Executive MPH

Department of Public Health

ACCREDITED BY

CEPH ACCREDITED
Department of Public Health

History and Accreditation
In May 1989, the Board of Trustees of State Institutions of Higher Learning in Mississippi approved the creation of the Center for Community Health at The University of Southern Mississippi. In December 1989, the Board gave approval for the Center to grant the first Master of Public Health degree offered in Mississippi. The Master of Public Health is accredited by the Council on Education for Public Health (CEPH), the national accrediting body for programs in Public Health, as a Community Health/Preventive Medicine program. The first class of students was admitted to the MPH program in the summer of 1990. Initial CEPH accreditation was awarded in 1993, with the program being reaccredited in 1997. The unit was renamed the Department of Public Health in 2004. In 2006, the Department instituted the Executive Master of Public Health in Health Services Administration program. In 2007, the MPH program was awarded re-accreditation for a minimum of seven years.

Mission and Values of the Master of Public Health Program
The mission of the University of Southern Mississippi Master of Public Health Program is to advance the public's health through education, research, and service with a focus on preparing students to become competent public health practitioners and/or administrators.

The mission of the program is supported by the following values of its faculty:

- The development and enhancement of collegiality among the faculty members;
- Innovativeness in approach to teaching, practice and research;
- Open-mindedness, respect, compassion, universal fairness, and equity;
- Striving to increase population health, eliminate health disparities, and improve the health and safety of the general public by teaching and following public health principles;
- Collaboration and team work among faculty and the establishment of partnerships with communities;
- Collective responsibility and wise use of resources;
- Diversity and support for individual autonomy and privacy;
- Student centered approach to teaching and program development;
- Quality and excellence in scholarship;
- Teaching and practicing individual and professional ethics;

Accreditation by The Council on Education for Public Health
The Council on Education for Public Health (CEPH) is an independent agency recognized by the US Department of Education to accredit schools of public health and certain public health programs offered in settings other than schools of public health. These schools and programs prepare students for entry into careers in public health. The primary professional degree is the Master of Public Health (MPH) but other masters and doctoral degrees are offered as well.
**Course/Credit Transfers**
Because of the integrated structure of the curriculum and the nature of cohort education, no courses or credit may be transferred into Southern Miss for use toward the degree requirements. Regardless of previous experience or academic work, all Executive MPH students must take all required courses in the required sequence and at the required time.

**Graduation Requirements**
In order to graduate, a student must complete all courses with a GPA of no less than 3.0 on the 4.0 scale with no more than one C. Any student who receives an F in a course will be dropped from the program.

Each student is required to take a capstone course in his or her last semester. Each student is required to keep a log of the hours spent on the preparation of his or her final case. This log serves as documentation for completion of the CEPH-required practice experiences. At the end of this course, every student will submit in writing and give an oral presentation of an approved case to a panel of faculty members. This written case and oral presentation serves as the University’s required comprehensive examination.

**Program Cost**
The total fee for the cohort entering the Executive MPH in Fall 2014 is $22,500. Fees are payable in five equal payments of $4,500 payable at the beginning of each of the five semesters. Fees are non-refundable once payment is made regardless of the student’s ability to complete the semester.

The program fee includes all of the following:

- All course tuition and fees
- All required books and class materials
- Wireless Internet Access fees
- All meals and snacks on-campus weekend
- Parking fees
- Payne Recreation Center fees
- Group tutoring for select courses
- Graduation fees
- Special program events

**Advisement**
The EMPH Program Director serves as the academic advisor for every student in the executive program. Because of the nature of the Executive MPH program, students in each cohort will take all required courses in the appropriate sequence. Thus, advisement in the Executive MPH frequently takes the form of career planning. Executive students are also encouraged to seek advice and career counseling from their professors as well as the Program Director.

