This handbook highlights matters of student interest.

For full details of academic and school policies, please refer to the School of Public Health Catalog:

catalogs.rutgers.edu/generated/sph_current/

More information can also be available on the School of Public Health website:

sph.rutgers.edu

Message from the Dean ................................................................. 2
School of Public Health Policies .................................................... 4
Academic Policies & Procedures ....................................................... 5
School of Public Health Programs .................................................. 10
Computer & Technology Services .................................................. 11
Student Services & Resources ....................................................... 12
Directory ....................................................................................... 16
MESSAGE FROM THE DEAN

On behalf the faculty and the staff, I am honored to welcome you to the Rutgers School of Public Health.

The Rutgers School of Public Health brings together some of our nation’s leading public health researchers, educators, and practitioners. Because we are a school that embodies an interdisciplinary perspective, you will have the opportunity to work with and learn from faculty who are not only public health experts but who also bring expertise from many other domains including economics, medicine, pharmacology, psychology, and social work, to name just a few. This interprofessional perspective empowers us with tools to consider and combat collectively some of the most vexing public health dilemmas faced by the people of New Jersey, across the United States, and around the globe. As noted in the Framing the Future document, “global health is public health,” and we have as much to learn from those around the world as they do from us.

These intersections also exist in how we envision the discipline of public health, namely one that resides at the crossroads of research and practice. That is to say that the robust research program that we undertake at the school helps to inform the delivery of public health service to the field, and the experiences we have in practice setting helps to also shape the research that we undertake.

Finally, because we are part of Rutgers Biomedical and Health Sciences, we, who conduct public health research and who utilize a population health based lens, have the opportunity to interact and work with health care providers who often apply a clinical based lens. In turn, we collectively consider the needs of both people and populations.

Our faculty embody a wealth of experience, and their programs of study address a wide array of public health challenges in populations that represent the beautiful diversity of our state, of our nation, and of our world: tobacco control and regulatory issues, health care use and expenditures, violence prevention, antimycobacterial immunity, HIV prevention, perinatal epidemiology, and statistical methodology in clinical trials, just to name a few.

I know you too have areas of interest. Stay true to your ideals. Recognize that the public health problems we face are not just problems of “them” or “those” or “others.” These are all of our problems, and together we must forge solutions.

And never forget that our work is focused on humanity. All of your scholarly pursuits must be directed at improving the health of humans. If you remember that notion, your work will be honest and stellar, and it will be respected. It will be the type of work that matters.

I am confident that your studies at the Rutgers School of Public Health will prepare you well, equipping you with the skills and knowledge for the work you will undertake in the future.

Perry N. Halkitis, PhD, MS, MPH  
Dean, Rutgers School of Public Health
MISSION

The Rutgers School of Public Health seeks to improve health and prevent disease in diverse populations in New Jersey and around the world through educating students to become well-qualified and effective public health leaders, researchers, and practitioners; conducting research to advance public health science and policies; and providing service programs that promote population and individual health.

VALUES

In fulfilling our mission, we are guided by strong values, including:

- High-quality performance and work products in all of our teaching, research, and service.
- Creative thinking, innovation, and discovery.
- Integrity as exemplified by ethical behavior, honesty, fairness, responsibility, and accountability.
- Respectful treatment of all individuals.
- Diversity of background and experience among our faculty, staff, and students as well as the populations we serve.
- Productive collaboration both within our school and with outside individuals and agencies.
- The democratic process, equal opportunity, and social justice.

ACCREDITATION

The Rutgers School of Public Health is accredited as a school of public health by the Council on Education for Public Health (CEPH), an independent agency recognized by the U.S. Department of Education to accredit schools of public health.
Code of Professional Conduct
Enrollment at the Rutgers School of Public Health is a privilege and not a right. All students enrolled in the school are expected to behave in a professional manner as they pursue their courses, certificates, and degrees. As an institution dedicated to improving the health of diverse populations, the school expects students to treat all people with respect, regardless of their race, color, creed, religion, sex, sexual orientation, national origin, age, physical or mental disability, military status, or marital status. The school reserves the right to require withdrawal of any student whenever necessary to maintain standards of scholarship or professional conduct.

Drug-Free Schools and Campuses Act
The Rutgers University Alcohol Policy can be accessed online. Information on health risks associated with alcohol and information about the university’s drug and alcohol programs is available at Rutgers Student Health Services: http://rshsone.rutgers.edu/health-and-wellness/alcohol-tobacco-and-other-drugs. University standards of conduct related to drugs and alcohol are set forth in the University Code of Student Conduct, available at http://studentconduct.rutgers.edu/university-code-of-student-conduct.

Dress Standards
The Rutgers School of Public Health does not have specific dress regulations. However, students are expected to exercise discretion and decorum in their choice of clothing and personal hygiene. Furthermore, students are expected to adhere to any dress code policies established by their programs, practicum sites, and clinical affiliates in which they may be practicing.

Student Responsibility to Keep Informed
Official communications among faculty, students, and staff members in the School of Public Health are delivered by email. It is the student’s responsibility to regularly check his or her Rutgers School of Public Health issued email account. In certain circumstances, however, official communications are mailed to the student’s home address by U.S. mail. It is the student’s responsibility to keep their personal information up to date on their MyRutgers Portal.

Student Obligations to the University
University departments and offices place “holds” on registration, diplomas, and transcripts for students with outstanding financial obligations (of one dollar or greater) with the university, such as parking fines, unpaid tuition and fees, or unpaid Student Health Insurance Premium. Payments must be made on a timely basis for all services or transactions.

