MS in Health Outcomes Research and Evaluation Sciences
Table of Contents

SLUCOR BACKGROUND .................................................................................................................. 4
  Program Objectives .................................................................................................................... 4
  MS Program Administration ....................................................................................................... 4
    The Advisory Committee ......................................................................................................... 5
    Program Administrators .......................................................................................................... 5
GENERAL PROGRAM POLICIES ............................................................................................... 6
  Banner Self-Service .................................................................................................................... 6
  Registration ................................................................................................................................. 6
    Holds and Cancellation ............................................................................................................. 6
    Registration Instructions .......................................................................................................... 6
  SLU Global (Blackboard) ............................................................................................................ 7
  Bookstores ................................................................................................................................ 8
  Disability Services .................................................................................................................... 8
  E-Mail Accounts and Communications ....................................................................................... 8
  Emergency Procedures .............................................................................................................. 8
  University Administration .......................................................................................................... 8
PROGRAM ADMISSION POLICIES AND PROCEDURES .......................................................... 9
  Admission on Probationary Status ............................................................................................ 9
    Advancement from Probationary to Classified Status ................................................................ 9
  Process for applying to SLU ........................................................................................................ 10
    Applicant Responsibilities ....................................................................................................... 10
    Process for Admissions Decisions: .......................................................................................... 10
  Transfer of Credit ...................................................................................................................... 10
  Tuition and Fees ......................................................................................................................... 10
    Refunds .................................................................................................................................. 11
ACADEMIC POLICIES .................................................................................................................. 11
  Academic Standing ..................................................................................................................... 11
  Disciplinary Action Policy ......................................................................................................... 11

Approved 7/26/2013
SLUCOR BACKGROUND

The Saint Louis University Center for Outcomes Research (SLUCOR) is dedicated to innovative research and education that reveals deeper understanding and appreciation for the results of health care services – clinical, personal, economic and societal. We see outcome assessment and analysis as a vital part of establishing an equitable, efficient and affordable health care system.

SLUCOR currently offers a Master of Science in Health Outcomes Research and Evaluation Sciences, a Master of Science/Juris Doctor (MS/JD) dual degree in conjunction with the School of Law, and a Graduate Certificate in Health Outcomes Research.

The MS in Health Outcomes Research and Evaluation Sciences program was created in response to the current healthcare climate and need for researchers trained in the areas of health outcomes research, health services research, and program evaluation to meet the changing needs of our healthcare system. The program received approval from the University in 2010 and admitted its first cohort in 2011. The JD/MS dual degree with the School of Law and the Graduate Certificate in Health Outcomes Research were approved in 2012. SLUCOR also offers an accelerated option for current undergraduate students wishing to begin their graduate studies prior to completion of their undergraduate degree.

Program Objectives

The primary goal of all three programs is to enhance the regional and national workforce with analytical capabilities and expertise necessary to conduct health outcomes research.

Upon completion of the program students will be prepared to:

- Critically evaluate methodological designs and results from clinical intervention, comparative effectiveness studies, clinical trials, observational studies, economic assessments, and health improvement program evaluations
- Differentiate between common statistical methods employed in health outcomes research and evaluate the appropriateness of statistical methods in the context of the research question and study design
- Design a health outcome study or a health program evaluation
- Develop a research proposal and demonstrate proficiency in designing and implementing a research project
- Manage, summarize, and analyze quantitative data
- Effectively communicate study results to both scientific and lay audiences.

Program Description

The Master of Science in Health Outcomes Research and Evaluation Sciences program combines didactic and problem-based learning in and online, asynchronous environment. The
MS program offers two concentrations: 1) General Outcomes Research, and 2) Clinical Investigation. The MS program requires completion of 36 credit hours and a final capstone project. Students in both concentrations complete 27 credit hours of shared core coursework and 9 hours of concentration-specific coursework. Students may pursue the MS on a part-time or full-time basis.

The MS/JD dual degree program is offered in collaboration with the School of Law, which is accredited by the American Bar Association. This integrated program requires completion of the professional law school requirements as well as fulfillment of a complete MS degree (36 credit hours), which include 9 hours of shared coursework from the School of Law JD requirements. Students in the MS/JD program must attend on a full-time basis.

