It is important to meet with your advisor to plan out a program of study that meets your needs and ensures progress through the program. If you take a course out of your sequence or do not heed the advice of your advisor, you may delay your expected graduation date.

EOHS PROGRAM OVERVIEW SHEET

YEAR ONE: Complete Core Courses

Course No.	Title	Comments:
		<i>Each of these course is offered spring and fall term</i>
PH 520	Biostatistics	Semester 1
PH 582	Epidemiology	Semester 1 or Semester 2
PH 584	Principles of Environmental Health	Semester 1
EOHS 570	Industrial Hygiene	Semester 1 or Semester 2
PH 577	Environmental Toxicology	Semester 2
EOHS 572	Environmental and Occupational Epidemiology	Semester 2

YEAR TWO: Complete Emphasis Courses

Workplace Health Promotion Emphasis

Course No.	Title	Comments:
PH 587	Health Behavior	Semester 3
PH 575	Health Education/Promotion Program Planning	Semester 3
PH 576	Education and Communication Techniques	Semester 3
PH 502	Health Promotion in the Workplace	Semester 4
PH 599	Thesis Research/Writing	Semester 4
	Or	
EOHS 546	Graduate Internship	Semester 4 or Summer Semester *** should have all core and concentration courses completed

Environmental and Occupational Health (EOHS) Emphasis

Course No.	Title	Comments:
PH 580	Solid and Hazardous Waste Management	Semester 3*
PH 571	Air Quality Management	Semester 3
PH 510	Watershed Management	Semester 3*
PH 560	Environmental Management and Risk Assessment	Semester 3*
PH 595	Public Health Management of Disasters	Semester 4*
PH 599	Thesis Research/Writing	Semester 4
	Or	
EOHS 546	Graduate Internship	Semester 4 or Summer Semester *** <i>should have all core and concentration courses completed</i>

*EOHS emphasis students are only required to take 4 of the 5 electives (non-bold text) listed above.

COURSE DESCRIPTIONS

Core Courses (required for all EOHS Students)

PH 520 Biostatistics – 3 hours - Application of statistical theory and principles in public health and related disciplines. Emphasis is placed on developing and testing hypotheses, utilizing appropriate statistical methodology, and the use of appropriate technology.

PH 582 Epidemiology – 3 hours – Prerequisite: PH 520. Learners build epidemiologic competence in public health, identify epidemiologic data sources, principles of public health programs, describe public health problems and epidemiologic measures and evaluate the strengths and limitations of epidemiologic reports.

PH 584 Principles of Environmental Health – 3 hours - A study of the traditional, emerging and controversial issues associated with environmental health. Biological, chemical and physical threats to human health are included.

EOHS 570 Industrial Hygiene – 3 hours - This is a second semester/ year course designed to present contemporary occupational exposure and hazard issues in the workplace. Industrial hygiene is a science devoted to the protection and improvement of the health and well-being of workers exposed to chemical, physical, and biological agents in their work environment. This course gives the students a basic introduction to the field of industrial hygiene and encompasses a survey of the effects of toxic agents on the body and general methods of control. By registering, students agree to be available for field trips.

PH 577 Environmental Toxicology - 3 hours - Toxicological principles and environmental risk assessment with emphasis on routes of exposure, biokinetics, and response to chemical stressors. Emphasis will be on evaluating environmental toxicants in relation to ecosystem and human health, and techniques used in managing the risk of environmental toxicants.

EHS 572 Environmental and Occupational Epidemiology - 3 hours – Introduces students to research approaches for the study of the environmental and workplace hazards. The course involves study and reasoning of environmental and occupational epidemiologic study designs, basic and novel methods of characterizing exposures and techniques for designing epidemiologic studies and implementing methods to improve evaluation of research.

Required Courses for Workplace Health Promotion Emphasis

PH 575 Health Education/Program Planning – 3 hours – Prerequisite: Most of all core courses preferred but not required – PH 591, 548, 575 - An overview of the public health education program planning process. Students develop skills, critically examine and discuss models and processes to plan, implement and evaluate public health interventions.

PH 576 Education and Communication Methods - 3 hours - Prerequisite: Most or all of core courses- Provides concepts and skills in using education and communication techniques in public health promotion programs. Also provides an overview of social marketing principles used in community, institutional and individual levels.

PH 587 Health Behavior – 3 hours –Builds competence in the behavioral and social science core discipline of public health by identifying basic theories, concepts, causes of social and behavioral factors that affect health of individuals and populations.