Financial holds will block a student’s ability to register and will result in holds on grades and transcripts unless payment in full is received. All account balances not paid in full when due are the sole responsibility of the student. You are also responsible for all costs incurred by the university to collect such debt, such as late fees, collections costs, litigation/attorney’s fees, and court costs.

Student Rights, Responsibilities, & Disciplinary Procedures
Rutgers School of Public Health students adhere to the Rutgers Biomedical and Health Sciences (RBHS) Student Rights, Responsibilities and Disciplinary Procedures policy. Below are selected excerpts from this policy; however, the policy in its entirety should be reviewed by students.

Rutgers students have the following responsibilities:

• To be aware of and to abide by all applicable federal, state, and local civil and criminal laws and regulations;
• To be aware of and to abide by all applicable University and School policies, rules, procedures, and standards, both general and academic; and the responsibility for personal and professional integrity and honesty; and
• To adhere to all generally recognized standards of professional and ethical conduct; and
• To help ensure that high standards of professional and ethical conduct are upheld by fellow students, colleagues and peers by reporting incidents of academic and professional dishonesty observed in others.

Students on Rutgers campuses have the following rights:

• The academic freedom to examine and discuss all questions of relevance and to express opinions publicly and privately in a reasonable, non-disruptive manner without fear of reprisal
• To be informed of and to participate, when invited, in the formulation and implementation of appropriate policies and procedures affecting Student Affairs and to express views about policies and issues of student interest
• To form associations to promote common interests;
• To be apprised of criteria for academic evaluation, advancement, and graduation
• The right to seek redress of grievances and have complaints heard.
Plagiarism

Plagiarism is the representation of the works or ideas of another as one's own in any academic exercise. To avoid plagiarism, every direct quotation must be identified by quotation marks or by appropriate indentation and must be promptly cited in the text or in a footnote. Acknowledgement is required when material from another source stored in print, electronic, or other medium is paraphrased or summarized in whole or in part in one's own words. To acknowledge a paraphrase properly, one might state: "to paraphrase Plato's comment..." and conclude with a footnote identifying the exact reference. A footnote acknowledging only a direct quoted statement does not suffice to notify the reader of any preceding or succeeding paraphrased material. Information that is common knowledge, such as names of leaders of prominent nations, basic scientific laws, etc., need not be footnoted; however, all facts or information obtained in reading or research that are not common knowledge among students in the course must be acknowledged. In addition to materials specifically cited in the text, only materials that contribute to one's general understanding of the subject may be acknowledged in the bibliography. Plagiarism can, in some cases, be a subtle issue. Any questions about what constitutes plagiarism should be discussed with the faculty member.

Academic Dishonesty

Violations of honor code or plagiarism will be reviewed by a hearing body in accordance with the procedure stated in the RBHS Student Rights, Responsibilities, and Disciplinary Procedures policy. This body, known as the Student Affairs Committee, will assess the nature and severity of the violation(s) and then recommend appropriate action to the Dean.

Absence Due to Religious Observance

It is the policy of the Rutgers School of Public Health to excuse without penalty, students who are absent because of religious observances and allow the makeup of work missed because of such absences. Students are advised to provide timely notification to instructors about necessary absences for religious observances and are responsible for making up the work or exams according to an agreed-upon schedule.

Recording Devices in the Classroom

When personally owned communication/recording devices are used by students to record lectures and/or classroom lessons, such use must be authorized by the faculty member or instructor who must give either oral or written permission prior to the start of the semester and identify restrictions, if any, on the use of mobile communications or recording devices.

Honor Code

Each student bears a fundamental responsibility for maintaining academic integrity and intellectual honesty in his or her graduate work. For example, all students are expected to observe the generally accepted principles of scholarly work, to submit their own work rather than another's, to refrain from falsifying data, and to refrain from receiving and/or giving aid on examinations or other assigned work requiring independent effort. In submitting written material, the writer takes full responsibility for the work as a whole and implies that, except as properly noted by use of quotation marks, footnotes, etc., both the ideas and the works used are his or her own. In addition to maintaining personal academic integrity, each student is expected to contribute to the academic integrity of the school community by not facilitating inappropriate use of her or his own work by others and by reporting acts of academic dishonesty by others to an appropriate school authority. It should be clearly understood that plagiarism, cheating, or other forms of academic dishonesty will not be tolerated and can lead to sanctions up to and including separation from the Rutgers School of Public Health.

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Withdrawal Policy
Students who withdraw voluntarily from the Rutgers School of Public Health prior to the completion of courses during a semester must submit their request for withdrawal by submitting the Leave of Absence or Withdrawal form. This withdrawal will become part of the student's permanent record. Once a withdrawal has been approved by the Director of Student Support Services, the student will be notified in writing, and a copy of the notification will be forwarded to the Office of the Registrar for any corresponding tuition adjustment. Mere absence from classes does not reduce a student's financial obligation or prevent the assignment of a final grade. Students who stop attending classes without officially withdrawing from the course will be liable for all corresponding tuition and fees, and will receive grades of F (fail) at the end of the semester. Students who do not register or request an official leave of absence or withdrawal by the last date to register for courses will be administratively withdrawn from the school. Students may return the following semester, but will be required to reapply.

Refund Policy
All refunds for approved withdrawals follow the refund schedule established by the Rutgers School of Public Health. The refund dates throughout the withdrawal period and the corresponding amount of refund are published on our website. Refunds for withdrawals from courses and from the school follow the refund schedule as listed.

Leave of Absence
Students who are not planning to register for one or more semesters and do not plan to withdraw from Rutgers School of Public Health must petition for an official Leave of Absence. Students must submit a completed Leave of Absence form to Director of Student Support Services during the registration period that the leave of absence will become effective. Students extending a leave beyond one semester must petition for the subsequent official leave and pay an additional $50 fee. The total leave cannot exceed two consecutive semesters.

