



Public Health Faculty Advising Handbook

Contents

VALUE OF ACADEMIC ADVISING	5
ADVISING: ROLES AND RESPONSIBILITES	5
REQUIREMENTS FOR THE MAJOR.....	6
Substitutions and Exceptions to Degree Requirements	7
ADVISING RELATED PUBLICATIONS (web-based)	8
ADVISING RELATED SERVICES	8
GENERAL INFORMATION	9
Academic Calendars.....	9
Leave of Absence & Withdrawal.....	9
Students Rights to Privacy	9
ADVISING INFORMATION	10
Class Sections, Closed	10
Course Placement: Foreign Languages and Mathematics.....	10
Schedule Planning.....	10
Student Academic Folder.....	10
Study Abroad	11
Transcripts and Advising Reports	11
ADVISING SPECIAL POPULATIONS	11
Disability Resources	11
English as a Second Language Students	12
Pre-Clinical Health Students	12
Student Athletes	12
ACADEMIC POLICIES AND REGULATIONS	12
Academic Standing.....	12
Academic Probation, Suspension and Readmission	13
Advising Holds.....	13
Credit from Other Institutions (Transfer Credit)	13
Degrees and Degree Programs, including Minors	14
Degree Honors	14
Diploma Request Card	14
Independent Study Courses.....	14
REGISTRATION POLICIES AND PROCEDURES	11

Changes to the Registration.....	11
Class Standing	12
Maximum Hours per Semester	12
Pass/Fail Grade Option	12
Repeating Courses	12
Student Status: Full-Time and Part-Time.....	14
SYRACUSE UNIVERSITY ACADEMIC RULES.....	14
Links and List.....	14

VALUE OF ACADEMIC ADVISING

Academic Advising is an essential component of a Syracuse University education. The University is committed to providing the individual advice and assistance that students need throughout their degree programs. At Syracuse University, the academic advisement system depends upon a shared commitment of students, faculty, and staff to the advising process and the availability of timely, accurate information. The Falk College considers its academic advising system to be one of its primary strengths.

All public health faculty serve as advisors to our undergraduate majors. Public health advisors provide guidance in matters related to academics, practice (internship opportunities, post-graduate employment), and post-graduate training or education. The quality of academic advisement is considered in the annual evaluation process and promotion and tenure decisions.

ADVISING: ROLES AND RESPONSIBILITIES

Advisor Responsibilities

Student Responsibilities

Maintain regularly scheduled office hours for academic advising as needed throughout the semester	Know degree requirements and remain informed about changes in the curriculum
Schedule additional office hours as needed during the pre-registration periods	Map out a plan of action for completing degree requirements and review it with the advisor. This is important to determine what courses need to be taken in sequence, as well as which courses are only offered once every year or every other year so that opportunities to take a needed or desired course are not missed
Provide assistance to advisees in setting both short-term and long-term educational and career objectives	Prepare, in advance, for academic advising meetings. Map out courses wanted and needed to take for the public health major and any minors; or to meet pre-requisite course requirements for graduate school
Assist advisees with schedule planning and course selection on both a long-term and short-term basis	Make and keep advising appointments

Advisor Responsibilities

Student Responsibilities

Be informed about academic policies and procedures and changes in departmental or university curriculum requirements	Make advisor aware of any special needs or problems encountered at Syracuse University. The advisor can help with any problems that may hinder academic success and continued enrollment
Be knowledgeable about campus academic support services and refer advisees to these services as needed	Provide sufficient notice (ideally 14 days) when asking the advisor to provide a recommendation
Be knowledgeable about career opportunities and prospects in public health	
Be knowledgeable about post-graduate training or education choices common to public health majors. And assist students in the exploration of graduate training or education options and pathways	
Provide letters of recommendation when asked and sufficient notice has been given. If advisors cannot provide a letter, the student is notified and an explanation provided	

REQUIREMENTS FOR THE MAJOR

Requirements for the public health major are listed on the Public Health Course Check Sheet.

Divisional requirements: courses that meet the humanity or social science requirement are listed in the College of Arts and Sciences Liberal Arts Core Guidebook. Courses that meet a liberal arts elective requirement include any course listed in this guidebook.