The Graduate Certificate in Health Outcomes Research is designed for students interesting in increasing their knowledge and skills, but not necessarily looking to complete an entire degree program. The certificate program requires completion of 15 credit hours of coursework.

**MS Program Administration**

*The Advisory Committee*

The Advisory Committee, chaired by the Director of the MS Program in Health Outcomes Research and Program Evaluation, serves as the policy setting, policy monitoring, and decision making body for the program. The Committee consists of the Program Director and two full-time teaching faculty members. The Committee is specifically responsible for:

- development or modification of written policies and procedures
- admissions recommendations and approvals
- assessing the completion of prerequisite requirements and evaluating petitions for waiving or substituting required courses

The Director of the MS program is responsible for administrative responsibilities on a day-to-day basis, and for providing leadership and guidance to both the program and the advisory committee.

*Program Administrators*

Thomas E. Burroughs, Ph.D.
Executive Director, SLUCOR
burroute@slu.edu
Phone: (314) 977-9300
Fax: (314) 977-1101

Leslie Hinyard, Ph.D., MSW
Associate Director of Academic Affairs
Phone: (314) 977-9473
Fax: (314) 977-1101
GENERAL PROGRAM POLICIES

Banner Self-Service

For your most up-to-date personal SLU student information check the mySLU website at www.myslu.slu.edu. You may view your registration status, grades, and messages. Registration for classes is also completed through the Banner system. You may also view your student account record for current charges, payments, financial aid, balance due, and refunds.

Registration

Holds and Cancellation
Upon registration students must contact the Bursar’s Office to pay their tuition or to make financial payment plans. Registration is not complete until financial payment or arrangements have been made. All parking fees and fines appear on a student tuition bill. Registration is not dropped if the bill is less than $100; however, the student’s registration is put on hold for future semesters until the remaining amount is paid. In the case of outstanding library fines over $50, a hold is placed on the release of transcripts only, not registration. When a student is delinquent in repaying short-term emergency loans the Bursar’s Office will place a registration hold for future semesters. All emergency loans must be paid in full within 90 days unless other arrangements have been made. The Bursar’s Office notify by letter all graduate students whose registration has been dropped due to any of the above reasons. All registration drops occur on the Friday before the first day of classes. The second registration drop occurs two weeks later. Please see the Graduate Education Catalog for more specific information. The Catalog can be found at graduate.slu.edu.

Registration Instructions
Registration for scheduled courses is available online through SLU Banner Self Service after consultation with the academic advisor. The link to Banner Self Service can be found under the “Tools” tab in MySLU (http://myslu.slu.edu). Detailed instructions for on-line registration are available at http://www.slu.edu/x6342.xml.

Accessing Schedule of Classes
The schedule of classes is available through Banner Self Service. Detailed instructions for accessing the schedule of classes are available at http://www.slu.edu/x22694.xml. To access the schedule of classes you must:

1. Select the correct Term of interest; click submit
2. You must select at least 1 “Subject” in the search criteria to initiate a search. The subject heading for SLUCOR courses is Outcomes Research.
3. Click “Class Search”—this will give you a list of courses offered and their corresponding Course Reference Numbers (CRNs, these change every semester)
4. Write down the CRNs for the course sections in which you wish to enroll

Registration Procedure
After gathering the appropriate CRNs for desired courses, you are prepared to register.
1. Access Banner Self Service
2. Once logged into Banner Self Service:
   • Click on “Student Resources and Financial Services”
   • Click on “Add or Drop Classes”
   • Select the appropriate term (do NOT select terms for the Medical School or those prefixed CEU)
   • Enter the CRNs associated with desired course sections OR click on “class search” in the lower left of the worksheet to search the schedule of classes
   • Once all CRNs are entered, click the “Submit Changes” button
   • You can print your student schedule using Banner Self Service by clicking on “view student schedule” in the lower left of the page
   • If you receive a registration error indicating the requirement of a signature or approval from Instructor, Advisor, Director, or Department you will have to complete a Registration/Change of Registration form, obtain the appropriate signatures, and submit the form to the office of the Registrar. Contact the Program Director to initiate this process

Adding a Course
Students may add a course through Banner anytime during pre-registration through the first two weeks of the semester. However, when entering a course after the first week of class, students should seek consultation from the course instructor regarding missed content or participation

Dropping a Course
Students may drop a course only during the times designated by the University. Students may complete the drop process through Banner at any time during the preregistration through the first two weeks of the semester. After the second week in the semester until the last day to drop the course, students must notify the Program Director, obtain a Change of Registration Form and receive appropriate signatures. This completed form will then be sent to the Office of the Registrar.