Course Cancellation
Rutgers School of Public Health does not guarantee offering all or any of the courses listed in this catalog. When there is inadequate registration for a course, it may be cancelled. The registrar will attempt to notify all students of course cancellation before the first class of the semester.

Auditing a Course
Matriculated students may elect, with the permission of the instructor, to enroll in the course as an audit (without credit). To audit a course, students must register for the course, request audit status, pay tuition, and the usual fees. When the course is completed, a grade of AU will be listed on the transcript. A student cannot take a course for a grade after auditing the course.
Independent Study

An independent study is an educational activity supervised by a School of Public Health faculty member on a topic that is either (a) not offered in the school's curriculum, or (b) offered but which the student wishes to study in greater depth and/or breadth.

Students shall stand for an examination upon completion of independent study or provide written reports/papers and other evidence as requested by the faculty member responsible for evaluation. Each student should be prepared to show work equivalent to 60 hours per independent study credit awarded. Independent study credits may normally not exceed 6 elective credits for a student's specific department. The signature of the department chair is required to exceed the 6-credit maximum.

The Contract for Independent Study form will be reviewed and evaluated by the supervising faculty member and department chair for appropriateness of content and will be signed, if approved. The form will then be submitted to the Office of the Registrar.

Course Exemption

Students may request exemption from a course based on work done previously by submitting an Application for Course Exemption form found on the school's website. The course must be a graduate-level course completed within seven years with a grade of B or better. Students must submit the form and supporting documents to the course instructor of the equivalent Rutgers School of Public Health course. Supporting documentation includes a copy of the course description from the school where the course was completed, the course syllabus, and a copy of an original transcript including the grade received for the course.

Students will be notified of approval by receiving a copy of the form with the signatures of the instructor, faculty adviser, and Associate Dean of Academic Affairs. An approved exemption from a course does not reduce the number of credits required for the degree. Any required replacement courses will be indicated on the form.

Transfer Credits

Credits earned by students at other accredited institutions of higher education may be eligible for transfer. The student's faculty adviser and the relevant School of Public Health course instructor must approve the credit transfer as indicated on the Application for Transfer Credit form, and the student may be required to present additional information such as a syllabus or reading lists. Courses requested for transfer must have been completed with a grade of B or better and taken for graduate credit. Such grades will not, however, influence the student's grade-point average in the school. Maximum transfer credits allowed by program are listed in the School Catalog.

Change of Department/Concentration

Students who would like to request an official change of department/concentration must complete a Request for Change of Department/Concentration form. This form must be submitted to the department the student wishes to join. The department/concentration will review the student's original admission file, as well as the student’s School of Public Health transcript, in order to make a decision regarding the request. If the new department/concentration is primarily housed on a different location (i.e. Piscataway to Newark, Newark to Piscataway, etc.), then that must be indicated when submitting the form to the Office of the Registrar.

Please Note: Courses taken for a specific department/concentration may not apply toward the degree if a student changes their department/concentration.

Request for Dual Concentration

Students should complete a Request for Dual Concentration form to request a second concentration within the School of Public Health. The department will review the student’s original admission file as well as the student’s School of Public Health transcript, in order to make a decision regarding the dual department request. Please complete the Request for Dual Concentration form, get appropriate signatures, and return to the Office of the Registrar.

Please Note: Additional Courses may be necessary to satisfy the degree requirement for both concentrations.

Transfer to Another Program Degree

If a student wishes to officially transfer to a different degree (M.P.H. to M.S. or M.S. to M.P.H.) within the Rutgers School of Public Health, he or she must make a request, by completing a Request for Program Degree Transfer form found on the school’s website. This form must be submitted to the Office of Admissions. The relevant department chair of the new program degree will review the student's original admission file as well as the student’s school transcript in order to make a decision regarding the transfer request. Changes in doctoral degree program (Ph.D. to Dr.P.H. or Dr.P.H. to Ph.D.) must be made at some point before the qualifying examination and requires a review by the department and doctoral coordinator and approval by the Doctoral Committee. Students should be made aware that all credits might not necessarily transfer from one program to another. A student can only be enrolled in one program of study at a time.
ACADEMIC POLICIES & PROCEDURES

Maintaining Matriculation
All matriculated students at the Rutgers School of Public Health must maintain continuous matriculation from the time of admission until the completion of degree. Typically, this is achieved by enrolling in courses in the fall and spring semesters. Students who do not register for courses must register for Maintaining Matriculation or a Leave of Absence. Maintaining matriculation allows a student to remain in their degree program and receive school correspondence. Eligibility requirements and policy details are available on the school's website.

Transfer of Status
Students who are admitted as non-matriculated (excluding visiting students) are permitted to take up to 12 credits of coursework. Non-matriculated students reaching this 12-credit maximum by the end of a semester are not allowed to take additional courses without requesting and being approved for transfer to matriculated status. If you are a non-matriculated student with a cumulative grade-point average of 3.0 or better, have reached the 12-credit maximum and intend to transfer to matriculated status, you must send an email to the Office of Admissions requesting a transfer of status. Exceeding the maximum credit limit must be approved by the student’s advisor.

Administrative Withdrawal
Students may be administratively withdrawn from the Rutgers School of Public Health if they do not submit a Leave of Absence form or register for courses before the last day to add a course. Additionally, students can be administratively withdrawn from the school for poor academic performance or infractions to the honor code. The student has the right to lodge a written appeal of the dismissal decision to the Director of Student Support Services within four weeks of the date of the letter of separation. The student may be asked to appear before an ad hoc faculty review committee.