Global diversity requirement: courses that meet the global diversity requirement are posted on the Public Health Advising web pages. See: Global Health Courses

HTW 422 Internship Requirement

In partial fulfillment of degree requirements, public health students complete a 400 hour

internship. The internship may be completed once all public health courses with the exception of HTW 306, HTW 309 and HTW 401 are completed.

During their junior year, students schedule a meeting with their advisor to begin planning for the internship

requirement. At this meeting, the advisor reviews the student's resume and assists the student in identifying career interests and potential placement opportunities. The advisor must also affirm that the student is eligible for the internship by signing the Internship Application form (which is completed by the student and brought to the meeting).

Students are encouraged to identify an experience or site for the internship; however the final determination of site placement rests with the internship coordinator and academic advisor. The public health program must have a contract in place for all internship experiences. See: Public Health Internship Sites for a listing of contract experiences.

Students may elect to complete the internship at an agency outside of the Syracuse area. Students interested in this option must

- Achieve an earned minimum 3.00 Cumulative GPA and a 3.25 overall GPA in HTW core courses.
- Submit letters of support from their HTW advisor and one additional written recommendation from an HTW faculty with a class with a service learning component
- Identify a placement at a site deemed suitable for public health experience
- Meet with the internship coordinator to plan an internship placement outside the Syracuse area at least 1 academic year in advance to begin the process of securing a contract

Substitutions and Exceptions to Degree Requirements

Students wishing to request an exception to a degree requirement must do so by completing the Petition to Faculty form. The form is signed by the advisor, the program director and the Assistant Dean, Falk College Student Services. NOTE: the public health program uses the College of Arts and Sciences Liberal Arts Core Guidebook to determine if a course is a humanity, social science, natural science or liberal arts elective requirement. Petitions requesting an exception to these guidelines WILL NOT be granted.

ADVISING RELATED PUBLICATIONS (web-based)

- SU Abroad contains information on the academic programs offered through this Syracuse University program
- Summer at Syracuse: information about summer registration schedule, registration procedures and policies, financial information, and the time schedule of summer session courses.
- Course Catalog contains descriptive information about Syracuse University and its various schools and colleges, as well as detailed information about requirements of all majors and minors. Course descriptions for all Syracuse University undergraduate and graduate courses are included. Undergraduate and graduate rules and regulations are also described.
- Class Search The classes scheduled for fall, spring, or summer sessions can be accessed MySlice, Class Search

ADVISING RELATED SERVICES

- Center for Career Services. 35 Schine Student Center.
- Writing Center. 101 HB Crouse Hall
- Tutoring and Study Center. 111 Waverly Ave, Suite 220
- Counseling Center. 200 Walnut Place
- Options Program: alcohol and drug education, referral and assessment program is part of the Counseling Center at 200 Walnut Place
- Disability Services. 804 University Ave, RM 309
- LGBT Resource Center 750 Ostrom Ave
- English Language Institute, Syracuse University Continuing Education. 700 University Ave, Room 207.
Provides support for English as a second language students
- Health Services. 111 Waverly Ave.
- Student Legal Services. 760 Ostrom Ave.
- Sexual and Relationship Violence Response Team part of the Counseling Center at 200 Walnut Place
- Falk College of Sport and Human Dynamics, Office of Student Services: students exhibiting difficulties in academic or personal issues may be referred for appropriate intervention

GENERAL INFORMATION

Academic Calendars

Registration periods, schedule adjustment periods, add/drop deadlines, withdrawal deadlines, University holidays, reading days and the final examination periods are posted on the Registrar's web site within the Academic Calendars link.

Leave of Absence & Withdrawal

Students planning to leave the University before completing degree requirements should file an Official Leave of Absence Form (available from 300 MacNaughton Hall)), whether they intend to return to the University or not. Students who are suspended from the University for academic or disciplinary reasons will be officially withdrawn from the University. Students may also be withdrawn from the University for medical reasons.

Officially withdrawn students lose their matriculation status. Matriculation status will be reinstated only if the student subsequently meets all requirements for readmission to the University.

