



PUBLIC HEALTH UNDERGRADUATE HANDBOOK

CONTENTS

CHAPTER 1 - GENERAL INFORMATION.....	1
FACULTY AND STAFF DIRECTORY	1
OFFICE HOURS	2
STUDENT LOUNGE AND COMPUTER LABS.....	2
CHAPTER 2 - MISSION STATEMENT	3
STUDENT OUTCOMES.....	3
CHAPTER 3 - DEGREES/ PROGRAMS.....	3
ACADEMIC PROGRAMS.....	3
ACADEMIC SERVICE LEARNING.....	4
BACHELOR OF SCIENCE IN PUBLIC HEALTH REQUIREMENTS	4
CAREER OUTLOOK AND OPPORTUNITIES	4
DEPARTMENTAL ELECTIVES.....	5
MAJORS-SECOND	5
MINORS	5
RESEARCH MENTORSHIP	6
CHAPTER 4 - ACADEMIC SERVICE LEARNING	7
EXPECTATIONS.....	7
POLICIES.....	7
PROFESSIONAL ATTIRE.....	7
PUBLIC HEALTH MAJOR.....	8
RECOMMENDATIONS	8
STANDARDS	9
CHAPTER 5 - ACADEMIC POLICIES & PROCEDURES	10
ACADEMIC PROBATION.....	10
ACADEMIC RULES - SYRACUSE UNIVERSITY LINKS AND LIST.....	10
ATTENDANCE	10
CHANGES TO THE REGISTRATION	10
DIPLOMA REQUEST CARD.....	11
ENROLLMENT POLICY	11
EXAMS.....	11
FINAL EXAMS AND READING DAYS.....	11
MAKE-UP EXAMS	11

POLICIES.....	11
GOOD ACADEMIC STANDING	12
INDEPENDENT STUDY COURSES	12
LEAVE OF ABSENCE / WITHDRAWAL.....	13
MAXIMUM HOURS PER SEMESTER	14
PASS-FAIL OPTION.....	14
READMISSION	14
RETAKING COURSES	15
TRANSFER CREDIT	15
CHAPTER 6 - STUDENT RIGHTS, ACADEMIC INTEGRITY AND GRIEVANCE POLICIES.....	15
ACADEMIC INTEGRITY:.....	15
GRIEVANCE POLICIES.....	16
CHAPTER 7 - ACADEMIC ADVISING & FORMS	16
ADVISING STATEMENT	16
ADVISING REPORTS	16
ASSIGNMENT OF ADVISOR	17
FORMS	17
HEALTH PROFESSIONS ADVISING.....	17
HELPFUL ADVISING LINKS FOR PUBLIC HEALTH MAJORS.....	17
REGISTRATION HOLDS	18
SHARED RESPONSIBILITIES.....	18
STUDY ABROAD.....	18
CHAPTER 8- COMMUNICATION	19
ELECTRONIC MAIL (EMAIL).....	19
FACULTY EXPECTATIONS.....	19
CHAPTER 9 - STUDENT SERVICES.....	20
ACADEMIC SUPPORT RESOURCES:	20
COLLEGE OF ARTS AND SCIENCES	20
FALK COLLEGE	20
OFFICE OF DISABILITY SERVICES	20
SYRACUSE UNIVERSITY	21
CHAPTER 10 - DEAN'S LIST & OTHER AWARDS	21
DEAN'S LIST.....	21
DEGREE HONORS.....	21
PUBLIC HEALTH AWARDS.....	21

REMEMBRANCE SCHOLARS.....	22
SCHOLARSHIP OPPORTUNITIES.....	22
SENIOR CLASS MARSHAL.....	22
UNIVERSITY SCHOLARS.....	22
CHAPTER 11 - SAFETY & EMERGENCY INFORMATION.....	23
EMERGENCY TELEPHONE NUMBERS	23
SAFETY AND SECURITY ADVICE	23

CHAPTER 1 - GENERAL INFORMATION

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OFFICE HOURS

Fall and Spring semesters: 8:30 am—5:00 pm
Summer semester: 8:00 am—4:30 pm

Please keep in mind that if you need to turn in a paper/project for one of your classes, do not wait until 5:00 pm to do so. The office will be locked and you will not be able to enter.

STUDENT LOUNGE AND COMPUTER LABS

Available for student use:

First Floor:

Room 113—PC Computer Lab

Second Floor:

Room 216—Student Lounge

Room 253—Mac Computer Lab

CHAPTER 2 - MISSION STATEMENT

The mission of the undergraduate major in public health is to develop exceptional leaders who will impact public health, promote individual and community well-being, and effect change among local, national, and global communities.

We promote and foster sustainable, positive changes in health through:

- ◆ Evidence based public health practice, research, policy analysis and education
- ◆ Engagement with local, national and global communities to develop practical solutions to public health problems
- ◆ Promotion of respect for diversity in our students, faculty and curriculum
- ◆ Experiential learning which translates research and theory into effective and applied practices and policies

STUDENT OUTCOMES

At the completion of the undergraduate program, students will be able to

- 1) Apply theories, concepts and models from social and behavioral disciplines as they relate to public health practice
- 2) Use relevant data, information sources, and evidence based approaches to inform public health practice
- 3) Plan, implement and evaluate public health programs
- 4) Communicate public health information to diverse populations using a variety of media
- 5) Assess the health status of populations, determinants of health & illness, and factors contributing to health promotion and disease prevention across the lifespan
- 6) Analyze social, environmental and behavioral factors that impact on health and contribute to health disparities
- 7) Compare and contrast the United States health care system structure to systems in other countries
- 8) Apply basic principles of epidemiology to interpret public health problems
- 9) Demonstrate cultural competence to meet the needs of diverse groups and vulnerable populations
- 10) Act according to professional values and ethics in public health practice, research and education
- 11) Analyze how communities, community forces and research shape health policies and regulations
- 12) Collaborate with community members and other stakeholders to promote community health