Application for Readmission
Within One Year of Admission Offer: Students may apply for readmission to the school by completing and submitting an Application for Readmission form. The application will be reviewed by committee. There is no automatic readmission.

After One Year of Admission Offer: An applicant who wishes reconsideration will need to submit a new application.

Credits Earned Prior to Leave of Absence
Students who re-enter after an absence may apply all previous credits earned in the Rutgers School of Public Health within the previous seven years to their degree. Only a department chair can approve credits outside this time.

Tuition & Fees
Each semester tuition and fees are due and payable in full at the time of registration for non-matriculated students. Matriculated students payment is due the first day of class or by the due date on your billing statement, unless the student selects to use the installment plan. Students shall be assessed either resident or non-resident tuition based upon their legal domicile. Residency for tuition purposes may be changed upon approval of application.

Students will be notified by e-mail of payment plan offers each semester. There is a $50 payment plan fee which is charged each semester the student signs up for a payment plan.

Late Payments
Any tuition/fee payment not received within 30 days of the due date for the semester will be charged a late fee of $50 for each month the account is in arrears. If payment remains outstanding, the Student Accounting Office (SAO) shall place a hold on student accounts in mid-November for the fall semester or early May for the spring semester, or following two or more missed payments under an installment payment plan.

Students with accounts in arrears who have an inactive academic status, will have their accounts submitted for collection by a collection agency 30 days after the recording of the inactive status in the student information system. The SAO will inform the student in writing that the overdue account will be placed into collection in 15 days unless payment is made in full or arrangements are made for an installment payment plan. Students who do not resolve their accounts after two notifications from the SAO will not be permitted by the associate dean or equivalent to continue to attend classes during the semester in which they are currently enrolled.

Financial Aid Information
The Rutgers School of Public Health realizes that many students need financial aid to help them complete their education. Financial Aid is any grant, scholarship, loan or paid employment offered for the express purpose of helping a student meet education-related expenses. Such aid is usually provided by or through federal and state agencies, foundations, corporations and/or the University. Financial aid is awarded based on financial “need,” which is the difference between the cost of attending school and the student’s ability to contribute to his or her education, as determined by the Free Application for Federal Student Aid (FAFSA), which must be completed before any award is offered. The Rutgers Financial Aid Office provides counseling and financial aid funding for students enrolled in the Rutgers School of Public Health. A matriculated student who is enrolled for at least five credits in a semester in the Rutgers School of Public Health is eligible to apply for financial aid.
Grading System
A student receives a point grade in each course, except those evaluated on a pass/fail basis. No more than 9 credits graded pass/fail (including 6 fieldwork credits but excluding dissertation research) can be applied to the M.P.H. and doctoral degree programs; and no more than 6 credits to the M.S. degree.

See the Academic Standing policy for more information about minimum cumulative grade-point average (GPA), and performance in required courses. Letter grade to GPA chart can be found in the School Catalog.

Incomplete Grade Policy
Students for whom there is documentation of at least average work in a course, and under unusual circumstances (e.g., illness) may receive a grade of INC (incomplete). Mere absence from class does not constitute an incomplete. An incomplete will be given when, in the opinion of the instructor, the nature of the course is such that the educational opportunity can be completed within one year. An INC grade requires a Request for Incomplete Grade form to be filled out by the student and the instructor that specifies the tasks required to complete the course.

A grade of incomplete must be replaced with a passing grade within one year of having received the incomplete (i.e., a year from the end of the semester in which the grade of incomplete was received), or the incomplete grade will be automatically changed to a grade of F (fail). Appeals may be made to the Director of Student Support Services no later than four weeks before the end of the one-year extension. If an appeal is approved, up to an additional year may be granted.

Student Grade Grievance Policy
Students wishing to file a grievance about a course grade or a grade received for a particular piece of work in a course should first attempt to resolve the matter with the instructor. If the issue cannot be satisfactorily resolved between student and instructor, the student may specify in writing the basis for the complaint and request a review by the Associate Dean for Academic affairs.

Transcript Request
All students are entitled to transcripts of their records in either official or unofficial formats. An official transcript bears the signature of the registrar and school seal. However, a student may obtain an unofficial transcript that does not have a signature or the school seal and is stamped “Student Copy.” Transcripts may be requested at transcripts.rutgers.edu and a charge may apply. In accordance with University procedures, students or former students may not obtain transcripts if they have an outstanding financial obligations to the University.

Graduation Information
Degrees are conferred by the university only after a formal application has been filed with the registrar and upon recommendation of the faculty. Deadlines for filing the Graduation Application form with the registrar are June 1 for an October-dated degree, October 1 for a January-dated degree, and January 11 for a May-dated degree. More information is available on our school’s website.

The filing of this application is solely the responsibility of the student. Diplomas will be withheld from students who are under any financial or academic obligation to the University.

Commencement/Convocation
All Certificate, Masters and/or Doctoral students who earn degrees in the summer term (October 1st) or fall term (January 1st) are eligible to participate in convocation and commencement exercises the following May. All academic requirements must be completed before a student participates in convocation and commencement.

There is a $40 fee for graduation whether or not a student participates in commencement. Commencement is a University-wide event. All graduates are expected to attend unless excused for a legitimate reason. In addition to Commencement, graduates are invited to attend the School of Public Health Convocation. Student awards are presented at this event.
**Student Government Association**
The Rutgers School of Public Health Student Government Association (SGA) is an organization formed, elected, and governed by the students. Advised by the Office of Student Affairs, the SGA intends to represent the diversity of our student body and the values established by the Public Health field. The SGA hosts a variety of events providing students with opportunities to socialize, network amongst themselves and within the greater public health community, and to engage in meaningful experiences that supplement their education. Students also have opportunities to participate in school decision-making processes through increased access to membership on various school, university, and community committees. Positions on the executive board are elected every May for the following school year. 