**Student Organizations – Health Administration Student Association**
The Health Administration Student Association (HASA) at The University of Southern
Mississippi was established in 2008 as an outlet to provide health administration students at the undergraduate and graduate levels with professional networking opportunities, career planning, workshops and presentations by healthcare administrators from local, state and national level organizations. HASA is a student run organization that is advised by the Executive MPH Program Director and Program Manager. Interested students should contact the Executive MPH Program staff for more information about HASA membership.

**Financial Aid**

Federal aid is the most common type of financial aid awarded through Financial Aid Offices across the nation. A student’s eligibility for federal aid is determined by the information provided on the Free Application for Federal Student Aid (FAFSA) [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Using the information on the FAFSA, the Federal Department of Education determines a student’s Expected Family Contribution (EFC). This number is the amount that your family, according to the federal government, should be able to contribute toward a student’s higher education over the course of an academic year.

Federal aid includes the Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), the Federal Work-Study Program, the Federal Perkins Loan Program, the Federal Subsidized and Unsubsidized Loan Programs, and the Federal PLUS Loan Program. These awards are considered federal funding and the maximum amounts offered in a student’s award package are based on the institution’s specific cost of education or determined by federal regulation.

For further information contact the Southern Miss Financial Aid office [www.usm.edu/financialaid](http://www.usm.edu/financialaid).

**Academic Integrity and Honesty Policy**

The following Academic Integrity and Honesty Policy was adopted by the faculty in DPH.

Integrity is of the highest importance in the academic community and at The University of Southern Mississippi. Faculty, staff and students are expected to conduct themselves with complete honesty and integrity at all times.

**Policy**

Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating, plagiarism, unauthorized collaboration, and multiple submissions.

**Cheating:** the unauthorized giving, receiving, or use of material or information in exams, quizzes, assignments or other course work, or trying to do so with the attempt to influence a grade.

**Plagiarism:** the use of ideas, data, or specific passages or others that are unacknowledged or falsely acknowledge, with the purpose of influencing a grade. Any paraphrasing or quotation must be appropriately acknowledged.
Unauthorized collaboration: Collaboration not explicitly allowed by the instructor to obtain credit for examinations or course assignments.

Multiple submissions: presentation of a paper of other work for credit in two distinct courses without prior approval by both instructors.

Procedure
1. If dishonesty is witnessed, discovered or brought to the attention of an instructor:
   If an instructor witnesses, discovers or becomes aware of an event of student dishonesty, the instructor “may award failing grades either on the pertinent assignment or for the course; and, at their discretion, report the student to the Office of the Dean of Students for possible judicial proceedings under the University's Code of Student Conduct. Academic dishonesty might involve cheating on examinations, plagiarism, or any violation of reasonable terms and conditions duly established on written course syllabi (USM Faculty Handbook, May 2007, p. 37).”
   If the instructor refers the case to the dean of students of the university, “the dean of students will then investigate any such allegation, and if the dean, in his/her discretion, finds significant basis for the allegation, then the dean will deliver to the student a written notification that the disciplinary proceedings are being initiated (USM Student Handbook, p. 20).”
   If the student is not satisfied and/or does not accept the decision of the instructor, the student may then appeal his/her case to the dean of students. If a disciplinary decision is appealed, no action will be taken except those measures necessary to ensure the safety of the university community and property and to promote an academic environment until the appellate process as described in the USM Student Handbook has been exhausted (adapted from USM Student Handbook, Disciplinary Procedures for Prohibited Conduct, Section D, p. 20).

2. If dishonesty is witnessed or discovered by another student:
   If a student witnesses or discovers an event of academic dishonesty that student should report that event either to the instructor of the course in which the event occurred or directly to the dean of students.
   Once the instructor or dean of students is made aware of the event of dishonesty, the procedures as described in section 1 above are to be followed.

Information Sharing Protocol
The intent of sharing information is to eliminate repeated offenses by the same student within the department, to provide support for faculty/instructors, and to establish protocol for managing violations.