CHAPTER 3 - DEGREES/ PROGRAMS

ACADEMIC PROGRAMS

The 123 credit Bachelor of Science degree in Public Health (BSPH) prepares students for health related careers in government, private and non-profit organizations that address health promotion and illness prevention in individuals, families and communities. Students gain knowledge and skills in traditional public health core areas including environmental health, epidemiology, health services administration, and social & behavioral determinants of health. In addition, the program includes coursework to prepare students to work within the field of community health education. The program culminates with a 400-hour senior internship and capstone experience.

Students interested in post-graduate study in clinical health (medicine, nursing, occupational therapy, or physician assistant) may complete the required science, math and other coursework within the core liberal arts or elective requirement of the public health major.

ACADEMIC SERVICE LEARNING

Community-based learning opportunities are an integral requirement of the public health curriculum. Public Health students complete a total of 480 hours of field work - engaged in promoting health (HTW 221), implementing health education (HTW 304), understanding diversity (HTW 307), improving health literacy (HTW 311) and culminating with HTW 422: The Senior Year Capstone Internship Experience. HTW 422 is a collaboratively designed 9-credit, 400-hour senior internship experience that demonstrates the student's expertise in applying public health knowledge and skill in a work-place setting. **See Chapter 4 for more information on academic service learning, expectations, polices and standards.**

Additional opportunities include:

- ♦ **SOPHE** is the Society for Public Health Education student group to promote health education and awareness of available resources on and off campus and foster networking and peer support for students in the public health education field.
- ♦ **Healthy You Magazine** is an award-winning health newsmagazine written for students, by students and produced in the HTW 227 Healthy You Practicum course. The course introduces students to a hands-on learning experience in health writing, illustration, photography and layout/design related to developing a health newsmagazine for a campus community.

BACHELOR OF SCIENCE IN PUBLIC HEALTH REQUIREMENTS

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.

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.

CAREER OUTLOOK AND OPPORTUNITIES

Graduates of the program will be competent to pursue entry level employment in public health fields or to pursue graduate studies in a variety of academic areas including public health, public policy, health care administration, and law. The U.S. Department of labor reports that employment of health educators is expected to grow by 37%

from 2010 to 2020, much faster than the average for all occupations. Growth will be driven by efforts to reduce healthcare costs by teaching people about healthy habits and behaviors. The program can also provide students with a pathway to advanced studies in medicine, dentistry, physician assistant studies or nursing.

In 2014, 87.5% of the public health graduates responded to our post-graduate survey. Of these, 100% were employed in a public health setting, engaged in public service work, or enrolled in graduate programs.

DEPARTMENTAL ELECTIVES

HTW 227:	Healthy You Practicum
HTW 301:	Holistic Healing Practices
HTW 305:	Community Mental Health
HTW 318:	Dynamics of Addiction
HTW/ANT/MES 382:	Health in the Middle East
HTW 404:	Comparative Health Policy (summer traveling course)
HTW 405:	Cognitive Behavioral Approaches to Stress Reduction
HTW 406:	Clinical Evaluation and Assessment of Addictions
HTW 407:	Wellness Counseling and Coaching: Overcoming Resistance to Change
HTW 408:	Addictions and Treatment in Cultural Context
HTW 409:	The Impact of Addictions on Families and Relationships
HTW 412:	Global Perspectives in Alcohol & Other Drug Policies (summer traveling course)
HTW 415/615:	Ethics in Public Health
HTW 419:	Health Promotion: Disability
HTW/SWK/QSX 437:	Lesbian, Gay, Bisexual and Transgender (LGBT) Health
HTW/ANT/WSP 462:	Culture and Reproductive Health & Medicine
HTW 463/663:	Global Health

MAJORS-SECOND

Some Public Health majors pursue a second major; for most, the second major is related to public health or is chosen to advance graduate study opportunities. As with minors, second majors should be discussed with your academic advisor early in your academic career (generally by sophomore year). It is most efficient for Public Health majors to select the Single Degree Program with Double Major option. This option requires the student to complete all the degree requirements for public health (liberal arts, public health core, and electives) and the degree requirements specific to the second major only. The Falk College is retained as your home college. With careful planning, most students can complete this option without adding additional time for degree completion. To declare a second major, you will complete a Declaration of Major form, retaining the major in Public Health and adding the second major. This form is available in the Falk College Office of Student Services (340 Sims Hall) and/or on the Falk College website: [Current Student/Forms](#). The form must be signed by the department offering the second major and by your advisor. The Falk College Office of Student Services will review the paperwork and enter the second major on your student record.

MINORS

Public Health majors are encouraged to pursue a minor. A minor provides an excellent opportunity to blend another subject area into your degree program without the additional requirements of a double major or dual degree. A minor may be related to your major, or it might be in a completely different academic/professional area. Because a completed minor appears on your transcript, it highlights another dimension of educational background to support an application for graduate study or employment.