PH 502 Workplace Health Promotion – 3 hours - Increases the student's awareness of how the workplace affects employees' health, the modifiable lifestyle risk factors and the best strategies for designing effective workplace health promotion programs that can improve employees' health.

Required Courses for Environmental Health Science Concentration

EOHS 580 Solid and Hazardous Wastes – 3 hours – Management of solid and hazardous wastes in the environment. Emphasis on regulatory compliance, control and remediation technologies, and environmental pathways.

PH 571 Air Quality Management - 3 hours – Examines origins, dispersions, control and effects of air pollution; indoor air pollution; and the history of air quality control management

PH 510 Watershed Management and Science – 3 hours - Students use descriptive and statistical techniques, analyze, summarize, critique methodologies, research, and results of water quality data for public health protection. Also addresses water resources protection and environmental and water ethics.

PH 560 Environmental Management and Risk Assessment – 3 hours - Application of environmental management systems, methods, and tools to mitigate threats to environmental and human health. Guide students to understand their role as an environmental health professional working with the public and private sectors in controlling adverse environmental conditions through the competencies of assessment, management, and communication. Application of risk assessment as it relates to human and environmental health.

PH 595 Public Health Management of Disasters – 3 hours - Examines the background and history of natural and technological disasters, their characteristics, human health and environmental impacts, and the management activities needed to control them. Provides an overview of federal programs to enhance state and local prevention, preparedness, and public health response to disasters.

Required Practical and Culminating Experiences

PH 599 Thesis Research/Writing (1 – 6 hours) –Thesis research and writing directed by faculty committee.

Or

EOHS 546 Graduate Internship 3 hours – Prerequisite: All core and most of concentration courses should be completed. Supervised field experience planned with various community based agencies, organizations, or facilities and approved by the Department of Public Health. A minimum of 280 clock

hours are required in his setting. Students will work with their advisors and internship proctor and will engage in public health education practices or environmental health science practices in a public health or community-based setting.

COURSE LOADS

In general, the number of semester hours of credit that may be earned during a given term may not exceed the number of weeks of instruction. During a regular semester, the course load for a full-time graduate student is 9-15 hours with 9 being the minimum and 15 the maximum. The Dean of Graduate School will not approve enrollment beyond the maximum of 15 hours. Graduate assistants are required to carry a course load of 9-12 hours during each semester while holding an assistantship appointment.

COURSE NUMBERING

500 to 800

Courses numbered 500 and above are open to graduate students only.

REGISTERING FOR CLASSES

New students in the program will find that they are unable to register for classes on TopNet. This is because a block of courses are restricted and therefore require permission of your advisor. For your first and second semester you will find that most courses are restricted. This is intended to keep students from getting “out of sequence” with courses they need to take.

If you find a course restricted, contact your advisor. The advisor will instruct the department’s Office Associate (OA) to enroll students in the restricted course. Students may NOT contact the OA yourself.

In future semesters, after meeting with their academic advisor, students should be able to log onto www.wku.edu and click on “Topnet” link. You will be prompted to enter your WKU ID number (also referred to as your “800” number) and PIN. There are links to follow if you do not know your password or PIN. After logging in, select the “Student Services” option and then “Registration.” Select “Register for Classes” and then follow the instructions. You can register online from any computer – on or off campus.

****The Office Assistant will register ALL students enrolled in the Generalist concentration each semester.**

If you are having difficulty registering for a class that you need to take to stay in sequence, talk to your advisor or the EOHS Program Director. Remember, we are here to help you in any way we can!

ADVISING

When students are accepted into the EOHS program, they are assigned an advisor within their area of concentration. It is important that students meet with their *assigned* advisor prior to registering for courses each semester because course sequencing is critical to complete the program in 4 to 5 semesters. An advisor may also become your mentor, guiding you through internship selection, research, selection of a career path, or preparation for further education. Use your meetings to seek important advice as well as build a relationship with him/her. Another important reason for meeting with your advisor is to keep you on track with completing important forms and documents such as the “Program of Study” form and the “Application for Graduation” (see below).

Remember that advisors are very busy. You should always make an appointment to see them, rather than just show up at their door. If you do not get an immediate response to your question or request, wait a day and send a second email. If you still do not get a response with the second email, send a third email but include a “CC” to the EOHS Program Director.