**V.O.I.C.E.S.**
The mission of Volunteer Opportunities in Community Engaged Service (V.O.I.C.E.S.) is to provide a forum for public health students, faculty, and staff to reach out to their community by organizing and participating in volunteer community service projects with a public health focus. V.O.I.C.E.S. strives to provide opportunities for students to gain practical public health experience, interact with other students with similar interests, and incorporate social responsibility into their academic experience. V.O.I.C.E.S. enables the students of the Rutgers School of Public Health to have a positive impact on the community in which they live.

**Bridging The Gaps**
The Bridging the Gaps Community Health Internship Program (BTG CHIP) provides health-related service to underserved populations while training community responsive health and social service professionals. BTG is a paid 7-week summer internship for health profession students. Interns are placed at a community agency based on their interest, and spend four days per week there, and one day per week in workshops in Piscataway.

**Delta Omega Honorary Society**
The Rutgers School of Public Health is home to the Alpha Eta Chapter of the national Delta Omega honorary society in public health. Each year, the Alpha Eta Chapter of Delta Omega elects graduating students, faculty, alumni and honorary members based on high academic standards and outstanding performance in scholarship, teaching, research, and community service. Election of membership in Delta Omega is intended to not only recognize merit, but also to encourage and further excellence in and devotion to public health work. Members sponsor community service, research, and fundraising opportunities for public health efforts. Our chapter was founded in 2001 and since that time we have inducted over 250 graduating students, faculty, alumni and honorary members into our chapter.

**Career Services**
Career Services is here to support you as you make important decisions about your future, and provides resources for public health students in Newark and Piscataway. Whether you are pursuing full-time employment, a career in academia or other professional options, you may contact Sarah Kelly at kellysw@sph.rutgers.edu regarding information on fellowships, jobs, internships and other available resources for students. Students are also welcome to explore additional career resources online at Rutgers University Career Services page at [http://careers.rutgers.edu/](http://careers.rutgers.edu/).

**S.P.H.A.A.**
The Rutgers School of Public Health Alumni Association (SPHAA) was formalized in 2009 with the first Governing Board elected in 2010 and became a chartered group of the Rutgers University Alumni Association in 2018. All graduates of Rutgers School of Public Health, as well as the former New Jersey Graduate Program in Public Health and the UMDNJ-School of Public Health, are automatically members of this association. In addition to supporting the school’s mission, the SPHAA encourages partnership, stimulates interest, and promotes communication among and between alumni, the school, and the local, state, and global communities.
Office of Computing & Technology (OCT)

The Office of Computing and Technology (OCT) provides technological support for the School of Public Health community. Our faculty, staff and students use technology to communicate and collaborate with peers globally. Our OCT Team members provide the best service with passion to help our users reach their goals and excel in their roles.

Students can contact OCT to report an issue or seek assistance. To create a Heat ticket for help, please send an email to sphcomputing@ca.rutgers.edu with a small description of the issue on the subject line. Please add as much detail as you can on the body of the email. Students should make sure to include their NetID, Full Name, and Phone Number.

Computer Policy

Each student at the School of Public Health is required to possess a personal laptop, no older than approximately two years, which must meet the minimal computing requirements. Computing requirements can be found on the school website, but it is important to note that iPads, tablets, and Netbooks, as well as virtual operating systems, do not satisfy the graduate student computer requirements. We also strongly encourage students to have high security on their devices and automatic backup utility for all files.

Computer Software

All laptops should have the following software installed:
- Microsoft Office (Word, Excel, PowerPoint)
- VirtualBox for Mac only (This will allow for the installation of Windows 10 or higher)
- Internet connection for email and downloading files
- Adobe Reader (Version 9 or 11)
- Anti-Virus Software: Avira (Mac) and Cisco Immunet (Windows and available for all students for free)
- Virus Software: Avira (Mac) and Cisco Immunet

Computer software for the purpose of academic needs of the school (e.g., SAS, SPSS, JMP Pro, Stata, etc.) can also be purchased for download from the Rutgers Software store if licensing allows.

SAS, SPSS, and other computer software may be used through an online interface that can be found at Rutgers Apps. First, go to Apps.rutgers.edu. Please follow the instruction to activate your apps account for the first time. (Need 1 hour to process the activation).

After the account is activated, click “Connect” in the upper right corner. Enter NetID and Password and login to apps. Then SAS, SPSS and other computer software can be found at Rutgers Apps under Menu’s Education section.

Computer Lab

New Brunswick

School of Public Health student account entitles full access to computer lab. The Academic Computing Services (ACS) provides these services. The Academic Computing Lab is located on the 2nd Floor in Room L201 in RWJMS Building in Piscataway. The account may be activated upon first visit to the ACS Lab. They are open in the evenings and on weekends. Once an account is activated, students should contact the campus office to ensure they added to the distribution list for the campus office.

The School of Public Health maintains a small computer lab with limited hours in Room 2A. Hours are posted alongside the door. Students must use their student I.D. card to gain entrance.

Newark

The computer lab has limited hours and is located on the 7th floor in Room 751 in the Stanley S. Bergen Building (SSB) in Newark. Students must use their student I.D. card to gain entrance. This computer lab is not open on weekends.

There is also an additional RBHS Academic Computing Services Lab (ACS) located on C-Level in the Medical Science Building (MSB) at 185 South Orange Avenue. Newark in room C632. The hours of operation for this lab during the academic year are Monday-Friday, 8:00am – 10:00pm. The lab phone number is (973) 972-6789.