Pursuing a minor should be discussed with your academic advisor as early in your academic career as possible. Courses for minors may or may not fit into the liberal art or elective requirements for the public health major. Once a minor is decided upon, you will then complete a Declaration of Minor form, available in the Falk College Office of Student Services (340 Sims Hall) and/or on the Falk College website: Current Students/Forms. The form must be signed by the department or college offering the minor and by your advisor. The Falk College Office of Student Services will review the paperwork and enter the minor on your student record.

The minor in addiction studies, offered by the public health program is open to public health majors. The minors in public health and health & wellness are not open majors. For a full listing of Syracuse University minors and specific requirements see: [Addiction Studies Minor](#)

RESEARCH MENTORSHIP

Public Health majors may elect to participate on faculty led research teams. Current opportunities include:

- ◆ ADA PARC: Participation Disparities Among People with Disabilities (Professor McDonald)
- ◆ Alcohol and Other Drug Use Norms and High School Athletics (Professor Bergen-Cico)
- ◆ Assessing Malaria Elimination Tools in Zambia (Professor Larsen)
- ◆ Breast Cancer Awareness and Education for African American Women in Under-served Communities (Professor Cowart)
- ◆ Child Health Outcomes in Early Head Start (Professor Narine)
- ◆ Child Health Survey: Trinidad and Tobago (Professor Narine)

- ◆ Effects of Environmental Toxins on Child Cognitive, Behavioral and Physical Health Outcomes (Professor Gump)
- ◆ Mindfulness Based Stress Reduction for Military Trauma (Professors Gump & Bergen-Cico)
- ◆ Mindful Yoga Self-Regulation in Middle School Populations (Professor Bergen-Cico)
- ◆ Novel Vector Control Methods for the Control of Mosquito-Borne Illnesses (Professor Larsen)
- ◆ Project ETHICS: Ethical Issues in Intellectual Disability Research (Professor McDonald)
- ◆ The Impact of Neighborhood Violence on the Emotional and Physical Health of Residents in Areas of Multiple Gun Related Injuries and Murders (Professor Lane)

CHAPTER 4 - ACADEMIC SERVICE LEARNING

EXPECTATIONS

Faculty	Community Partner	Student
Describe the service learning activity and its relation to the course objectives in the course syllabus and on the first day of class	Orient students to the agency mission and goals so that they may better understand their role within the agency/project	Behave professionally Observe the public health program policies on appropriate attire for field work (see p. 3)
Familiarize themselves with the service sites	Provide work that is significant and/or challenging to the student	Punctuality: arrive on time and don't leave early Adherence to service schedule.
Monitor student progress through discussions, journal assignments, progress reports or individual check-ins.	Provide training, supervision, feedback and resources for the student to succeed in the service	Provide a minimum of 24 hours' advance notice of absences Keep all cell phones, iPods, and other electronic devices not pertaining to your service activity turned off and out of sight
Provide individual and/or group forums for students to reflect on what they are learning from the experience	Ensure a safe work environment and reasonable hours for the student to perform their service Communicate with faculty member(s) to report on project progress	Participate in required training/orientation sessions Use formal names/work titles unless directed otherwise Fulfill all hours and complete assignments/projects Notify the course professor if the site supervisor terminates the service position Respect the policies and expectations of the site, especially in regards to confidentiality Serve in a manner which preserves the reputation and integrity of Syracuse University

POLICIES

Students must adhere to the public health program placement policies.

- ◆ Community sites are identified, arranged, and confirmed by course faculty
- ◆ Students may not change their placement site without course faculty approval
- ◆ Placement sites are selected for their specific fit with the course outcomes and may not be shared between two courses. Service requirements must be met for each course (not double counting)

HTW 422: students must assure that they have approximately 30 hours during an 8 - 5 p.m. block each week to commit to the senior internship. In addition, some sites may require occasional evening or weekend hours.

PROFESSIONAL ATTIRE

Students will adhere to the professional attire policies described below, unless directed otherwise by their placement site.

Female	Male
Pants: full length or Capri length; no denim Shirts: collared polo shirts or button shirts; no t-shirts or tank-tops; midriff must be fully covered Skirts/dresses: must be professional length Shoes: no flip flops or platform shoes, dress sandals, sneakers in good conditions or shoes No sweatshirts No shorts	Pants: No denim, should be worn at the waist, and be belted Shirts: collared polo shirts or button shirts; no t-shirts Shoes: no sandals, sneakers in good condition or shoes No sweatshirts No shorts

PUBLIC HEALTH MAJOR

Experiential, community based learning requirements are included across the four years of undergraduate study and provide students with opportunities to apply knowledge gained in the classroom to real-world public health related challenges. Academic service learning promotes:

- a) Student personal and professional development, including competency in working with diverse populations
- b) Student application of research and theory to develop solutions to community based health problems.

Student reflection on these experiences is important for learning and personal growth and is accomplished through journal writing and other means.

By participating in planned and evaluated experiential learning activities, public health majors progress through a hierarchy of experiential learning competencies - beginning with exposure to community members and groups in year 1 to integration and consolidation of public health knowledge and skills in year 4.

	Competency	Course, Required Hours, & Focus
Year 1	Exposure/Appreciation	HTW 221 Health Promotion Across the Life Span Requirement: 15 hours Focus: Health promotion
Year 2	Appreciation/Application	HTW 304 Community Health Education Requirement: 15 hours Focus: Health Education
Year 3	Application	HTW 307 Culturally Competent Health Care Requirement: 25 hours Focus: Health and Diverse Populations HTW 311 Health Literacy Requirement: 25 hours Focus: Reading/Computation/Health Literacy
Year 4	Integration/Consolidation	HTW 422: Senior Internship Experience Requirement: 400 hours Focus: Public Health Practice

RECOMMENDATIONS

The public health program acknowledges the busy lives of undergraduate students. It is therefore recommended that students enroll in no more than 1 service learning course per semester.