- Any Department of Public Health major or minor who commits any action that violates the University’s Honesty policy in a DPH prefix course will be reported to the respective coordinator of their program (Undergraduate student will be reported to Susan Dobson; traditional graduate students will be reported to Vickie Reed; executive graduate students will be reported to Ala Cibotarica.)
- Program Coordinators will maintain a list to include:
  o Student’s name and ID#
o Instructor of record, the course and the semester that the violation occurred
o Nature of the violation
o Action taken

- Program Coordinators during monthly faculty meetings will report any student submitted to the list since the faculty last met.
- At the time of the **first violation**, the instructor of record should provide the student with education regarding their violation and may take appropriate action as outlined in the University Honesty policy (included below).
- At the time of the **second violation**, the program coordinator will notify the Academic Integrity Committee who in consultation with the instructor of record and the Chairman will discuss if further action may be taken on behalf of the department. Action taken by the department does not prevent the instructor of record from taking appropriate action as outlined in the University Honesty policy (included below).
- The instructor of record may request assistance from the Academic integrity Committee or the Chairman on the **first offense** depending on the severity of the student’s violation.

**ADA Policy**
If a student has a disability that qualifies under the American with Disabilities Act (ADA) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

**Address**
The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive #8586
Hattiesburg, MS 39406-0001

**Voice Telephone** 601.266.5024 or 228.214.3232
**Fax** 601.266.6035

Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.
Executive MPH
Faculty Profiles

Assaf Abdelghani, M.S.P.H., Sc.D., Tulane University
Adjunct Professor, Department of Public Health,
The University of Southern Mississippi
Professor, Tulane University School of Public Health and Tropical Medicine
Courses taught in the Executive MPH: Environmental Health
Areas of Interest: Global environmental health, water quality, food safety, impact of agricultural pesticides on human health

Amy B. Arrington, J.D., University of Mississippi
Assistant Professor, Department of Public Health,
The University of Southern Mississippi
Courses taught in the Executive MPH: Health Law and Justice
Areas of Interest: Hospital and health law, litigation defense, regulatory compliance, policy development

Charkarra Anderson-Lewis, M.P.H., PhD., University of Alabama in Birmingham
Adjunct Professor, Department of Public Health,
The University of Southern Mississippi
Courses taught in the Executive MPH: Social and Behavioral Aspects of Health
Areas of Interest: Health Disparities, Community-based Participatory Research, Qualitative Research, Community Health Workers, and Digital Health and Mobile Health Technology

Danielle Fastring, PhD., Epidemiology from Tulane School of Public Health and Tropical Medicine
Assistant Professor, Department of Public Health,
The University of Southern Mississippi
Courses taught in the Executive MPH: Epidemiology
Areas of Interest: Infectious Disease Epidemiology, HIV, Health Disparities, Maternal and Child Health, and GIS.

Michael Forster, PhD., University of Massachusetts, Amherst.
Adjunct Professor, Department of Public Health,
The University of Southern Mississippi
Dean of the College of Health, University of Southern Mississippi
Courses taught in Executive MPH: Health Policy
Areas of Interest: *leadership and management of social service organization; *community-based violence prevention; *child welfare and youth development; *aging
Lara Gardner, BA, MS, Ph.D., University of North Carolina at Chapel Hill
Adjunct Professor, Department of Public Health, The University of Southern Mississippi
Associate Professor, College of Business, Southeastern Louisiana University
Courses taught in the Executive MPH: Health Economics
Areas of Interest: Health economics, health policy, applied microeconomics

Amal Mitra, Ph.D., University of Alabama in Birmingham, Fulbright scholar
Professor, Department of Public Health, The University of Southern Mississippi
Courses taught in Executive MPH: Biostatistics
Areas of Interest: Global health, environmental health, infectious diseases, and heavy metal poisoning.