The notation "Did not register" will appear on the records of students who do not register and do not notify the University that they have left. Students who leave after the semester begins, but who do not notify the University, will continue to incur tuition, room and board, and other charges. Course registration and grades submitted by the faculty remain on the transcript.

Students who receive financial aid must notify the Office of Financial Aid, 200 Archbold Gym. Students residing in University housing must notify the Office of Residence, Dining, and ID Card Services, 202 Steele Hall. International students should also notify the Office of International Services, 310 Walnut Place.

- Readmission/Termination of Leave of Absence. Students who have taken a leave of absence must apply for readmission. Readmission is dependent upon space availability in the college and program to which the student seeks readmission. Applications for readmission are available from the Office for Student Assistance, 306 Steele Hall Syracuse NY 13244; 315-443-4357.
- Refer to section titled "Readmission/Termination of Leave of Absence" in the Syracuse University Bulletin, Academic Rules and Regulations for further information policies related to readmission.

For more detailed information follow the link to: [Leave of Absence, Withdrawal and Readmission](#)

Students Rights to Privacy

Syracuse University fully complies with the federal Family Educational Rights and Privacy Act (FERPA). Specific to the role of the advisor: advisors are prohibited from disclosing information contained in the student's educational record (including grades) to an outside party (including parents) without the explicit written consent of the student.

ADVISING INFORMATION

Class Sections, Closed

Advisors and students can monitor the status of class sections via MySlice, Class Search.

Closed sections, Access to. The web-based registrations system will not allow a student to register for class section that is closed. In some cases, faculty will give "permission" to a student to enroll in a closed section. Students must contact the faculty directly. If the faculty is agreeable, the faculty issues a permission.

Course Placement: Foreign Languages and Mathematics

Foreign Language: Registration for most foreign language classes will be blocked until the student takes the appropriate foreign language placement exam. Students should contact the department of the specific foreign language to schedule an exam.

Mathematics: The mathematics placement examination is completed online by incoming freshman students. The examination is scored by the Center for Instructional Design and the test report is filed in the student's academic file. Based on the math placement score, recommendations for math course placement are made.

Schedule Planning

Students should review course availability and time of offering and prepare a preliminary schedule for themselves in advance of their advising appointment. The advisor reviews the schedule with the student, making sure that all prerequisites for courses have been met and that the course selection is consistent with the public health program requirements. A discussion of a realistic credit load should be part of each advising session. To stay on track for graduation within a 4 year plan, public health students should typically carry 15- 17 credits each semester.

Student Academic Folder

Per FERPA regulations, student academic folders are maintained under locked conditions in the Administrative Offices located in Suite 344, White Hall. Faculty may sign out academic records for a 24 hour period only. The file must be maintained under secure conditions in the faculty office (locked office, or file drawer). Academic files may not be removed from the building.

Study Abroad

Public Health students are encouraged to study abroad. Many options exist: entire semester, short-term, and summer. To receive academic credit, students must participate in a Syracuse University or World Partners study abroad program. Students wishing to study with a non-affiliated program and receive academic credit must complete the Special Case Petitioning Process. Note: this process should be initiated 9-12 months in advance of the anticipated study abroad semester.

As few study abroad programs offer public health courses, students typically complete their liberal arts or elective requirements while abroad. An exception is the Australia Queensland program that offers several courses that we accept as equivalent to those in our major. The World Partner South Africa—Durban program offers students the opportunity to study public health within the context of South Africa. The courses offered by this program are accepted for elective credit in our major.

SU Study Abroad provides students with a course approval form. The list of courses must be approved by the advisor and the Assistant Dean of Falk Student Services.

Transcripts and Advising Reports

Advisors can access their students' transcripts and advising reports by signing into MySlice and the Advisor Services > View My Advisees link. The advising report is an electronic version of the public health program course requirement check sheet and allows advisors to track student progress toward meeting degree requirements.