In the HTW 422 semester of enrollment, it is recommended that students enroll in no more than 1 additional course. If students must enroll in 2 additional courses, these courses should be scheduled for after 3 p.m. to allow for completion of the internship hour requirement.

STANDARDS

Academic Service learning is a supervised and evaluated experience. As such, regular attendance is expected and related assignments/performance are graded and included in the evaluation component of the course.

Grading standards

- ◆ Students who complete $\leq 80\%$ of the required hours will receive a grade of 'F' for the service learning component of the course
- ◆ Students who complete 90% of the required hours will receive a grade no greater than 'C' for the service learning component of the course. Grades will be lower if assignments and/or performance do not meet course expectations.

Termination from site

- ◆ Students who are dismissed for reasons of unprofessional conduct will receive a grade of 'F' and will not be assigned to another site
- ◆ On occasion, sites may not be able to accommodate the student for the full hour requirement. In these situations, students will be assigned to another site to complete the service requirement.

CHAPTER 5 - ACADEMIC POLICIES & PROCEDURES

ACADEMIC PROBATION

Falk College students who have been placed on Academic Warning or One Term Trial will have the availability of a number of resources within the College and University. The Office of Student Services will determine a course of action for students in academic difficulty. Students who are academically suspended will be given an opportunity to appeal their suspension. The Academic Review Committee, whose membership consists of Falk College senior faculty and professional staff, will consider the student appeal letter, academic record, and documentation of personal circumstances in its review and decision. For more information go to **Falk College Office of Student Services**.

ACADEMIC RULES - SYRACUSE UNIVERSITY LINKS AND LIST

[Academic Integrity](#)

[Academic Renewal](#)

[Academic Standing](#)

[Advanced Credit Examinations](#)

[Attendance in Classes](#)

[Competency and Proficiency Examinations](#)

[Consortium Agreements](#)

[Courses](#)

[Credit](#)

[Degree and Certificate Programs](#)

[Degree Certification](#)

[Diplomas and Certificates](#)

[Grades](#)

[Honors](#)

[Internal Transfer](#)

[Intra-University Transfer](#)

[Leave of Absence, Withdrawal or Readmission](#)

[Majors](#)

[Minors](#)

[Registration](#)

[Religious Observances, Policy On](#)

[Research Involving Human or Animal Subjects](#)

[Residency Requirement](#)

[Retaking Courses](#)

[Student Academic Work](#)

[Student Status](#)

[Transcript](#)

ATTENDANCE

Attendance in classes is expected in all courses at Syracuse University. Class attendance requirements and policies concerning non-attendance are established by the professors in each course and are detailed in the course syllabus.

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: 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.

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.

ENROLLMENT POLICY

Students are prohibited from attending, being evaluated, auditing, or otherwise participating in regular semester courses without being officially registered in the course. The only exception to this is students making up work in courses for which they have received an incomplete grade. Attending a class without officially registering and then registering for the course in a subsequent semester for reasons of resource, billing, or scheduling convenience is strictly prohibited.

EXAMS

FINAL EXAMS AND READING DAYS

Final examinations are not given on the last day of classes or on any reading day. The final examination schedule is published in the *Time Schedule of Classes*. Reading days are designed to allow students the maximum opportunity to prepare for final examinations. Therefore, final examinations and required meetings or classes are not to be given on any Reading Day. Requests for exceptions to this policy must be approved by the Dean of the David B. Falk College of Sport and Human Dynamics and the Office of the Provost and must be recorded in the Registrar's Office. Reading days are posted on the [Five Year Academic Calendar](#)

Final exams **will not** be administered earlier than scheduled by the Registrar's Office unless exceptional circumstances exist. Therefore, **when making end of the semester travel plans students must plan to stay in Syracuse until all final exams are complete.**

MAKE-UP EXAMS

- ◆ Make-up exams are to be taken 9:00 am - Noon and 2:00 pm - 4:00 pm Monday thru Friday, scheduled through the instructor.
- ◆ All make-up exams are at the discretion of the course faculty. Policies regarding make-up exams are further described in the syllabus.
- ◆

POLICIES

- ◆ Arrive on time for the start of the test.
- ◆ Leave all backpacks, texts, electronic devices, notebooks, or written material of any kind, together with coats, jackets, hats, etc. in a designated area away from the seating section.
- ◆ Sit in an every-other-seat and every-other-row pattern to the extent possible in the given room space.
- ◆ Remain seated for the duration of the test. General lavatory needs are to be met prior to the start of the exam. If questions arise during the exam, a silently raised hand will signal the proctor to come to the student's seat.
- ◆ Remain silent during the duration of the test.
- ◆ Attend only to the paper or materials in the writing space. There is to be no gazing about or making eye contact with any other student's work.
- ◆ Use a blank sheet of paper to cover answered questions.

- ♦ Leave the room and the immediate area upon completion of the test. In a case where classroom teaching resumes immediately following the test, remain silent until the testing period is over and all tests are returned to the instructor.

Be advised that deviations from the above expected behaviors will invalidate the test.