Changing advisors is permissible, but must be approved by the EOHS Program Director.

Graduate Degree Program: “Program of Study” Form

Students are ***required*** to complete a “Program of Study” form with their advisor’s help during the first semester of study. This form is then sent on to the Graduate School. The form lists out all of the required EOHS core and emphasis courses that you will take in your degree program. Students will also declare which culminating experience option you plan to take – internship (PH 546) or thesis (PH 599) – plus elective course(s).

- The assigned advisor **MUST** sign off on the program of study. A hold is placed on the students account if the Graduate School does not have a completed and signed “Program of Study” form on file for you at the completion of 12 credit hours.
- If a student makes a substitution to an elective or changes the type of culminating experience option they have selected on the “Program of Study” form, they are required, if approved, to meet their advisor and complete a “Program of Study Change” form.

The Graduate School will not accept a “Program of Study” form until all conditions of admission have been met.

Note: *Upon completion of your degree, the Graduate School will perform an audit to compare your transcript with your “Program of Study” form. If they do not match, you may be delayed in receiving your diploma. You must consult with your advisor if you want to make a substitution to an elective or change the type of culminating experience option you selected on your “Program of Study” form. If approved, your advisor will help you complete a “Program of Study Change” form.*

A sample “Program of Study” form is provided in this manual for each concentration and can be found in the “Sample Forms” section.

Application for Graduation

Students must submit an application for graduation to the Graduate School the semester prior to degree completion. This application is accessible through TopNet, and can be found by selecting “Student Records” under the “Student Services” tab on the TopNet homepage. A sample application for graduation is provided in this manual and can be found in the “Sample Forms” section.

IMPORTANT POLICIES

The expected time for full time students to complete the EOHS program in 4 semesters. The following policies have been developed to assure that students successfully complete the program in this time frame.

TRANSFER TO ANOTHER INSTITUTION

Students may transfer to another institution for additional studies or change of program. It is important that appropriate communication be made with the Program if the student plans to return to WKU. New students who wish to transfer upon or soon after arrival:

- Must request an interview with the EOHS Program Coordinator or Department Head
- Must provide written acknowledgement that transfer will be permanent and the student will not be considered for readmission to the program

LEAVE OF ABSENCE

Full time students may request a leave of absence from the program for personal or other unforeseen reasons:

- This request requires an interview with the EOHS Program Coordinator or Department Head.
- Will be granted on a case-by-case basis and for only one semester.
- Must also consult with ISSS regarding immigration status if an international student.

- While on leave the student is required to communicate with the EOHS Program Coordinator or Department Head on a bimonthly basis regarding plans to return to the program.
- Requests for an extension of a granted leave must be submitted in writing to the EOHS Program Coordinator.
- If a student does not attend the program for two consecutive semesters and does not communicate with the program during this period he/she will not be considered for readmission to the program.

REDUCED COURSE LOAD

Full time international students who request a reduced course load less than 9 credit hours:

- Require an interview with the EOHS Program Coordinator or Department Head.
- Will be granted for one semester only – in the **final semester** in which the internship is completed.

EXTENTION OF COURSE OF STUDY

Students may request an additional semester to complete an independent research project or internship beyond their expected date of completion. However, international students must apply OPT status to comply with their visa requirements.

CPT AND OPT

Students who request curricular practical training:

- Must meet ISSS eligibility requirements (in the program for one academic year, have a 3.0 GPA, and planning to register for an Internship)
- Employment opportunity must be in the student's current area of study.
- Will be considered on a case- by -case basis and for **one semester**
 - Requires a joint interview with the EOHS Program Coordinator, Academic Advisor, and Internship Coordinator
 - During the period of CPT, the student is required to submit documentation of their work and communicate with the EOHS Program Coordinator or Internship Coordinator on a monthly basis regarding their work progress.

- Students currently in the middle of an internship placement are not eligible to begin CPT. They must request OPT instead.

Students who request *optional practical training* (OPT):

- Must meet ISSS eligibility requirements (completed all course requirements except core exam, thesis/capstone, or internship)
 - Require a joint interview with the MPH Program Coordinator and Department Head
 - Students who have extended their time in the program (e.g., because of a previous transfer, leave of absence, or extension) and are not able to finish on time may end up using OPT for the purpose of completing the program.