ADVISING SPECIAL POPULATIONS

Disability Resources

Syracuse University, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, does not discriminate on the bases of disability. Services for students with disabilities are coordinated by the Office of Disability Services, 804 University Ave, 315-443-4498. The Center on Human Policy (805 South Crouse Ave, 315-443-3851) helps students and their families locate a broad range of human services available in the community. Students with disabilities other than learning disabilities can receive advice on support services that they need through Office of Student Assistance, Resources for Students with Disabilities (315-443-5019). Students with diagnosed learning disabilities should call 315-443-4498 (804 University Ave) for assistance with academic support services. Services include note takers, readers, transcribing, adaptive equipment, and other services as well as advocacy with faculty and referral information. For students experiencing academic difficulty, but without an identified learning disability, an initial evaluation of the student's learning may be obtained at the Falk College of Sport and Human Dynamics Student Services office located in 300 MacNaughton Hall.

English as a Second Language Students

Students who are not citizens of the United States by birth or naturalization, or whose language of primary instruction was not English, must demonstrate proficiency in English. Proficiency in English is demonstrated by a minimum score of 550 on the Test of English as a Foreign Language (TOEFL).

The English to Speakers of Other Languages (ESOL) Program at Syracuse (340 CHB Crouse, 315-443-9484) offers testing and courses for international undergraduate and graduate students. This office administers the University of Michigan Proficiency Battery (required for all international students) at the beginning of each semester. Based on the Michigan score, the program makes recommendations for further study in English as a Second Language (ESL). Degree completion may be prolonged for students requiring significant ESL coursework. ESL ENG 211 and 213, when successfully completed, fulfill the undergraduate foundational requirement of WRT 105 and 205.

Pre-Clinical Health Students

The Health Professions Advisory Services serves all university students interested in post-graduate study in medicine, dentistry or osteopathy. A variety of services are offered, including advisement on the most appropriate path to medical school, internship experiences, and research opportunities. Additional information on paths to clinical health graduate programs (including nursing) can be found on the public health advising web site: Pre-Clinical Advising & Additional Resources. Admission pre-requisite coursework varies program to program. Students are encouraged to explore specific programs to ensure that they have completed the pre-requisite coursework for admission.

Student Athletes

The Stevenson's Educational Center for Student Athlete Development provides academic support for Syracuse University student-athletes. The center's staff serves as a liaison between students, coaching staff and campus faculty regarding student-athlete academic performance, including tutoring, study table and progress toward graduation.

ACADEMIC POLICIES AND REGULATIONS

Academic Standing

Dean's List standing applies to undergraduate students only. To be eligible for Dean's List standing, students must be full-time status and have completed a minimum of 12 credit hours of letter grades with no missing or incomplete grades. The minimum GPA for the Dean's List for Falk College of Sport and Human Dynamics students is 3.4. Dean's List standing is evaluated at the conclusion of each semester. University College (part-time) students are eligible for the Dean's List at the end of each semester if they earn a 3.4 GPA in the last 12 credit hours taken.

Academic Probation, Suspension and Readmission

Academic probation applies to undergraduate students only. An undergraduate student who fails to meet criteria for good academic standing established by the Falk College of Sport and Human Dynamics or University will be placed on academic probation. Students placed on probation are advised of this action by a letter from the Academic Progress Committee. The letter will specify the criteria used in determining the probationary actions and the conditions under which good academic standing can be regained. When students have removed the deficiencies that led to their probation, they will be cleared from probation status. Probation action categories are described on the Falk College, Student Services

Advising Holds

All public health students have an advising hold that prevents registration on MySlice. Students must meet with their advisor to have the hold released. Faculty advisors can release advising holds by completing the advising form. Advising holds may take 24 hours to release.

Other holds: These include the bursar, library, health center, bookstore, parking and Falk College Student Services holds students can access information about registration holds on their MySlice page.

Credit from Other Institutions (Transfer Credit)

Syracuse University grants transfer credit based on the content of courses previously completed, their applicability to the intended program of study, and the quality of the student's performance. Only credit hours, not grade points, are accepted in transfer. For the transfer credit to be applied toward the SU degree, an official transcript with the course title, credit hours and grade must be mailed to the Falk College of Sport and Human Dynamics recorder, 300 MacNaughton Hall. Transfer credit policies are described on the Falk College, Student Services web site. For courses not previously approved for transfer, students must complete the Petition to Faculty, Transfer Credit Form prior to registering for the course.