GOOD ACADEMIC STANDING

Students in the David B. Falk College of Sport and Human Dynamics are determined to be in good academic standing when they carry and pass a minimum of 12 credit hours each regular semester and maintain a minimum of a 2.0 semester grade point average and at least a 2.0 cumulative grade point average.

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.

LEAVE OF ABSENCE / WITHDRAWAL

Leave of Absence

If you leave the University before completing your degree requirements, you must file an Official Withdrawal/Leave of Absence form, whether or not you intend to return to SU. Undergraduates initiate the process through the school/college undergraduate office, and graduates do so through the academic department.

If you leave without notifying the University after the semester begins, you will continue to incur tuition, room, board, and other charges. Course registration will remain on your transcript record, and any grades or grading symbols submitted by your instructors will also appear on your transcript.

Medical Leaves of Absence

Students leaving the University for medical and/or psychological reasons must go through the Office of Student Assistance, 306 Steele Hall, and obtain approval of Health Services and/or the Counseling Center for a medical leave to take effect. If extraordinary circumstances exist, you may apply to the appropriate department/school/college for retroactive approval of a medical leave of absence. This application must be made within 60 days of your last date of class attendance.

Military Leaves of Absence

Undergraduates being activated by the military should initiate a leave of absence procedure through the home school/college undergraduate office; graduate students should contact their academic department. The dean's office or academic department will advise about options to drop courses, take class standing grades, or take Incompletes, as well as the academic implications of these options.

Withdrawal

SU will officially withdraw students who are suspended for academic or disciplinary reasons; the suspending school/college or the Division of Student Affairs will initiate the withdrawal. The University may also withdraw students for medical reasons or for academic integrity violations. Officially withdrawn students lose matriculation status; however, matriculation may be reinstated if all requirements for readmission are met (see "Readmission/Termination of Leave of Absence").

Enforced Medical Withdrawal

An enforced medical withdrawal may be imposed in response to behavior that has its basis in a psychological or other medical condition including, but not limited to, situations in which a student fails to attend and participate actively in an appropriate assessment, educational program, or other intervention; and situations in which student behavior poses a significant health or safety risk to the student or others. The senior vice president and dean of student affairs, or one or more of her/his designees will make the determination that an enforced medical withdrawal should occur, consistent with the process enumerated in the University Judicial System Handbook.

Academic and Financial Implications of Leaves and Withdrawals

For academic and financial purposes, the effective date is either the date the form is approved by the undergraduate home school/college or the graduate student's department, or the day after the end of the current semester, whichever is later.

You can't receive Incomplete grades for courses in which you were enrolled if you take a leave of absence or are withdrawn; only grades of WD or F can be recorded on your transcript. If you register for a future semester and subsequently take a leave of absence or are withdrawn, then your registration for that semester will be canceled.

Transcript Notation and Effective Date

Leaves of absence and withdrawals will be noted by effective date on the transcript. The transcript notation for leaves of absence is “Leave of Absence-- Student Initiated,” and for withdrawals, “Withdrawal-- University Initiated.” The transcript will be marked with “violation of academic integrity policy” when an established violation results in suspension or expulsion. This designation will be permanently retained on the transcript. The notation “Discontinuation-- non-attender” will appear on the records of students who do not register and who don’t notify the University that they have left.

You are responsible for initiating any requests for refund, including those that result from medical leaves. See page 22 of the [Tuition, Fees and Related Policies Bulletin 2016-2017](#) for the complete statement of SU’s policy and requirements for refunds for withdrawals and leaves of absence.

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

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 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).

Credit is earned for courses with a P, but not with an F.

READMISSION

If you plan to re-enroll at SU, you must apply for readmission. Approval of your readmission may be affected by any of the following conditions:

- ◆ Your school/college and program must have available space to accommodate your inclusion.
- ◆ You may need to satisfy new requirements in your academic program.
- ◆ You must meet all outstanding SU financial obligations.
- ◆ If your leave/withdrawal was conditional, you must resolve the appropriate issues and obtain readmission approval from the academic unit or office that authorized or required your leave/withdrawal.

Falk College students may apply for readmission one academic year from the date of an academic withdrawal. If you are readmitted to SU, you will regain your matriculation status, unless you are readmitted to University College as a *special student*.

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

RETAKE 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 student's 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.

TRANSFER CREDIT

Students completing summer or intersession coursework for consideration of transfer credit at S.U. must complete the [Petition to Faculty—Undergraduate Transfer Credits](#) and obtain the signature of their advisor, the Department Chair, and the Assistant Dean of Student Services **prior** to registering for the course. **NOTE:** Syracuse University will accept transfer credit for WRT 205 from only selected academic institutions which can be found at: [WRT Course Substitutions](#).

CHAPTER 6 - STUDENT RIGHTS, ACADEMIC INTEGRITY AND GRIEVANCE POLICIES

The faculty, staff, and students of the College of Sport and Human Dynamics recognize that academic integrity, honesty and respect for others are fundamental expectations in all academic and public communities. All College of Sport and Human Dynamics faculty, administrators, staff and students are expected to contribute to creating an environment which is directed toward those characteristics.

ACADEMIC INTEGRITY: At Syracuse University, academic integrity is expected of every community member in all endeavors. Academic integrity includes a commitment to the values of honesty, trustworthiness, fairness, and respect. These values are essential to the overall success of an academic society. In addition, each member of the university community has a right to expect adherence to academic integrity from all other community members.