Application for Graduation

Students must submit an application for graduation to the Graduate School the semester prior to degree completion. This application is accessible through TopNet, and can be found by selecting “Student Records” under the “Student Services” tab on the TopNet homepage. A sample application for graduation is provided in this manual and can be found in the “Sample Forms” section.

TRAVEL REIMBURSEMENT FOR CONFERENCES AND PRESENTATIONS

The Department of Public Health is committed to promoting learning opportunities outside the classroom. A unique component of our master’s education is learning through collaboration and presentation at regional, state and national conferences. Through a joint effort between WKU Graduate School and the Department of Public Health, travel funds are made available, on a competitive basis for graduate students to attend a professional meeting or conference or travel in support of their research project.

To receive a travel grant the student should first confer with their advisor; then fill out the preliminary budget form found on the Graduate School website; complete the travel application and pre travel statement. This statement is a narrative which explains why the travel is necessary and is usually 2-3 pages in length (see website for specific points to include). Be sure to be clear and specific for the reason for attending.

The travel forms must be signed by the student, advisor and Department Head and submitted to Graduate School at least one week prior to travel. Keep in mind that funds are limited. The sooner you know you are interested in attending a conference, the better your likelihood of funding. Students who present at workshops and/or posters at conferences will be granted more funding than those who attend conferences for networking and learning purposes.

Aside from the travel grant request, a separate travel authorization form is required BEFORE travel is taken, even if no WKU reimbursement is involved. A signature and approval must be obtained through the Department Head. Students seeking travel funding must complete a workshop with the Office Associate/Office Assistant prior to applying for travel. Also, student travel is transitioning into an electronic system. Once this system is complete, a mandatory training class must be attended in order to submit future requests.

After travel is completed the student must submit receipts and a completed SEAT form to the Department of Public Health Office Associate before processing of reimbursement will commence. The SEAT report is found in digital measures, located at the following link <http://www.digitalmeasures.com/login/wku/student/authentication/showLogin.do>

TIME LIMITATION FOR COMPLETION OF DEGREE

All requirements for the master's must be completed within six years from the date the first course is taken. Failure to complete a degree in six years will result in the loss of all credits taken outside of the time limit. Students may request an extension to be approved by the Dean of the Graduate School. Extensions are considered on a case-by-case basis, and a student is not guaranteed approval. All records are purged after six years from the date of last enrollment at the university or degree completion.





RIGHTS & RESPONSIBILITIES

Privacy Policy

The EOHS Program will not disclose information to a third party regardless of association to the student (e.g., spouse, parent, friend, or other family member) based on the guidelines of Family Educational Rights and Privacy Act (FERPA). This is to protect the student's identification and ensure student information is not misused in any way. For further information visit the FERPA website at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Your Rights

- The right of respect for personal feelings, freedom from indignity, and to expect an education of the highest quality.
- The right to speak on University property provided that his/her behavior does not infringe on the rights of others as further defined in the University policy on time, place, and manner of meetings, assemblies, and demonstrations.
- The right of freedom to hear and participate in dialogue and to examine diverse views and ideas.
- The right to participate in all areas and activities of the university, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
- The right to engage, either individually or in association with others, in off-campus activities, exercising rights as a citizen. When so engaged, in a context in which the participant is identified as a student, there exists a responsibility to make clear that the student does not represent the University.
- The right of due process in the disciplinary procedure in accordance with rules of procedures prescribed in the Code of Student Conduct.

Student Complaint Procedure

Complaints regarding a grade, course policy, or faculty member, should be resolved by following the four steps below:

Step 1 (Faculty Member)

The first step is for the student to discuss the complaint with the faculty member involved. If the faculty member is no longer employed by the University, the student should go directly to the Department Head who will contact and represent the former faculty member. If the complaint involves a grade, the student must take the complaint to the faculty member within the first two weeks of the first regular semester (fall; spring) following the assignment of the grade. It is hoped that the complaint may be satisfactorily dealt with at this level.

Step 2 (Department Level)

If the student and the faculty member are unable to resolve the complaint, the student may take the complaint to the faculty member's department head. Written notification of the complaint must be given to the department head within two weeks after the meeting with the faculty member. It is the responsibility of the department head to arrange for a conference where the student, faculty member and the department head will be present for discussion. Neither the faculty member nor the student will be allowed representation at the conference. The Department Head shall hear both sides of the complaint and shall attempt to mediate a settlement. The Department Head shall keep a written record of the proceedings, including the recommended solution. The Department Head's recommended solution is to be considered by both the faculty member and the student as a recommendation and not as a decision that is binding.