Blackboard Learn
Blackboard Learn is the supported learning management system at Saint Louis University. All course content, materials, and communications are posted on this system. You can access Blackboard Learn through “Tools” tab on the MySLU portal (http://myslu.slu.edu)
Blackboard Learn support is offered through Information Technology Services (ITS) (314-977-4000) http://www.slu.edu/x37295.xml.
Bookstores

As an online program, SLUCOR does not stock required textbooks at either of the bookstores on the university campus. SLUCOR course instructors will email a list of required textbooks to all enrolled students prior to the start of class. Students may purchase their textbooks through whatever means they find most accommodating. For other needs, there are full-service bookstores on both the Frost and HSC campuses. The HSC bookstore is located in the basement of the Schwitalla Hall (314-977-8348).

Disability Services

Information on resources for students with disabilities is available online at:
http://www.slu.edu/x24491.xml

E-Mail Accounts and Communications

E-mail is SLUCOR’s primary means of communication with students. All students are automatically assigned a University e-mail address upon being admitted as a graduate student. All University and SLUCOR e-communication will be sent to your SLU e-mail account. Students who would like information on forwarding SLU accounts to another personal e-mail address may contact the ITS department at 977-4000.

Students are required to inform Student Services of changes to their addresses, phone numbers, or name.

Emergency Procedures

Saint Louis University Department of Public Safety can be reached at (314) 977-3000.

University Administration

The University administrative offices are located in DuBourg Hall, 221 N. Grand Avenue. DuBourg houses the University Registrar (Room 22), the Office of Financial Aid (Room 121), the Academic Resources Center (Room 110), the Cashier’s Office (Room 4), and the Office of Public Safety (Room 9).

University Registrar
http://www.slu.edu/x6353.xml

Office of Financial Aid
http://www.slu.edu/x21861.xml
PROGRAM ADMISSION POLICIES AND PROCEDURES

Admission on Probationary Status

Applicants to the MS in Health Outcomes Research and Evaluation Sciences program who show promise as potential students but whose academic qualifications are less than those typically considered acceptable for admission may be admitted on probationary status. The Academic Affairs Committee specifies the conditions for probationary status enrollment. A description of the special conditions of probationary admission is included in the applicant’s acceptance letter from SLUCOR. The requirements, expectations, and limitations relative to enrollment as a probationary student depend on the applicant’s qualifications at admission and are specified in one of the following increasingly restrictive ways:

1. The student may enroll for a full course load consistent with the curriculum plan and must achieve a minimum of a 3.00 GPA during the first semester of graduate study.
2. The student may enroll for a full course load consistent with the curriculum plan, but must complete specified courses as part of his/her first semester coursework. The student must achieve a minimum 3.00 GPA and earn a minimum of a B in the specified course(s).
3. The student may be limited to enrolling in a specified number of credit hours that is less than a full course load and must achieve a minimum 3.00 GPA for the term.
4. The student may be limited to enrolling in a specified number of credit hours that is less than a full course load and only in courses specified by the Committee, and must achieve a minimum 3.00 GPA and a B or better in the specified course(s).