[Syracuse University's Academic Integrity Policy](#) holds students accountable for the integrity of the work they submit. Students should be familiar with the policy and know that it is their responsibility to learn about course-specific expectations, as well as about university policy. The university policy governs appropriate citation and use of sources, the integrity of work submitted in exams and assignments, and the veracity of signatures on attendance sheets and other verification of participation in class activities. The policy also prohibits students from submitting

the same written work in more than one class without receiving written authorization in advance from both instructors. The presumptive penalty for a first offense by an undergraduate student is course failure, accompanied by a transcript notation indicating that the failure resulted from a violation of Academic Integrity Policy. The standard sanction for a first offense by a graduate student is suspension or expulsion.

GRIEVANCE POLICIES: Concerns about courses or grades: Student concerns or questions regarding courses or grades should first be discussed with the instructor. If differences are unable to be resolved, then appeals may be made to the undergraduate program director. Other concerns about the public health program should be directed first to the undergraduate program director, then to the department chair and finally to the Falk College associate dean of academic affairs. Students retain the right to file a grievance with the University in the event the issue is not satisfactorily addressed at the program or department level.

Additional information is available on the Falk College Student Services web site: [Academic Grievances](#).

STUDENT RIGHTS: The Syracuse University community has established rules and policies that foster safety, security and wellness. It is the goal of the [Office of Student Rights and Responsibilities](#) to accomplish a safe campus community while promoting learning, awareness, accountability, and service to others. The student conduct process at Syracuse University is designed to provide a fair and engaging process for the resolution of alleged violations of the Code of Student Conduct.

Students Rights to Privacy: Syracuse University fully complies with the federal [Family Educational Rights and Privacy Act](#) (FERPA). University administrators, faculty and staff 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.

CHAPTER 7 - ACADEMIC ADVISING & FORMS

ADVISING STATEMENT

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 at every step throughout their degree programs. A successful system of academic advising is highly dependent upon a shared commitment of students, faculty, and staff to the process and the availability of timely, accurate information.

Falk College of Sport and Human Dynamics requires all undergraduates to meet with their advisors before they register to insure that they are choosing courses that lead towards the completion of their degree. It is each student's responsibility to initiate the advising appointment and to be prepared with course selections for their advising session.

ADVISING REPORTS

All Falk College students (except for Undeclared Students) have an Advising Report online in MySlice under "My Academics". This report is an advising tool to be used in collaboration with your academic advisor. You should review this report before your advising session to determine which courses have been used to satisfy your liberal arts core requirements and your major program degree requirements and to develop a plan for future courses to discuss with your academic advisor. The student advising report is invaluable in determining progress made toward your degree and which requirements remain.

ASSIGNMENT OF ADVISOR

Academic advisors are assigned at the time of enrollment in the public health major. Assignments are made on a rotating basis, as faculty advising numbers allow. Your assigned advisor and contact information is posted on MySlice > View My Advisor.

Students are free to change academic advisors if they wish. To do so, the student formally requests a change of advisor and meets with the program director to determine the best fit for both the student and new advisor.

FORMS

The following [academic forms](#) are now available online:

- ◆ Application for Undergraduate Intra-University Transfer
- ◆ Declaration of Major or Declaration of Minor
- ◆ Internship Proposal Agreement
- ◆ General Petition to Faculty
- ◆ Proposal for Independent Study Course
- ◆ Request for Incomplete Grade
- ◆ Petition to Faculty—Flagging A Class
- ◆ Petition to Faculty—Undergraduate Transfer Credits

The Student should complete the form on-line, print it, sign it, and take for additional signatures to the public health administrative assistant, Suite 344 White Hall.

HEALTH PROFESSIONS ADVISING

The **Health Professions Advisory Program (HPA)** advises, counsels and provides resources for students and graduates of all Syracuse University schools and colleges, and the SUNY College of Environmental Science and Forestry (ESF) about academic requirements and other credentials necessary for application to medical and other health-related professional schools (dental, optometry, podiatry, osteopathy and veterinary.)

The services HPA offers extend to publications, workshops, help with applications, a credentials service for letters of recommendation and mock interviews. All pre-med students should register with the HPA program (323 Hall of Languages).

HPA Contact Information

Phone: 443-2321

Email: hpap@syr.edu

Website: [Health Professions Advising Services](#)

HELPFUL ADVISING LINKS FOR PUBLIC HEALTH MAJORS

- ◆ [SU Course Catalog](#)
- ◆ [Liberal Arts Core Book 2015-2016](#)
- ◆ [Transfer Credit Evaluation System](#)—For pre-approved courses accepted for transfer:

Additional information and advising resources can be found on the Department of Public Health, Food Studies, and Nutrition website [Forms & Information](#) (see links for health professional advising, pre-requisites for post-graduate clinical health programs, global diversity courses and additional resources- bottom of page) as well as the David B. Falk College of Sport and Human Dynamics student services website [Falk College Student Services](#)

REGISTRATION HOLDS

Advising Holds. All undergraduate students have registration advising holds what will be released after meeting with your academic advisor. After the registration advising session your academic advisor will electronically submit an Advising Form with recommended courses to Student Services and the hold will be released (a minimum of 24 hours is required for processing). A copy of the Advising Form will also be given to you and placed in your file.