Step 3 (College Level)

Should the student be unable to receive the satisfaction desired at the departmental level, the complaint may be taken to the college level. Written notification of the complaint must be submitted to the college dean or his designated representative within two weeks after the conference with the Department Head (Step 2). Upon receipt of the notification, the college dean or his representative shall provide the student a copy of the procedural guidelines to be followed by the College Complaint Committee. The procedural guidelines shall provide for a conference with both the student and the faculty member present for joint discussion of the complaint with the committee.

The College Complaint Committee will be responsible for scheduling the conference within two weeks following the submission of a written complaint to the chairman of the College Complaint Committee including as much detail as the student cares to include. The written

complaint should clearly state what is considered to be unreasonable and/or unfair practices or procedures. Neither the faculty member nor the student will be allowed representation at the conference. The College Complaint Committee shall hear both sides of the complaint and render a decision. The decision shall be sent in writing to the Provost and Vice-President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, faculty member's department head and the faculty member's college dean. The Office of the Provost and Vice-President for Academic Affairs shall be responsible for enforcing the decision of the college committee. The Office of the Provost and Vice-President for Academic Affairs shall not enforce the decision until two weeks after the decision is made by the college committee. The purpose of the two week delay is to provide either the student or the faculty member an opportunity to submit a formal written notice of appeal to the University Complaint Committee.

Step 4 (University Level)

Should the student or the faculty member desire to appeal the decision of the College Complaint Committee, a formal written notice of appeal may be submitted to the University Complaint Committee chair, with a copy to the Provost and Vice-President for Academic Affairs, within two weeks of the decision of the College Complaint Committee. The chair of the University Complaint Committee will provide the student and the faculty member involved with a copy of the University Complaint Committee's Procedural Guidelines. The University Complaint Committee will secure copies of the written proceedings from the department head and the College Complaint Committee. The University Complaint Committee will schedule a conference where the faculty member and the student jointly discuss the issue. Neither the faculty member nor the student will be allowed representation at the conference. The committee's decision will be sent to the Provost and Vice-President for Academic Affairs, with a copy being sent as a matter of record to the student, faculty member, faculty member's department head and the faculty member's college dean. The Office of the Provost and Vice-President for Academic Affairs will see that decisions of the University Complaint Committee are carried out. The University Complaint Committee's decision is final.

Statement of Compliance

Western Kentucky University is committed to equal opportunity in its educational programs and employment. It is an equal opportunity-affirmative action employer and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, national orientation or disability. On request, the University will provide reasonable accommodations, including auxiliary aids and services, necessary to afford an individual with a disability an equal opportunity to participate in all services, programs, activities, and employment.

The University has published policies and procedures for investigating and/or addressing discrimination or harassment in its educational programs and/or employment. If you believe you have experienced discrimination in such programs, activities, or employment, the University's policies and procedures are published in the *Western Kentucky University Student Handbook*; the *Western Kentucky University Personnel Policies and Procedures Manual*; and the *Catalog*. These publications, including information about University procedures, are available in the following locations: 1) Equal Opportunity/ADA Compliance Officer, Wetherby Administration Building Room 13, (270) 745-5121; 2) Office of Human Resources, Wetherby Administration Building Room 42, (270) 745-5360; or 3) Office of the President, Wetherby Administration Building Room 135, (270) 745-4346.

Inquiries about alleged discrimination may also be made directly to the Office of Civil Rights, The Wanaker Building, Suite 515, 100 Penn Square East, Philadelphia, PA 19107, (215) 656-8548; the Kentucky Commission on Human Rights, 332 West Broadway Suite 700, Louisville, KY 40202, (502) 595-4024; or the Equal Employment Opportunity Commission, 600 Martin Luther King, Jr. Place, Suite 268, Louisville, KY 40402, (502) 582-6082.

Your Responsibilities

- All students are expected to act with personal and professional integrity.
- All students are expected to attend each class on-time and prepared.
- All students are expected to adhere to the MPH Honor Code, stated below.
- Other expectations regarding student conduct are described in the Western Kentucky University Student Handbook and apply to students in all programs.