Accessing Canvas

Students can access their courses at canvas.rutgers.edu. Students log in with their Rutgers NetID and password, the same credentials used to access the MyRutgers Portal. Please note that academic Banner courses that have an online component are not visible in Canvas until each course’s official class start date in Banner.

Any technical questions before or while taking a course, can be directed to Canvas Support. They are available 24/7 by calling 877-361-1134. Emails can also be sent to help@canvas.rutgers.edu.

Official School E-Mail Accounts

The Office of Computing & Technology (OCT) services the technical needs of Rutgers School of Public Health. Rutgers University provides students with a free university e-mail account. Additionally every student is issued a NetID which allows for students to access SPH’s computers and additional services offered by Rutgers University. It is the student’s responsibility to activate and frequently monitor their Rutgers e-mail accounts for time sensitive announcements, such as weather updates and course cancellations. When calling, please leave a name and contact number that you can be reached by a support specialist.
Housing
Housing on campus for students is limited. To apply for housing, visit the RU On Campus page at http://ruoncampus.rutgers.edu/apply-for-housing.

Piscataway Locations (Busch Campus):
Johnson Apartments, Marvin Apartments, Buell Apartments

Nearby the above listed apartments is the Busch Dining Hall, Busch Student Center, Libraries Annex, Sonny Werblin Recreation Center, and intramural fields.

Questions? Email Busch Housing at buschsng@rci.rutgers.edu or call 848-445-0750.

Newark Location (RBHS Campus):
180 W. Market Street Apartments

There are a range of apartment types available for full-time RBHS Graduate Students to choose from. Amenities in the building include 24 hour laundry facilities, 24 hour security, vending machines, and an ATM.

Questions? Email Newark Housing at rpadilla@andromeda.rutgers.edu or call 973-353-1037.

Food
New Brunswick
- Woody’s Cafe-Robert Wood Johnson Medical School (RWJMS) Building, 675 Hoes Lane West, Piscataway
- Busch Dining - 608 Bartholomew Road, Piscataway adjacent to the Busch Student Center
- Faculty & Staff Dining Hall - 608 Bartholomew Road, Piscataway adjacent to the Busch Student Center
- Vending Machines are located in the SPH and RWJMS buildings on the main level.

Newark
- Garden Café in the University Hospital Cafeteria - B level, 150 Bergen Street, Newark (easily accessible from inside the New Jersey Medical School)
- A Burger King Restaurant (inside cafeteria)
- Vending Machines and microwaves are also located inside the cafeteria
- Robeson Food Court - Paul Robeson Campus Center, lower level - 350 Martin Luther King Boulevard, Newark.
- Starbucks - Paul Robeson Campus Center lower level - 350 Martin Luther King Boulevard, Newark
- On The RU-N - Paul Robeson Campus Center, 350 Martin Luther King Boulevard, Newark
- Vending Machines and microwaves - Stanley S. Bergen Building, GB level, 65 Bergen Street, Newark, NJ

Bookstores
Textbook information (ISBN#, title, author, edition, etc.) may be available prior to the start of classes and will be listed with the respective courses in the online schedule of classes. Textbooks may be purchased via Barnes and Nobles on line at: http://rutgers.bncollege.com/ or by visiting these locations:

Newark
Hahne’s Building
42 Halsey Street,
Newark, NJ 07102

New Brunswick
Gateway Transit Building
100 Somerset Street
New Brunswick, NJ 08901

Other options for textbooks include amazon.com, chegg.com and bn.com.

Writing Center
At the RBHS Writing Center, located in Newark, professional tutors provide individual writing support to students, either in-person or online, providing assistance with:

- Citation analysis and attribution
- Writing Personal Statements
- ESL support
- Note taking and time management
- Outlining and organizing

Location:
George F. Smith Library of the Health Sciences
E-Classroom, First Floor, 30 Twelfth Avenue, Newark, NJ

To make an appointment, call 973-972-0661 or email rbhswc@newark.rutgers.edu.

For Weekly hours and additional information visit:
https://www.libraries.rutgers.edu/smith/services/ESL_writing_center

Libraries
Rutgers University Libraries provides access to books, articles, journals, and databases to assist students with their academic needs. There are also resources related to how to engage in quality research and other services available through the various libraries on Rutgers campuses. Students have access to any library on their campus and also to the online library system. More information available at https://www.libraries.rutgers.edu/.
Health Services
Student Health Services, a division of the Department of Family Medicine, provides outpatient health services for students on some campuses. Student health centers are designated for use by students based upon the student’s program location and school of enrollment.

New Brunswick
Department of Family Medicine at Monument Square 317 George Street, First Floor, New Brunswick
Phone 732-235-5160, Fax 732-235-7351
Office Hours:
Monday, Wednesday, Friday: 8:00am – 5:00pm
Tuesday and Thursday: 8:00am – 7:00pm

Please Note – There is a fee for service when using personal health insurance card.

Newark
90 Bergen Street, Doctor Office Center (DOC) Suite 1750
Phone 973-972-8219 Fax 973-972-0018
Office Hours:
Monday – Friday: 8:30 am to 4:00 pm

Please Note – Immunization Tracking and Compliance Services Only

Student Health Insurance Policy
It is university policy that each student enrolled in a program at the university on a full-time basis (9 credits or more) must have adequate health insurance coverage. All full-time students will be automatically billed for health insurance. Students may review the plan benefits by going to http://www.universityhealthplans.com and selecting Rutgers, The State University of New Jersey. Students who have other health insurance coverage may opt out of the university health insurance plan by completing the online waiver form at www.universityhealthplans.com and submitting the completed form to University Health Plans.