Advancement from Probationary to Classified Status

Students who enter the program as probationary students must complete the Petition to Advance form to move from probation to classified status. A probationary student must complete the form at the end of the first semester of study, after grades for the semester are posted. Students may obtain the petition forms from the Graduate Education web site (http://www.slu.edu/x52519.xml). The student and the Program Director are responsible for completion and transmission of the paperwork to Graduate Education, with copies sent to the SLUCOR student file. Registration for subsequent semesters will not be possible until the requisite paperwork is completed and approved.
Process for applying to SLU

Application to the MS in Health Outcomes Research and Evaluation Sciences program is made to SLUCOR through the Saint Louis University online application system. There is rolling admission to the program and no application deadline. Admitted students are matriculated for the fall and spring terms. Once the term has begun, any new application submissions will be considered for the following semester. To apply to SLU, an applicant must possess at least baccalaureate degree from a recognized college or university and show ability and preparation necessary for pursuing graduate studies.

**Applicant Responsibilities**
The applicant submits application forms and fee, official transcripts from all institutions attended, and three Personal Potential Index® (PPI) evaluations. The PPI can be found at [www.ets.org/ppi](http://www.ets.org/ppi). Requirements for admission and achievement of degree are identical for both full time and part time students and the same faculty teaches full time and part time students. *All students must have completed a graduate level course in biostatistics prior to enrolling in the program. Students without a prior course in biostatistics may complete the course concurrently with their first semester in the program.*

**Process for Admissions Decisions:**
Admission decisions for the MS Program in Health Outcomes Research and Evaluation Sciences are made on a rolling basis. Students will be paired with an advisor as part of the admissions process. The SLUCOR Academic Affairs Committee determines the admission of applicants. Decision letters are issued according to established procedures.

**Transfer of Credit**
Up to 6 credits may be transferred into the program from prior course work. Transferred credits must be meaningful courses that provide key content for the program. Courses must be at the 500 level (or its equivalent) or above with a grade no lower than a B. Students may petition to transfer credit after the completion of one full semester in the program.

**Tuition and Fees**
The Office of Student Financial Services provides financial services to Saint Louis University students. Its Web site is [http://www.slu.edu/x21861.xml](http://www.slu.edu/x21861.xml).

Current tuition rates and student fees are listed on the Graduate Education website. They can be found at [http://www.slu.edu/x32083.xml](http://www.slu.edu/x32083.xml).
Refunds
Tuition refunds are made following the guidelines outlined by the Office of the Bursar. This policy provides for a refund of 70% - 100% for withdrawals that occur between the first and fifth weeks of the semester. Refer to the Bursar Office for details on refund policies and specific deadlines.

ACADEMIC POLICIES

Academic Standing
Every student must maintain a 3.00 cumulative grade point average to remain in good standing in the program. Students receiving 2 consecutive grades of B- or any one grade of C in the program will be placed on academic probation. Students who fail to achieve a 3.00 after the completion of 3 courses on academic probation are reviewed by the Academic Affairs Committee for possible dismissal from the program. Students earning below a grade of C are subject to immediate dismissal upon the recommendation of the Academic Affairs Committee.

Repetition of Courses
A student may repeat a required course only one time. If not successful on the second attempt, or if the required grade is not achieved in two separate courses, the student will be dismissed from the program.

Ethics and Academic Integrity
The SLUCOR policy on academic integrity is consistent with the SLU policy for Graduate Education which is:

The University is a community of learning, and its effectiveness requires and environment of mutual trust and integrity. As members of this community, students share with faculty and administrators the responsibility to maintain this environment. Academic integrity is violated by any dishonesty in submitting, to the instructor for evaluation, an assignment, test, research, report, or any other documentation required to validate the student’s learning. In a case of clear indication of such dishonesty, the faculty member or administrator has the responsibility to apply sanctions to protect the environment of integrity necessary for learning. Although not all forms of academic dishonesty are given here, the instances listed below should be seen as actions that not only violate the mutual trust necessary between faculty and students, but they also undermine the validity of the University’s evaluation of students and take unfair advantage of fellow students. Soliciting, receiving, or providing any unauthorized assistance in the completion of any work submitted toward academic credit is dishonest. Examples of academic dishonesty would be copying from another student, copying from a book or class notes during a closed-book exam, submitting materials authored by or
editorially revised by another person, but presented as the student’s own work, copying a passage or text directly from a published source without appropriately citing/recognizing that source, taking a test or doing an assignment or other academic work for another student, or securing or supplying in advance a copy of an examination without the knowledge or consent of the Instructor.