EOHS Honor Code

Academic honesty violations have serious consequences ranging from a failing grade on a project or in the course to dismissal from the University. Academic honesty violations include:

Plagiarism: Using another person's/organization's words (verbatim or paraphrased), ideas, data, programs, and/or graphics without giving them due credit. Here's a great link to help ensure that you do not unintentionally plagiarize:

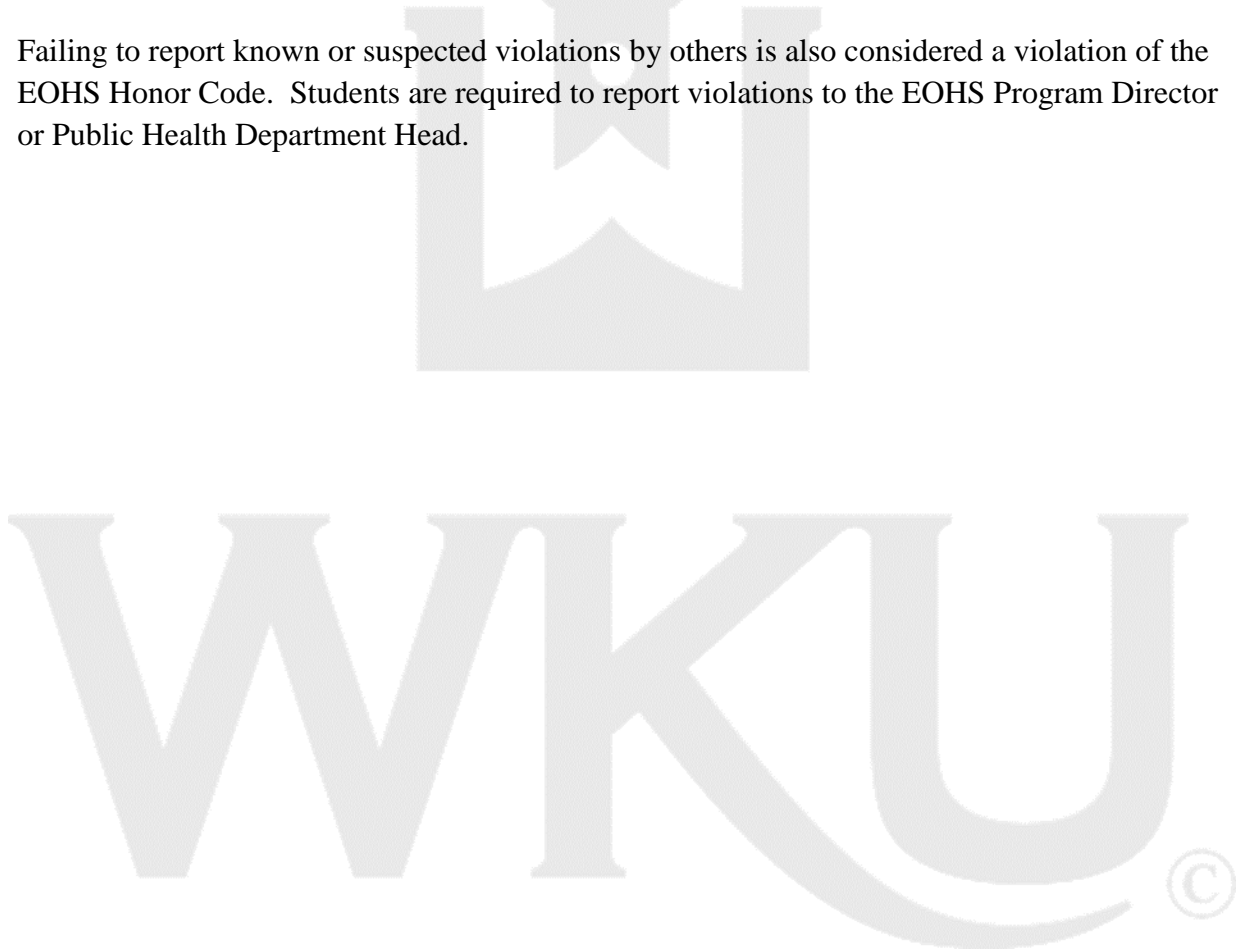
<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

Cheating: There are many forms of cheating, but all are intentional attempts or acts committed to gain unfair advantage over others. Examples of cheating include, but are not

limited to: taking exams for others (violation for both parties); using unauthorized materials during an exam (ie, looking at someone else's paper, using notes or "cheat sheets," texting or accessing information online, etc.); using false excuses to gain an extension or other consideration that gives an unfair advantage; having another person complete your work for you, in all or in part (violation for both parties).