Thomas F. McIlwain, M.P.H., Ph.D., University of Alabama Birmingham
Adjunct Professor, The University of Southern Mississippi
Professor and Director, Master of Health Administration Program, Clayton State University
Courses taught in Executive MPH: Health Care Marketing, Health Care Strategic Planning
Areas of Interest: Health care organizational management, strategic planning

Ray G. Newman, PhD, MPhil, MBA, CPA, CGMA, FACHE, FHFMA, New York University
Chair and Professor, Department of Public Health, The University of Southern Mississippi/Program Director, Executive MPH
Courses taught in Executive MPH: Cases Studies in Health Policy and Administration, Health Care Finance I and II
Areas of Interest: Health care organization and management, strategic planning

E. Gordon Whyte, M.S.H.C.A., Ph.D., University of Mississippi
Adjunct Professor, Department of Public Health, The University of Southern Mississippi
Professor and Director, Executive Health Care Administration MPA Program-The University of Texas at Tyler
Courses taught in the Executive MPH: Introduction to Health Systems, Health Care Organizational Behavior and HR Management
Areas of Interest: Health systems management, managerial ethics, strategic planning, marketing
**MPH Core Competencies**

Competencies define what a successful student in the MPH program at The University of Southern Mississippi should know and be able to do upon completion of their individual graduate programs.

**Public Health Core Competencies**
Master of Public Health Program at the University of Southern Mississippi

**Epidemiology (DPH 622)**
1. Apply appropriate descriptive, observational, and experimental epidemiological methods to identify determinants of disease and in various populations while recognizing the strengths and limitations of those methods.
2. Examine public health problems in terms of magnitude, person, place, and time and calculate basic epidemiologic measures.

**Environmental (DPH 655)**
1. Examine the physical, chemical, and biological factors external to an individual that impact public health.
2. Propose methods of preventing and controlling disease, injury, and disability related to the interactions between individuals and their environment.

**Biostatistics (DPH 623)**
1. Apply basic statistical concepts for exploring, describing, reorganizing, and analyzing public health data to obtain insight about populations from which data was drawn.
2. Apply common statistical methods for estimation and inference appropriately according to underlying assumptions and study design principles.

**Social and Behavioral Aspects of Health (DHP 656)**
1. Interpret social and behavioral concepts and theories and their applicability to contemporary public health problems with the aim of reducing the disease burden on society, enhancing health prevention behaviors and promoting health.
2. Examine evidence-based approaches in the development, implementation, and evaluation of social and behavioral interventions, studies, and programs.
Emphasis Area Competencies  
Master of Public Health at The University of Southern Mississippi  

In addition to the core competencies

HEALTH POLICY AND ADMINISTRATION EMPHASIS AREA COMPETENCIES:

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<tr>
<th>Health Policy and Administration Competencies</th>
<th>DPH 626</th>
<th>DPH 627</th>
<th>DPH 657</th>
<th>DPH 670</th>
<th>DPH 716</th>
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<th>DPH 737</th>
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<td>Use legal and ethical principles in public health decision making.</td>
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<td>Apply quality and performance improvement concepts to address organization performance issues.</td>
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<td>Analyze the impact of political, social, and economic policies on public health programs, services and organizations.</td>
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<td>Apply principles of strategic planning and marketing to public health programs, services and organizations.</td>
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<td>Apply and utilize management and leadership concepts and skills in public health programs, services and organizations.</td>
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<td>Communicate health policy and management issues using appropriate channels and technologies.</td>
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<td>Analyze the current issues of planning, resource allocation and financing and their effects on public health programs, services, and organizations.</td>
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<td>Analyze current public health systems issues using U.S. and international historical models of health care delivery.</td>
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**Student Grievances**

Student grievances would be handled judiciously and in a timely manner in strict accordance with the university grievance procedure as found in the student handbook and presented below.

**UNIVERSITY GRIEVANCE POLICY**

The right of each student to resolve grievances with the university is affirmed, and specific appeal procedures are hereby established to ensure timely and appropriate consideration of each grievance. Student grievances generally originate at the department level, and the resolution of the grievance is sought at the department level. The exceptions to this procedure are the grade review procedure; appeals originating in the Student Judicial Council and the Office of the Dean of Students; and Family Educational Rights and Privacy Act. Instructions regarding the grievance procedure will be available to students at the Office of the Vice President for Student Affairs and the Student Government Association and will be published in the Student Handbook.