Any clear violation of academic integrity will be met with sanctions. In a case of dishonesty within a course, the Instructor will assign a failing grade grade and may also recommend further sanctions to the Associate Director of Academic Affairs. The Associate Director of Academic Affairs may, in a clearly serious instance of apparent or alleged academic dishonesty, appoint an ad hoc committee to hear, judge, render an opinion, and, if warranted, recommend sanctions. The Associate Director of Academic Affairs is responsible for the final decision and notification of all associated parties.

Sanctions for a student who is judged guilty of an act of serious academic dishonesty may range from failure of a course through dismissal from the MS program and SLUCOR. In addition to academic dishonesty, students are expected to uphold the highest ethical behavior. Unethical behavior will be subject to the same sanctions as academic dishonesty. Suspension or dismissal may also be warranted for other reasons not listed above.

**Disciplinary Action Policy**

The Saint Louis University Center for Outcomes Research assumes that all students, faculty, and staff will adhere to high ethical standards in all of their educational and professional activities. All students, faculty, and staff should be guided by the principle that they will neither lie, cheat, nor steal to advance their own or others’ academic interest relative to the interests of other members of the SLU community. Academic integrity is violated by any dishonesty in submitting an assignment, test, research report, or any other documentation required to validate the student’s learning. Instances of student conduct involving plagiarism of written work, unauthorized assistance on examinations, or other types of dishonest behavior should be brought to the attention of the faculty member involved, the Program Director, and the Associate Director of Academic Affairs. In each instance, the Program Director will commence the following procedure to resolve the incident(s):

1. The Instructor will bring the incident to the attention of the Program Director and the Associate Director of Academic Affairs.
2. The Program Director will review the incident(s) individually with the parties involved.
3. In a case of academic dishonesty within a course, the instructor will assign a failing grade and may recommend further sanctions to the Program Director. The Program Director, in conjunction with the Associate Director of Academic Affairs, is responsible for the final decision and notification of all associated parties.
4. For more egregious instances of academic misconduct or unethical behavior, the Associate Director of Academic Affairs shall appoint a panel consisting of, at minimum:
• One department faculty member and
• One additional faculty member outside the department
to hear arguments by all involved parties as to the events related to theincident(s). The responsibilities of this panel are:

a. To review all events with all parties
b. To hear one individual selected by the accused student as to thatindividual’s character or past behavior
c. To make written recommendation to the Program Director regarding the:
   • Authenticity of the accusation(s)
   • Severity of the offense(s)
   • Level of disciplinary action to be taken, ranging from no action toexpulsion from the program

5. Upon receipt of the recommendations of the panel, the Associate Director ofAcademic Affairs will decide upon and institute disciplinary action
6. If the accused student admits to the offense and waives the right to the panelhearing, the Associate Director of Academic Affairs may decide upon andinstitute disciplinary action. Disciplinary action may range from no action toexpulsion from the program.
7. The Associate Director of Academic Affairs will inform the student that in allinstances he/she may appeal any action pursuant to the Grievance Policy below.

Grievance Policy

Appealing a Grade

If a student questions or disagrees with a grade he/she received, the student should initially seekasettlement with the faculty member who assigned the grade. Appeal beyond this should be made, in writing, to the Program Director.

Appealing Decisions Related to Probation and Dismissal

When a graduate student has been placed on academic probation or dismissed from the MS inHealth Outcomes Research and Evaluation Sciences program, the following steps are available to the student:

1. The student should submit, in writing, reasons for objecting to the probation ordismissal along with any pertinent supporting documentation to the AssociateDirector of Academic Affairs. The student should also seek a meeting with theAssociate Director of Academic Affairs to discuss the objection.
2. If the student and the Associate Director of Academic Affairs cannot reach a satisfactory solution, the student should convey the complaint to the Executive Director of SLUCOR in writing. The complaint should include:
   a. A full description of the incident.
   b. The relationship of the grievance to program policies
   c. Program channels already pursued to resolve the grievance
   d. Results of the discussions/actions within the program
   e. Any pertinent documentation
   f. A summary of the resolution desired by the student
3. The Executive Director will research the matter, making whatever inquiries are appropriate, and then inform the student of his findings within 10 days* of the written appeal.
4. The final decision of the appeal rests with the Executive Director of SLUCOR. The decision of the Executive Director is the FINAL decision.