Minimum grade standards for transfer credit

Credit is accepted for transfer only for those courses in which a grade of C or better has been earned.

Maximum number of transfer credits allowed

A maximum of 66 lower division credit may be transferred to the SU degree from a combination of testing programs and two-year colleges. A maximum of 90 credits may be granted from the combination of 2 year and 4 year institutions.

Degrees and Degree Programs, including Minors

Students wishing to pursue 2 majors: Refer to Table F in the UG catalogue. In most cases, it is most advantageous for students to pursue the Single Degree Program, Double Major option. In this option, Falk College is the home college and public health is the 1st major. Students 'declare' the second major by completing the Declaration of Major form.

Minors. Minors are voluntary programs of study. They provide the opportunity for blending another subject area, either related or unrelated to the student's major. Minors require the completion of at least 18 credits in one specific academic department or college. See Undergraduate Offerings— Minors for a listing of all minors with links to their respective requirements. For formal admission to a minor, students must obtain approval on the Declaration of Minor form from their faculty advisor, the minor coordinator, and their home college. Because of limited space in high demand courses, admission to some minors may be restricted. Links to Public Health program minors: Addictions Studies, Health and Wellness, and Public Health.

Ideally, public health students interested in pursuing a minor should begin coursework for the minor during their sophomore year. Students waiting until the junior year may not be able to complete the minor due to requirements within the major.

Degree Honors

Degree Honors	GPA Requirement
Cum laude	3.4
Magna cum laude Summa cum laude	3.6
	3.8

Diploma Request Card

Early in the semester of anticipated graduation, students must file a diploma request form on MySlice (and update their addresses). Filing on MySlice activates the degree certification process and awarding of the degree.

Independent Study Courses

Students may wish to explore a specific academic topic not covered by courses offered at the university. To facilitate individual student learning, faculty may sponsor and supervise an independent study course related to the student's specific interest. Independent study courses are typically restricted to elective health or other courses and must be approved by the Director of Undergraduate Studies and the Assistant Dean of Student Services. In very rare cases students can do an independent study course to substitute for a course normally offered in the core curriculum. Using an independent study course to meet a core public health requirement is an option only as a last resort after students have exhausted all other avenues to take courses during the regularly scheduled time and should not be used to facilitate students to study abroad or to accommodate students' personal, extra-curricular or sport obligations.

The workload required in an independent study course should be equivalent to that required in

regularly offered courses. Since students taking an independent study course do not attend formal classes it is vital that the student and the instructor with whom the student is doing the independent study keep in close contact during the course of the semester.

Before the start of the independent study course the student in consultation with the instructor must complete the standard Independent Study Form which will include a detailed plan of what is to be accomplished in the independent study. Such a plan should contain a list and schedule of readings, any required tests/exams/reports, a description of how the instructor will determine the student's understanding of assigned readings, an evaluation plan, and a detailed outline of the independent study project.

Credit hour determination: Independent study courses that are primarily practice based (ie: research experience) use this formula to determine the # of credits to be awarded:

1 credit = 45 hours of direct research or practice contact
2 credits = 90 hours of direct research or practice contact

3 credits = 135 hours of direct research or practice contact

Public Health majors may complete no more than a combined total of 12 credits of independent study (290/490) or experiential credit (270/470) for the undergraduate degree.

REGISTRATION POLICIES AND PROCEDURES

Changes to the Registration

Adding/Dropping Courses: During the early August schedule adjustment period and the 1st week of each semester, students may adjust their registration (add or drop classes) via MySlice. The add deadlines for MySlice are approximately one week from the first day of class. Students wishing to add a class after this point must complete and obtain all the required signatures on the ADD/DROP Form (available in Suite 344, White Hall). The drop deadline is established by the University Registrar (see Academic Calendars)

Withdrawing from Courses Following the academic drop deadline, students may withdraw from a course and have the symbol WD (withdrew) recorded on the transcript. The option of withdrawing from a regular, full- semester course extends up to approximately two weeks before the last day of class (see Academic Calendar). To withdraw from a course, students must complete a Petition to Faculty Form.