Holds that may prevent students from registering:

- ♦ **Advising Hold** - All students in the Falk College have an ADVISING HOLD that prohibits registration on MySlice. Students MUST meet with their advisor in order to have their hold released. Faculty advisors can release advising holds by filling out an advising form. An advising hold can take up to 24 business hours to release.
- ♦ **Student Support Hold** - If a student is on academic probation, they may have a student support hold. It is applied for those students who have not met the requirements for probation; in particular, they have not met regularly with their Student Support Counselors during probationary semesters. Students, department chairs, and academic advisors receive information about these standards (and outcomes) each semester through emails, this website, and reminder emails.
- ♦ **Other Holds** - Students may have other types of holds preventing them from registering for classes; for example, a Bursar hold for an outstanding bursar balance, Library hold for an overdue library book, Health Center hold, Bookstore hold, or Parking hold.

SHARED RESPONSIBILITIES

Advising: Student Responsibilities

Students are responsible for scheduling, preparing for, and keeping advising appointments; for seeking out contacts and information; and for knowing the basic requirements of their individual degree programs. Students bear the final responsibility for making their own decisions based on the best information and advice available and, ultimately, on their own judgment.

Advising: Advisor Responsibilities

Advisors are responsible for developing a thorough knowledge of the degree requirements within the student's program of study and a working knowledge of academic options and resources throughout the University. Advisors are expected to involve students by encouraging them to ask questions, gather information, and explore options so that they may develop a meaningful academic plan. Advisors will be available to students on a regular basis, monitor their advisees' progress, assist in considering career and/or graduate study options, and make appropriate referrals to other campus offices.

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.

CHAPTER 8- COMMUNICATION

ELECTRONIC MAIL (EMAIL)

To Students - The Dept. of Public Health, Food Studies, and Nutrition uses Email and BlackBoard to communicate with students and student groups in a timely fashion. All Emails will be sent to the students S.U. Email address. It is the responsibility of the student to check their S.U. Emails in a timely fashion.

To Faculty- Students are asked to understand that faculty receive large volumes of Email every day from various sources and are not available via Email at all times. Students should expect a reasonable lag in response time to their Emails.

Blackboard is a web-based system that allows students and faculty to participate in class components online. Students and faculty access Blackboard using a standard web browser. Blackboard allows instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, and more. The degree to which Blackboard is used in a course varies.

All Public Health courses utilize the Blackboard system for posting of course syllabi and other documents related to the course.

For additional information regarding the Blackboard system, please refer to the Syracuse University Blackboard student support web pages at [Blackboard](#)

For additional information regarding ITS public computer labs and student printing services, please visit the ITS website at [ITS](#)

FACULTY EXPECTATIONS

It is expected that the students will:

- ◆ Address all faculty as Dr., Mr., Ms. unless the student is given permission to address the faculty member by their first name. This includes any oral or written communication.
- ◆ Contribute to the creation and maintenance of the College culture in that students are expected to be in class throughout the S.U. official semester. Notify the instructor before an absence for illness; it is also courteous to notify the instructor about the need to miss more than one class in a row.
- ◆ Submit materials that are typed/word processed and proofread.

- ◆ Speak directly with involved faculty concerning a perceived need or conflict in a timely fashion, rather than waiting until the end of the course.
- ◆ Be courteous and respectful of the instructor, staff and other students.

It is expected that faculty will:

- ◆ Contribute to the creation of an atmosphere for comfortable communication with students.
- ◆ Be available during office hours, and at other times by appointment.
- ◆ Return student assignments, telephone calls and e-mails in a timely fashion.
- ◆ Be courteous and respectful of students, other faculty and staff.

CHAPTER 9 - STUDENT SERVICES

ACADEMIC SUPPORT RESOURCES:

COLLEGE OF ARTS AND SCIENCES

- ◆ **Math Clinics:** The mathematics department conducts weekly math clinics to assist students enrolled in selected math courses

FALK COLLEGE

- ◆ **Office of Student Services:** Academic counselors provide the following: help with time management, student concerns about grades, and study/learning approaches and strategies Falk College Student Services.
- ◆ The Falk College, Office of Student Services also maintains the College's academic probation and, with faculty agreement, sets academic monitoring policies. Students placed on **academic probation** are assigned to an academic counselor who works with them to develop and implement a plan that promotes future academic success.

OFFICE OF DISABILITY SERVICES

If you believe that you need accommodations for a disability, please contact the **Office of Disability Services** (ODS), located at 804 University Avenue, room 309, or call 315-443-4498 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue "Accommodation Authorization Letters" to students with documented disabilities as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

Our community values diversity and seeks to promote meaningful access to educational opportunities for all students. Syracuse University and I are committed to your success and to supporting Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act (1990). This means that in general no individual who is otherwise qualified shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity, solely by reason of having a disability.

If you have an authorized disability-related accommodation you should provide me with a current Accommodation Authorization. Syracuse University and I are committed to your success and to supporting Section 504 of the Rehabilitation Act of 1973. This means that in general no individual who is otherwise qualified shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity, solely

by reason of having a disability. You are also welcome to contact me privately to discuss your academic needs although I cannot arrange for disability-related accommodations.

SYRACUSE UNIVERSITY

- ♦ **Ann & Milton Education Center for Student Athlete Development:** Provides academic support to student-athletes. The center is equipped with computer labs and tutor rooms. The center staff serves as a liaison between students coaching staff and campus faculty regarding academic performance including progress towards graduation.
- ♦ **Tutoring and Study Center:** Provides learning resources (tutors, learning guides and tips for academic success); may also offer workshops on topics such as time management, test-taking, reading and note-taking strategies
- ♦ **Writing Center:** Provide a variety of services to support students to become effective writers.