Fabrication: This is the intentional falsification of any information, citation, or invention and includes, but is not limited to, such things as: presenting data that were never collected; altering legitimate data (yours or another's) to obtain a desired result; or, distorting another's work to rebut or dispel that author's work.

Failing to report known or suspected violations by others is also considered a violation of the EOHS Honor Code. Students are required to report violations to the EOHS Program Director or Public Health Department Head.



GENERAL INFORMATION

STUDENT CONTACT INFORMATION - Each student is assigned a WKU email account (usually first name. last name and 3 digit number followed by @topper.wku.edu). If you will not be checking your WKU email address regularly, you must submit your preferred email address to the EOHS Program Director.

EMAIL & FORWARDING YOUR WKU.EDU EMAIL TO A PERSONAL EMAIL ADDRESS - All official communication will come via your Western Kentucky University email. You should use it and check it regularly. If you choose not to check your WKU email, you are expected to forward it to an email account you do check. We can then communicate with everyone through their wku.edu address. This is also a convenient way to communicate with students without giving out your personal email address

WKU LIBRARIES - The Department of Library Public Services has as its primary goal the collection, preservation and provision of access to information resources which support the instructional, research, and public service programs of the University. Additionally, the department seeks to promote resource sharing at the state, regional, national and global levels by providing enhanced access to collections and serving as a gateway to local, national and international resources.

The following are some of the examples of the E-Resources of WKU Libraries.

- TOPCAT (Find Book/Journal Titles)
- Databases (Find Articles and More)
- TDNet (Find E-Journals and More)
- E-Books
- Kentucky Virtual Library Research Guides Other Library Resources
- TopSCHOLAR® (Digital Repository)

For further details please visit <http://www.wku.edu/Library/>.

Kentucky Public Health Association (KPHA) – Student Chapter - Join the KPHA Student Chapter to gain valuable experience in service projects and professional networking. For more information, contact Dr. Gretchen Macy, Dr. Cecilia Watkins or Dr. Grace Lartey, the faculty sponsors.

EHSSA - The mission of the Environmental Health Science Student Association (EHSSA) Program at Western Kentucky University is to educate students in preparation for an exciting career in the environmental health science. The program is built upon a sound foundation of providing students with a background in assessing environmental resources, including water, air, and land resources, in relation to environmental and human health.

Student Governance - Most of the EOHS program committees have student representation, so let your voice be heard! If you are interested in being a student representative, contact the EOHS Program Director.

Graduate Student Research - EOHS faculty welcome your assistance on their research projects, but are also happy to help you pursue interests of your own as well. Graduate School has limited funding to help support your research and travel to professional conferences. Funding up to \$4500 is available for students to conduct the research. For more information, go to http://www.wku.edu/graduate/aid/research_grant.php

Graduate Assistantship Program - WKU awards assistantships to select graduate students in the graduate program. For more information, including how to apply, go to http://www.wku.edu/publichealth/graduate_assistantship_application.php. Graduate and minority assistantships involve students with teaching and research within the department. See your academic advisor or department head for any current opportunities. Applications should be submitted by Sept. 30th for a spring application and by May 30th for a fall application.



FACULTY AND STAFF CONTACTS

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270-745-2448

Sample Forms



WKU[®]

GRADUATE
SCHOOL

Program of Study

1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010 | Phone: 270-745-2446 | Fax: 270-745-6950 | graduate.records@wku.edu

Name	Red	Big	Ford	WKU ID #	800XXXXXX
	Last	First	M/M		

Degree Type (e.g. MA, MS, MAE, etc.): MS Degree Major: Environmental and Occupational Health

Concentration (if applicable): Environmental and Occupational Health Science Estimated Term of Degree Completion: Spring 2017

[illegible]

**Any courses listed as deficiencies will not be included in the degree GPA, but will be included in the overall graduate GPA.*

For all education programs:

Undergraduate Degree Institution: **Western Kentucky University**

Date 5/2015

GPA prior to admission	4.00
------------------------	------

Graduate Degree Institution:

Date _____

Hours prior to admission

Certification(s) Held:

Certification Pursued:

<div style="border: 1px solid black; padding: 2px; display: inline-block;">STUDENT NAME</div>	
Student Signature	Date

Certification Officer Signature (if applicable) _____ Date _____

 Advisor Signature Date

Doctoral Program Officer Signature (if applicable) _____ Date _____

Graduate School Officer Signature _____ Date _____

**Students listing a 599, 699, or 799 course on the Program of Study must submit Committee & Topic Selection prior to enrollment in the course.*

Graduate School Use Only

☐ Admitted in Good Standing

☐ JUMP

Major Code

Conc. Code

Total Hours

*All graduate program requirements must be completed within 6 years of initial enrollment; doctoral degrees must be completed within ten years of initial enrollment.
**Masters degree programs may not count more than 12 hours of 400G coursework; specialist and doctoral degrees may not include any 400G coursework.