A student grievance, originating in any of the departmental or administrative units is handled by the department chair or director responsible for the unit in which the grievance originates. The grievance should be made known within fifteen (15) days of the occurrence. The decision by the department chair or director should normally be made by the filing of the grievance (Step 1). The appeal by a student of the decision of the department chair or director must be made in writing within five (5) workdays to either the dean exercising jurisdiction over that academic department or to the administrative official having jurisdiction over the nonacademic department involved. This official will render a decision on the grievance (Step 2).

Should the student desire to make further appeal, the appeal should be directed to the Office of the Provost (for academic issues) or to the appropriate vice president exercising jurisdiction over the matter. The associate provost or vice president shall confer with the student, and if the grievance is not resolved, the associate provost or vice president shall refer the matter to a standing committee or appoint a committee of from three (3) to five (5) persons, including student representation, to hold an official hearing on the matter. The student may either represent himself/herself or request the assistance of another student. The hearing shall be held within ten (10) days of receipt of the grievance by the associate provost or vice president (Step 3).

Upon completion of the hearing, the committee will inform the associate provost or the vice president of the decision, and the associate provost or the vice president will inform the student. The associate provost or the vice president may utilize the decision of the committee or amend the decision as deemed appropriate (Step 4).

If the student is not satisfied with the decision indicated in Step 4, he/she may appeal to the president of the university. The president shall render a final decision in the case normally within ten (10) days of the written receipt of the appeal (Step 5).

For additional information regarding F.E.R.P.A. and your right to amend possible inaccuracies of your student records refer to www.SouthernMiss.edu/registrar/ferpa.

**Student Grievance Process**

Step 1: Department Chair or Director of Nonacademic Area
Step 2: Dean or Administrative Official
Step 3: Vice President Who Calls a Hearing
Step 4: Vice President Makes Decision Based on Hearing
Step 5: President

GRADE APPEAL PROCESS
A. A student who is dissatisfied with his/her final grade in a course must first attempt to negotiate a change in the grade with the instructor teaching the course. If the instructor is not a member of the university faculty at the time the student receives notice of the final grade, the student should attempt to negotiate a grade change with the chair of the department in which the course was taught.

B. Should the decision of the instructor in Step A be unacceptable to the student, the student should secure the university's appeal form for grade review from the Office of the Provost and provide the information required. The student will sign and date a log. The purpose of the log is to enable the University Grade Review Council to monitor the accessibility and effectiveness of the grade challenge process. At the same time, the student will be assisted in scheduling an appointment with the chair (or, if unavailable, the chair-elect) of the council. The student must then return to the instructor who assigned the disputed grade. The student must provide the instructor with a copy of the written summary explaining the rationale for the grade challenge, as required in item 4 of the procedure checklist, and ask the instructor to sign the appeal form. The instructor has three working days to consider his or her response to the student's appeal, after which the student should proceed to the department chair, whether or not the instructor has signed the grade appeal form. The department chair, in separate or joint conference with the instructor and student, shall attempt to reach an agreement for a final grade and shall sign the appeal form. If the instructor is the department chair, the student should go directly to the dean of the college or in the case of a graduate course, Office of Graduate Studies.

C. Should the department chair be unable to resolve the matter to the satisfaction of all parties, the appeal will then be referred, in the case of undergraduate courses, to the dean of the college in which the instructor teaches. The dean shall attempt to resolve the disagreement and shall sign the appeal form.

D. If the grade challenge is for a grade assigned in a graduate course, the signed grade appeal form will be sent by the department chair to the Office of Graduate Studies. If the grade challenge is for a grade assigned in a course taught as part of the International Studies Program, the signed appeal form will be sent by the department chair to the Center for International and Continuing Education.