CHAPTER 10 - DEAN'S LIST & OTHER AWARDS

A wide range of opportunities and awards are available to students in the David B. Falk College of Sport and Human Dynamics, providing you with the means to enhance your personal, academic, and career growth. Some of these include Dean's List, Peer Advisor Award, University Scholar, and Remembrance Scholar.

Opportunities include:

DEAN'S LIST

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 David B. 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.

DEGREE HONORS

Degree honor designations are noted on your academic transcript and diploma

Degree Honors	GPA Requirement
<i>Cum laude</i>	3.4
<i>Magna cum laude</i>	3.6
<i>Summa cum laude</i>	3.8

PUBLIC HEALTH AWARDS

Senior student achievements are recognized at our annual Senior Year Award Convocation. Awards include:

Academic Excellence in Public Health

This award is given to the graduating senior from Public Health with the highest cumulative GPA in the Public Health core courses.

Excellence in Public Health Practice

This award is given to a senior who demonstrates superior knowledge and skill in public health practice. May include but is not limited to: (a) Mobilization of community partnerships and action to identify and solve health problems,

(b) Evaluation of individual or population based health services, (c) Informing, educating and empowering people about health, and (d) Monitoring health status to identify and solve community health problems.

Public Health Leadership Award

The award is given to the graduating senior who best exemplifies the qualities of a future public health leader and have applied their public health knowledge in the University and community service.

Public Health Research Award

This award is given to a graduating senior who has engaged in public health research

Social Justice in Public Health

This award is given to a graduating student whose volunteer work, research and career goals focus on the elimination of inequalities in health.

REMEMBRANCE SCHOLARS

The Remembrance Scholarship, one of the highest awards a Syracuse University student can receive, is given to seniors chosen for distinguished scholarship, citizenship, and service to the community.

In recognizing the achievements of the 35 scholars, we pay tribute to the Syracuse University students and all those lost in the terrorist attack on Pan Am Flight 103 on December 21, 1988, over Lockerbie, Scotland.

SCHOLARSHIP OPPORTUNITIES

To view a full listing of [scholarship opportunities](#)

Note: Academic and financial deadlines for adding and dropping classes are determined by the campus of instruction for particular classes, rather than the student's campus. Except for those noted as "Extended Campus," the dates below apply to main campus classes. Deadlines for classes offered on other campuses can be found in their registration publication

SENIOR CLASS MARSHAL

All juniors are eligible to apply, or they can be nominated by faculty, staff or classmates. Senior class marshals serve as the all-University student representatives for graduation and lead the Commencement procession onto the floor of the Dome. Additionally, marshals chair the committee that recommends Commencement speakers to the Chancellor.

Marshals should be distinguished individuals who have excelled during their time at S.U. and who exemplify the spirit of the senior class. The criteria used to determine qualified nominees include scholarship, academic honors, student organization involvement, campus service and community service. An essay, signatures of two faculty or staff nominators, and a copy of an official SU transcript are also required.

UNIVERSITY SCHOLARS

A group of 8 to 12 academically outstanding graduating seniors are designated each year as [Syracuse University Scholars](#). Students are selected by a University wide faculty committee from candidates nominated by the schools and colleges in the following process. Each school and college nominates academically outstanding students according to criteria developed within that school or college. Each school or college may nominate a minimum of two and as many as one student per every 100 students in this graduating class. Nominees submit a portfolio of

appropriate supporting documents. Information on the selection process, including nominating forms, guidelines for student portfolios, and criteria for evaluation of co-curricular activities, is available in the College Deans' office.

CHAPTER 11 – SAFETY & EMERGENCY INFORMATION

EMERGENCY TELEPHONE NUMBERS

SU Security & Fire

phones	On-Campus	711
Off-Campus phones		315-443-2224

SU Health Services

315-443-2666

SU Ambulance Service

On-Campus phones	711
Off-Campus phones	315-443-4299

Area Hospitals

Crouse Hospital ER	315-470-7411
Upstate Medical University Hospital ER	315-464-5611
St. Joseph's Hospital Health Center ER	315-488-5101

Syracuse City Police & Fire

911

SU Crisis Counseling

315-443-4715

SU Office for Student Assistance

315-443-4357
(HELP)

SAFETY AND SECURITY ADVICE

- ◆ Use the Campus Escort Service, which is available 24 hours a day, 7 days a week, or the Campus Shuttle Service, which serves areas adjacent to the University.
- ◆ If possible, travel to the destination with a friend and avoid poorly lighted areas.
- ◆ If walking in a particular area causing an uncomfortable feeling, take an alternate route.
- ◆ If a suspicious person or activity is observed, immediately contact the Department of Public Safety by pushing a Blue Light Alarm, dialing 711 from any campus phone, or dialing #SU(78) on a cellular phone in the University area.

For further information: [Public Safety](#)

SHUTTLE-U-HOME and WALKING ESCORTS

A **shuttle service** provides transportation from the Syracuse University campus to the University Hill homes of S.U. students, faculty and staff. The service operates daily from 8:15 p.m. to 3:30 a.m. The shuttle service van is capable of transporting up to six passengers. To use the shuttle, riders must go to the Students for Community Safety (SCS) program, located in 019 Watson Hall, and sign up. Riders are also required to show their S.U. or ESF I.D.

Walking escorts are provided for students, staff, and faculty on Main Campus from academic buildings to residence halls or parking facilities, and vice versa. The program operates from 8 p.m. to 11 p.m. throughout the academic year. To request an escort, call 315-443-2224.