Note: the Falk College of Sport and Human Dynamics Student Services division will not approve a drop or WD petition if that action results in a student falling below 12 academic credits for the semester.

Class Standing

University

The number of credit hours passed determines class standing. Class standing per the university system is used when assigning registration access times. Financial aid awards are also partially based on class standing. The number of earned credit hours required for each class is as follows:

Freshman: 0 - 23 credits

Sophomore: 24 - 53 credits

Junior: 54 - 83 credits

Senior: 84 and above

Public Health

Class standing in public health is used to determine eligibility for HTW 422, the Senior Internship requirement. To be eligible for HTW 422, students must meet the University requirement for senior level standing and have completed all public health major course requirements with the exception of HTW 306, 309 and 401.

Maximum Hours per Semester

Undergraduate students may not enroll for more than 19 credit hours in a Fall or Spring semester, or more than 7 credit hours in a single summer session, only by petition to the Dean of his or her home college.

Students in the Honor's program may register for more than 19 credits without special permission. Students registering for more than 19 credits will be assessed the appropriate extra tuition charges, unless they qualify for an overload rate exception.

Pass/Fail Grade Option

Public health students may elect to take a maximum of 12 credits of elective requirement as pass/fail. To elect this option, students complete a Grade Option Application form (available in Suite 344, White Hall) and submit by the grading option deadline (see Academic Calendar for deadlines).

Registration for Graduate Level Courses that will be Applied toward the Undergraduate Degree. Before registration for the course, students must complete a Petition to their Faculty form to apply the course toward the undergraduate degree. The University registrar manually adds the course to the student schedule.

Repeating Courses

Students may repeat a course previously taken at Syracuse University in order to fulfill degree requirements or to demonstrate improved competence. A repeated course is defined as a Syracuse University course with the same prefix and course number as the original course, or in the case of prefix or number changes within a department, the equivalent course as defined by the academic department.

Flagging the original grade (removing it from GPA calculation). Courses that are repeated in the semester immediately

following the initial semester of registration will be automatically flagged by the University Registrar. To flag a grade in a course repeated in a later semester, students complete a Petition to Faculty - Flag Form requesting that the original course grade be removed from the GPA calculation. Both courses (the first and repeated one) and their grades remain on the student's permanent transcript. The lower grade is removed from the students cumulative GPA.

Students may also choose to take an equivalent course at another institution to fulfill degree requirements (for Syracuse University courses in which less than satisfactory grades were earned). A minimum grade of C must be earned to transfer the equivalent course to Syracuse University. Only credit hours, not grade points, are accepted in transfer. The original course completed at Syracuse University and grade remains on the transcript, with the Syracuse grade counting in the calculation of the GPA.

Student Status: Full-Time and Part-Time

Full-Time: Students who register for 12 or more credits for Fall or Spring semesters are considered full-time students for that registration period/semester. To be considered full time in summer, students must register for a total of 12 credits (6 credits each session). Full-time students who fall below 12 credit hours in any given semester may jeopardize their financial aid.

Part-Time: Students who register for less than 12 credit hours for Fall or Spring semesters are considered part-time students. Such students must change their home college from Falk College to University College (Syracuse's college for part-time study). Part-time students continue the public health major and are advised by public health faculty.

SYRACUSE UNIVERSITY ACADEMIC RULES

Links and List

Academic Integrity	Internal Transfer
Academic Renewal	Intra-University Transfer
Academic Standing	Leave of Absence, Withdrawal or Readmission
Advanced Credit Examinations	Majors
Attendance in Classes	Minors
Competency and Proficiency Examinations	Registration
Consortium Agreements	Religious Observances, Policy On
Courses	Research Involving Human or Animal Subjects
Credit	Residency Requirement
Degree and Certificate Programs	Retaking Courses
Degree Certification	Student Academic Work
Diplomas and Certificates	Student Status
Grades	Transcript
Honors	

If you find broken and/or inoperable links please email mstoffel@syr.edu