E. The council will hear a student's petition if 40 percent of the council's members votes to hear the case under the criteria spelled out below. The chair of the council will distribute the student's appeal package to all council members. Shortly thereafter, the chair will call for a mail ballot by council members to determine whether 40 percent of the members believe the case should be presented before the entire council. All members must vote either in the affirmative or the negative to hear the case. Ballots must be signed. The criterion to which members must refer, when voting whether or not to hear the case, is whether the student's appeal concerns an issue relevant to the final grade determination upon which a difference of opinion is reasonable.

F. If, after following the procedure outlined in Section E above, the membership of the council elects not to hear a student's petition, the chair shall so notify the complainant, the instructor, the provost, and the
members of the council. This notification, which must be in writing, shall indicate only that the council will not hear the challenge because it does not fall within the council’s purview.

G. In those cases where less than 40 percent of the council votes for a hearing, the student may appeal to the provost, who may convene the council if he/she believes the case to have merit.

Hearing Procedures
A. The student must present his/her own case before the council by offering evidence and, if desired, by calling witnesses. Witnesses must be present in the hearing room (or must have submitted a written statement) and may remain only while making their statements before the council. After the student's presentation, the faculty member may also present statements and witnesses. The council does not have the authority to require attendance or statements. In the event that either the student or faculty member involved in a grade challenge is reasonably unavailable to participate in any phase of the process, the provost may appoint a representative to consult with and represent the absent party. This representative may be appointed only upon the specific written request of the unavailable party.

B. No plea is necessary, nor will guilt be implied. No ruling will be made concerning teacher competence, course difficulty, or other matters of a purely academic nature.

C. Both parties have the right to seek advice from a full-time adviser of The University of Southern Mississippi, an uninvolved instructor, friend, or any person outside the university community. Although the adviser may be present during the hearing, the student may consult the adviser only at the beginning of the hearing or during a recess granted by the chair.

D. During the hearing, all comments made by one participant to the other must be directed through the chair. Any member of the council may question either participant or any witness directly.

E. After all the evidence has been heard and each party has had sufficient opportunity to present testimony, the participants will be excused. They will remain outside the hearing room until council members have decided that no additional clarification of issues is necessary. At that time the parties involved will be dismissed by the chair of the council.

F. The members of the council will then discuss and vote on the matter. All voting will be by secret ballot. (Printed ballots will be provided by the chair.)

G. No member may abstain from voting. The chair will count the ballots aloud before the council immediately following the balloting.

H. The possible outcomes, as determined by the vote of a simple majority of the members present, of any council deliberation will be 1. rejection of the student's appeal for a grade change; 2. acceptance of the student's appeal for a change to the grade requested, or; 3. acceptance of the student's appeal for a change of grade, but with consideration of the grade to be assigned. In this case, a discussion of whether to assign the grade applied for in the student’s grade appeal form or to modify the student’s request will follow. A vote will then be called by the chair, and the letter grade that receives a
simple majority will be the new assigned grade. In the case of a tie, voting will continue until a letter grade attains such a majority.

I. Within one week after the hearing, a letter stating the council’s decision will be sent by the chair to each participant as well as to the appropriate department chair and college or Office of Graduate Studies, and to the provost’s office. In the case of a grade change, a copy of the letter will be sent to the registrar. This letter will constitute authorization to change the grade in question. It will be the responsibility of the chair to follow up with the registrar, one month after the hearing, in order to ensure that the grade change has been made.

J. For any question of procedure, the council will abide by the most recent edition of Robert’s Rules of Order, Newly Revised.

K. No portion of any council meeting may be tape recorded.

L. All materials submitted by both parties to the Grade Review Council will be retained in the Office of the Provost.

Guiding Principles, Responsibilities, and Time Lines
A. The presumption is that the grade was awarded in a fair and equitable manner. The student has the burden of proof to demonstrate to the council that the grade was awarded in an arbitrary or a capricious manner.