*Working days are defined as days the SLUCOR offices are open for official business and the Executive Director is scheduled to be in his office.

Curriculum

Students must complete a minimum of 36 credit hours a final capstone research project. The program may be completed on a full-time or part-time basis. HSR-530 and ORES-531 must be taken consecutively the student’s first year of study. Students who have not fulfilled the prerequisite requirement prior to the start of the program may fulfill that requirement concurrently with their first semester in the program.

Prerequisite Coursework:
- Graduate level inferential statistics

Core Curriculum for the MS (regardless of concentration or dual degree status):
- ORES 530 Foundations of Outcomes Research I (3)
- ORES 531 Foundations of Outcomes Research II (3)
- ORES 532 Scientific Writing and Communication (2)
- ORES 533 Research Ethics (1)
- ORES 515 Multivariate Analysis for Health Outcomes Research (3)
- ORES 516 Data Management (3)
- ORES 521 Foundations of Medical Diagnosis and Treatment (3)
- ORES 526 Pharmacoepidemiology (3)
- ORES 540 Pharmaco economics (3)
- ORES 590 Health Outcomes Measurement (3)

Concentration Curriculum—General Outcomes Research:
Students choose 3 of the following electives
- ORES 541 Evaluation Sciences (3)
• ORES 542 Clinical Trials Design and Analysis (3)
• ORES 544 Comparative Effectiveness Research (3)
• ORES 545 Biomedical Informatics (3)
• ORES 546 Drug and Device Development (3)

**Concentration Curriculum—Clinical Investigation:**
Students must complete:
• ORES 542 Clinical Trials Design and Analysis (3)

Students choose 2 of the following:
• ORES 544 Comparative Effectiveness Research (3)
• ORES 545 Biomedical Informatics (3)
• ORES 546 Drug and Device Development (3)

**MS/JD Dual Degree:**
Students must complete the MS core curriculum as revised here:
• ORES 542 Clinical Trials Design and Analysis (3)

Students choose 2 of the following:
• ORES 544 Comparative Effectiveness Research (3)
• ORES 545 Biomedical Informatics (3)
• ORES 546 Drug and Device Development (3)

**Enrollment Requirements**

Full time status is defined as 9 or more semester hours in formal courses. All graduate students pursuing the MS in Health Outcomes Research and Evaluation Sciences must maintain continuous enrollment (except for the Summer semester) for the duration of the program. Continuous enrollment is defined as being registered in at least one course every semester. If circumstances prevent a student from enrolling for any classes during a Fall or Spring term, the student must submit a leave of absence petition in accordance with Graduate Education’s continuous registration policy (this policy does not apply to the Summer terms). Leaves of absence require advisor approval. Students failing to file for a leave of absence during a term in which they don’t take classes will be assessed a University fee upon re-enrollment for course work.

A classified student may interrupt progress toward a degree by notifying the Program Director and petitioning for a leave of absence. The petition (in the form of a letter) must include the rationale for the request and indicate the anticipated length of the leave. The Program Director forwards the petition to the Executive Director for approval. Academic leaves of absence are approved for no more than one academic year. A student on a leave of absence does not have access to university services and will not be assessed a student activity fee.
Grading

In accordance with the Graduate Academic Affairs Committee guidelines, the following grades are permitted: A, A-, B+, B, B-, C+, C, C-, D, and F.

Late Assignments

SLUCOR department policy states that all assignments are due at the day/time specified in the syllabus. Late assignments are not accepted.

Incomplete Courses

Students may request a temporary grade of INCOMPLETE (I) for coursework not complete on the last class due to extraordinary circumstances. Students must request the mark of Incomplete and an “I” grade may not be requested to avoid an unsatisfactory grade. The student and instructor must agree, in writing, on the conditions for clearing the Incomplete. An “I” grade is to be made up within one academic year of the semester in which the course was taken. If an Incomplete grade has not been converted to a letter grade within the aforementioned time frame, then the Incomplete grade will automatically convert to an “F”.