Student Wellness Program
The Student Wellness Program (SWP) is a free, confidential counseling service that helps students deal effectively with stressors and other pressures related to school, as well as personal problems that might impact one’s academic performance. Students' concerns are addressed through a variety of Student Wellness services including short-term, focused counseling for students and members of their household; prevention groups and workshops; assessment and referrals; and crisis intervention.

Visit the SWP page at http://ubhc.rutgers.edu/swp/index.html for more information about the services available. For an appointment in Piscataway, call 732-235-5933 and for Newark, call 973-972-5429. Please identify yourself as a student when requesting an appointment. For crises after normal business hours, please call 1-800-327-3678.

Office of Disability Services
The Rutgers School of Public Health welcomes students with disabilities into all of our educational programs. Rutgers is committed to providing reasonable accommodations to meet the needs of eligible students.

For information about the Office of Disability Services for Rutgers School of Public Health, visit http://ods.rhbs.rutgers.edu/. The office can be reached at 973-972-5396 or odsrhbs@ca.rutgers.edu. There is also a request for information form available at https://webapps.rutgers.edu/student-ods.Forms/inquiry.

For other accommodations related to class attendance please contact the Director of Student Support Services and the Associate Dean for Academic Affairs. They will make a determination regarding this request with the faculty member who is teaching the course.

Office of International Services
The Office of International Services (http://rhbs.rutgers.edu/internationalservices) attends to the specialized needs of Rutgers international students and scholars and their dependents. These services include communication of relevant information and services to both students and staff, and comprehensive advising in all appropriate areas of international education. The OIS acts as the University’s designee in ensuring institutional compliance with all U.S. immigration regulations and procedures and is the University’s liaison to the Departments of State and Homeland Security. Advising services are provided to departments seeking to hire or enroll foreign nationals under the F-1, J-1, H-1B or O-1 visa classifications as appropriate.

Contact the Office of International Services by email ois@global.rutgers.edu or phone 973-972-6138.
Sexual Violence Assistance

There is never an excuse for using force, intimidation, or drugs/alcohol to coerce force someone to engage in sexual activity with clear and unambiguous consent. If a student or someone they know has been the victim of sexual violence or misconduct, on or off-campus, help is available, immediately and in the long-term. Rutgers University is committed to providing a safe environment for all students to pursue their studies. Students are not alone - there are many sources of confidential help and Rutgers Biomedical and Health Sciences is committed to helping secure the assistance students need. The Rutgers University Policy which outlines student rights and university responsibilities, and on an on-line reporting form, can be located at http://compliance.rutgers.edu/.

We recommend that students who experience any physical abuse or misconduct, regardless of whether they wish to file a police report or internal Rutgers compliance report, seek medical assistance as soon as possible to receive preventive medication for possible sexually transmitted diseases and to be eligible to receive emergency contraception, if needed.

University Advocacy and Crisis Counseling

Confidential Services available at:
Office for Violence Prevention and Victim Assistance
3 Bartlett Street, New Brunswick, NJ 08901
Phone: (848) 932-1181 - (24 hours/day, 7 days/week) - http://vpva.rutgers.edu/

Sexual Assault and Interpersonal Violence Services
249 University Ave., Blumenthal Hall, Room 104, Newark
Phone: (973) 353-5231 (HELP)
http://health.newark.rutgers.edu/
Sexual Assault Hotline: 973-353-4357 (HELP)

Assistance is also available at Student Health Services.

Public Safety Escorts

Rutgers University Police Department (RUPD) provides escorts to students, faculty, and staff upon request. The escorts, primarily walking, provide our community with personalized service to their vehicles, campus residence, or the University’s mass transit system.

To Request an RUPD escort from any RBHS location:
- Call 848-932-7211 or use a campus emergency phone (blue light)
- The RUPD Communication and Dispatch Center will send a public safety representative to escort
- Escorts may not be “reserved” in advance

Emergency Communication

The university’s emergency notification system utilizes many different and overlapping mechanisms to provide time-critical information to the Rutgers community, as no single mechanism is sufficient to provide blanket notification. Methods include email, website announcements, TV, radio, and text messaging to cell phones, as well as low-tech mass communications such as electronic signs, bullhorns, and police car speaker systems.

The Rutgers University Police Department has also partnered with Nixle (http://local.nixle.com/rutgers-police-department) to provide students, faculty, staff and guests with email and text alerts that affect the local community.

During an emergency, campus status pages will feature important information and updates about the campus status (e.g., class cancellations, office closings, etc.) for Rutgers and campus specific announcements are made. Campus status information will also be available through:
- Phone: 732-445-4636
- Rutgers- NB
http://www.rutgers.edu/about/operating-status
- Rutgers-RBHS
http://rbhs.rutgers.edu/operatingstatus.shtml
- Rutgers NWK
https://www.newark.rutgers.edu/campusstatus

Student Identification Card

Each student is required to obtain an identification card with their photo on it. All students should wear their Rutgers University identification card while on campus. Students can upload and submit a photo of their choosing at http://iam-ipo.rutgers.edu/photosub.php. Incoming students will receive their ID Cards during their orientations or all students can pick up their ID at an ID Card Service Center. Identity and Access Management (IAM) is responsible for the management and maintenance of the RU ID card system. Locations and services can be found at http://iam-ipo.rutgers.edu/

The student ID card:
- Serves as your library card, and allows you to check out books and other resources from Rutgers University Libraries
- Provides access to financial aid checks from the cashier’s office
- Provides access to Rutgers School of Public Health buildings after 6:00 p.m. and on weekends

Student I.D.
Safety Info
Violence Assistance

UNIVERSITY SERVICES & RESOURCES
UNIVERSITY SERVICES & RESOURCES

Parking
Students parking on campus MUST obtain a parking permit. A parking hangtag is required 24 hours a day at all Rutgers parking lots.