B. A student who is dissatisfied with a final grade must first attempt to negotiate a change with the instructor of record and must follow the steps prescribed above, in the order enumerated. The information for the appeal must be written on or attached to the standard appeal form for grade reviews, which will serve as the basis for deliberation at each step. The student must initiate the appeal, and either the student or a representative requested by the student and approved by the provost’s office must be present at each stage of the appeal. It is the responsibility of each reviewing official (department chair, dean, associate provost) to provide each party concerned with a copy of the appeal form showing the action taken.

C. A student must initiate the appeal procedure within thirty (30) school days (excluding Saturday, Sunday, and official student holidays) of the beginning of the semester subsequent to the one in which the grade was awarded or 120 calendar days after the issuance of spring semester grades should the student not be enrolled during the summer term. The following special cases should be noted:
   1. The "120-day rule" shall also apply to the student who is not in residence during the semester following the awarding of the grade in question.
   2. For the case of a challenge of a grade to which a grade of "I" was changed, the time limit shall be gauged from the submission of the removal of the incomplete grade—by using the change of grade form—to the registrar by the dean of the college involved. It is the responsibility of the registrar to notify those students whose grades have been changed. In the absence of such notification, the time limit shall be gauged from the date on which the student was first notified of the grade awarded. (This date must be documented by the student).
3. In cases for which a grade of "I" was automatically changed by university regulations to a grade of "F," the grade is considered to have been awarded at the end of the semester following the one during which the "I" was received.

4. Except for items returned to the student, faculty members should preserve all materials used in determining the grade for at least the number of days indicated above.

D. The grade challenge procedure will have been officially initiated when the student picks up the grade appeal form from the Office of the Provost and signs the logbook. If the appeal is initiated during either the fall or spring semesters, the student has sixty (60) days in which to complete the grade appeal form and return it with accompanying documents to the Office of the Provost. If the appeal is initiated during the summer term, the student has to complete the process within forty (40) days of the beginning of the fall semester. If the student fails to complete the process in the allocated time, the student loses the right to appeal. The provost's office, either independently or upon petition by the student, may determine that the 60-day requirement cannot be met due to inaction by the administration or by the council and may set a new deadline. Additionally, the student may petition in writing the provost's office for an extension. This letter of petition must include the reasons for the request and the proposed ending date for the extension. Whether or not the extension is granted, the parties concerned and the members of the Grade Review Council must be advised of the decision.

E. After the appeal process has been initiated, it is the responsibility of the student either to ensure that deadlines are met or to request an extension as provided for in Section D. It is the responsibility of the department chair to request copies of all pertinent documents and data from the student and the faculty member for duplication. Copies of this material will be provided each person involved, including all members of the Grade Review Council, should the case reach that level by the council chair. It is recommended that the following items be submitted in support of every grade challenge:

1. A copy of page(s) from the course grade book with names (but not the grades) of other students in the class deleted;
2. All tests, quizzes, reports, exams, or other materials that were used in determining the grade (student should supply copies of those which were returned); and
3. A description of the procedure utilized to calculate the course grade as well as the grading criteria actually given to the students (either orally or in writing) at the beginning of the course. In addition, whatever else either party deems pertinent may be submitted as part of the appeal package.

F. A faculty member whose grade award has been challenged may elect not to participate in the hearing or in any other phase of a grade challenge. However, this will not prevent the council from hearing and, if the facts so warrant, deciding the case and changing a grade.

G. All documents presented to the council will become a part of the official record and will not be returned.

H. Council meetings are closed; thus witnesses may be present only while they are making their statements.
I. The names of the members of the University Grade Review Council (with the exception of the chair) shall not appear in any university publication nor be released by any university faculty member or administrator.

J. A council member may not participate in council deliberations for any case involving a challenge to a grade in his/her department. A council member holding a joint appointment may not participate in council deliberations for any case involving a challenge to a grade in either department.
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