August 2014

SAMPLE FORM

Program of Study Change



Program of Study Change Form

1906 College Heights Blvd. #11010 | Bowling Green, KY 42101-1010 | Phone: 270-745-2446 | Fax: 270-745-6950 | graduate.records@wku.edu

Name WKU ID #

Last First M/M

Degree: Concentration (if applicable):

**If you have more than four course substitutions please submit a new Program of Study.*

	DEPT/COURSE NUMBER	HRS	COMPLETED	TRANSFER	TRANSFER INSTITUTION
ADD	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>
DELETE	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>
	DEPT/COURSE NUMBER	HRS	COMPLETED	TRANSFER	TRANSFER INSTITUTION
ADD	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>
DELETE	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>
	DEPT/COURSE NUMBER	HRS	COMPLETED	TRANSFER	TRANSFER INSTITUTION
ADD	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>
DELETE	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>
	DEPT/COURSE NUMBER	HRS	COMPLETED	TRANSFER	TRANSFER INSTITUTION
ADD	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>
DELETE	<div style="border: 1px solid black; height: 15px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; width: 20px;"></div>	<div style="border: 1px solid black; height: 15px;"></div>

	COMMITTEE MEMBER (Thesis/Specialist Project/Dissertation)	NEW TOPIC (Thesis/Sp. Project/Dissertation)
ADD	<div style="border: 1px solid black; height: 15px;"></div>	
DELETE	<div style="border: 1px solid black; height: 15px;"></div>	
	COMMITTEE MEMBER (Thesis/Specialist Project/Dissertation)	
ADD	<div style="border: 1px solid black; height: 15px;"></div>	
DELETE	<div style="border: 1px solid black; height: 15px;"></div>	
	<div style="border: 1px solid black; height: 15px;"></div>	

<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Student Signature	Date
<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Advisor or Committee Chair Signature	Date
<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Certification Officer Signature (if applicable)	Date
<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Doctoral Program Officer Signature (if applicable)	Date
<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>
Graduate School Officer Signature	Date

May 2014

SAMPLE FORM
Application for Graduation (Found on TOPNET)

Application for Graduation

APPLICATION	CONFIRM	PAYMENT
-------------	---------	---------

- This application and fee are graduation requirements regardless of commencement ceremony participation. Students pursuing only certificate programs are not eligible to participate in commencement.
- If you have questions about the application, contact the Office of the Registrar at 270-745-5411 or appl_graduation@wku.edu.
- [Change Diploma Address](#)
- [Change Name on Diploma](#)

Student Name	Student ID	Student Email

Step 1: Provide diploma name, address, and daytime phone number

Fields marked with * are required :

Choose the name to be printed on the diploma * :

Choose First Name... ▼	Choose Middle Name... ▼	Choose Last Name... ▼
Choose Suffix... ▼		

[Is the preferred name not provided?](#)

Enter the address to which your diploma should be mailed :

Address Line 1 * :

Address Line 2 :

City * :

State :

Choose State... ▼

Zipcode :

Daytime phone number * : ()

Step 2: Review your program(s) of study

Masters Program

Level: GR
Degree: MS
College: The Graduate School
Major 1: Environ & Occupatnl Health Sci (0473)

STOP NOW By submitting this application for graduation, you are confirming the accuracy of the information shown in Step 2. If this information is inaccurate or changes after filing this application, you must contact [The Graduate School](#) at least one semester prior to your graduation.

Step 3: Select the applicable degree or certificate and the graduation term

Masters Degree

Check here to apply for MS :

☐

MS Graduation Term:

Choose Term...

Step 4: Confirm application details

After clicking the confirmation button below, you will be presented the information you have entered in your application. You will have the opportunity to correct your application information. In addition, your fee totals and payment options will be presented to you.

[Continue to Confirm](#)