The Department of Transportation Services (DOTS) encourages all students to purchase their parking permits online. Permits purchased online are automatically linked to your vehicle’s license plate allowing for immediate access to parking at Rutgers. The physical parking permit hangtag will then be mailed to the address provided.

Online registrations require:
- A Net ID
- Your vehicle information
- A credit card (Visa, MasterCard, Discover), or pre-tax payroll deduction to purchase a permit
- Select from the available parking permits
- Allow three business days for processing.

Your student parking permit may be used in New Brunswick, Newark and Camden. Please visit: rudots.rutgers.edu to learn more information about parking rules, regulations, and locations.

RBHS Shuttle Services
Student may refer to the links below for shuttle departure times. All listed times are approximate, with delays expected due to traffic, weather, and/or current road conditions. Always allow as much travel time as possible.

For more information, contact Shuttle Services by phone at Rutgers Campus Bus Information at 848-932-7817, or email: buses_dots@ipo.rutgers.edu. Rutgers buses can always be tracked via the NextBus website at http://www.nextbus.com or via the Official Rutgers University Mobile App available at http://oss.rutgers.edu/mobile/. Schedules for the below route options can all be found on the DOTS website.

New Brunswick
The Rutgers Biomedical & Health Science Piscataway Shuttle:
This shuttle service connects the Rutgers Biomedical & Health Sciences Campus in Piscataway, and the Clinical Academic Building at 125 Paterson Street in New Brunswick. This shuttle will operate every Monday thru Friday (except certain Holidays/periods) from August to Mid-May; from 7:00 AM until 7:00 PM; with departures every 30 minutes. The bus stop for RBHS is located in the ‘bus lane’ in Parking Lot C, by the Research Tower. The bus stop for the Clinical Academic Building will be on Paterson Street, right by the entrance to the Paterson Street Parking Deck located at 124 Paterson Street (the shuttle will not pull into the circular driveway at the CAB).

Newark
The Rutgers Biomedical & Health Science Newark Shuttle:  
The Shuttle service in Newark has three core routes, Campus Connect, Newark Penn Station, and the existing Rutgers Newark Penn Station Express shuttle. A transit system provides enhanced service while meeting the daily transportation needs of all students, faculty, and staff of Rutgers University – Newark and Rutgers Biomedical and Health Sciences at Newark, as well as NJIT, Essex County College (ECC) and University Hospital (UH).

Campus Connect:
This route facilitates travel between the schools and destinations in Newark. It will serve Rutgers – Newark, NJIT, Rutgers Biomedical and Health Sciences at Newark, University Hospital, Essex County College, and the Broad Street station. This route preserves the majority of the former CHEN route and helps to connect all the higher education facilities in Newark. This route will operate Monday through Friday from 7 AM until 11:30 PM.

Newark Penn Station:
This route closely resembles the route that served Rutgers Biomedical and Health Sciences at Newark and UH for years. This route starts at Penn Station and has its first stop at the Medical School. In addition, this route also provides morning and afternoon service to Penn Station for the Rutgers Newark campus from a stop at Blumenthal Hall. This route will operate Monday through Friday from 7am to midnight.

Newark Penn Station Express (7am - 10am and 3pm - 7pm):
Starting on Monday September 8th, this route will have two buses and three stops only. The stops are Penn Station, NJ Medical School and the Hospital. This route is being provided to help get passengers to Rutgers Biomedical and Health Sciences at Newark/UH faster in both the AM and PM peak periods and to avoid the traffic along the Warren Street corridor.

REMINDER:
All information found in this handbook can be located on our website at sph.rutgers.edu
Or in our School Catalog at catalogs.rutgers.edu/generated/sph_current/
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Occupational Safety & Health
Helmut Zarbl, PhD

Social and Behavioral Health Sciences (Nov. 2018)
Paul Duberstein, PhD

Urban Public Health
Leslie Kantor, PhD
DIRECTORY

STUDENT AFFAIRS & RBHS STUDENT SERVICES

New Brunswick Student Affairs Office
School of Public Health
683 Hoes Lane W, 1st Floor
Piscataway, NJ 08854
732-235-4646

Newark Student Affairs Office
Stanley S. Bergen Building
65 Bergen St, 7th Floor
Newark, NJ 07101
973-972-7212
*** indicates staff office located primarily or partially in Newark

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675 Hoes Lane West, V-02
Piscataway, NJ 08854
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clp161@ca.rutgers.edu

Newark
Sharon Anderson
Medical Science Building
185 South Orange Avenue, B644
Newark, NJ 07103
973-972-4379
anderssh@ca.rutgers.edu

Financial Aid
New Brunswick
Research Tower
675 Hoes Lane West, C-103
Piscataway, NJ 08854
732-235-4689
rbhs_pisc@ofa.rutgers.edu

Newark
ADMC
30 Bergen Street, Bldg. 12, Room 1208
Newark, NJ 07103
973-972-4376
rbhs_nwk@ofa.rutgers.edu

Health Services
New Brunswick
Department of Family Medicine at Monument Square
317 George Street, First Floor,
New Brunswick, NJ 08901
732-235-5160

Newark
Doctor Office Center (DOC)
90 Bergen Street, Suite 1750
Newark, NJ 07103
Phone 973-972-8219

Student Wellness Program
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732-235-5933

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