THE UNIVERSITY OF ARIZONA
Mel & Enid Zuckerman
College of Public Health

Graduate Certificate Programs

Student Handbook

TABLE OF CONTENTS

INTRODUCTION

The University of Arizona's Mel and Enid Zuckerman College of Public Health (MEZCOPH) was established in January 2000 and accredited by the Council on Education for Public Health in 2003. Under its administrative roof are academic programs that lead to seven degrees - the Bachelor of Science (BS), with a major in public health; the Bachelor of Arts (BA) with a major in Wellness and Health Promotion Practice, the Master of Public Health (MPH), with concentration areas in Biostatistics, Environmental and Occupational Health, Epidemiology, Family and Child Health, Health Behavior Health Promotion, Health Services Administration, One Health, Public Health Policy and Management, and Public Health Practice; the Master of Science (MS) degrees in Biostatistics, Environmental Health Sciences, and Epidemiology; the Master of Science in Public Health (MSPH) degree in Health Behavior Health Promotion, Doctor of Philosophy (PhD) degrees in Biostatistics, Environmental Health Sciences, Epidemiology, and Health Behavior Health Promotion; and a Doctor of Public Health (DrPH) degree with concentration areas in Maternal and Child Health and Public Health Policy and Management.

The Bachelor of Science and the Master of Public Health degree programs are offered via campus based, as well as online, formats.

Comprehensive information about all of the College's academic programs can be found in the [College of Public Health Curriculum Guide](#).

Our graduates have established careers locally, nationally, and internationally. Of note, they include health department directors, CDC program managers, industrial hygienists, health promotion and wellness specialists, public health faculty, pharmaceutical industry biostatisticians, directors of community outreach programs, epidemiologists, clinical research coordinators, chief executive officers of health centers and community programs, as well as the 17th Surgeon General of the United States, Dr. Richard Carmona, to name just a very few. We are proud of the contribution we are making to build and maintain a competent public health workforce!

MEZCOPH MISSION STATEMENT

The Mel and Enid Zuckerman College of Public Health is dedicated to promoting the health and wellness of individuals and communities in the southwest and globally with an emphasis on achieving health equity through excellence in education, research & service.

MEZCOPH VALUES STATEMENT

MEZCOPH acts with respect and integrity to continuously advance health and well-being for all through knowledge, collaboration, empowerment, advocacy, and sustainability. Our core values are: Fairness, Trust, Equity, Social Justice, Excellence, Innovation, Commitment, Collegiality, Diversity, Open Communication, Participation, Consensus, and Enhancement. We strive to foster an educational community that values innovation and excellence in teaching, creation

and dissemination of knowledge, practice-based research and research-based practice to address the health needs and interests of individuals and communities.

PURPOSE OF THIS HANDBOOK

The objective of this handbook is to provide straightforward guidance to campus based MEZCOPH students about how to navigate through the academic programs of the College. The handbook includes general information for graduate students about MEZCOPH resources and operations. University and Graduate College rules are reiterated and linked to as appropriate.

While students are held to the program requirements of the Academic Curriculum Guide for the academic year in which they were admitted, University and College of Public Health operational processes and policies do change. These changes in policies and procedures are reflected in the Student Handbook. Please refer to the most recent MEZCOPH Student Handbook (revised annually) for the most current policies. The University of Arizona General Catalog of policies and Graduate College website provide comprehensive details on current policies and procedures that pertain to all graduate students at the university. **Much effort goes into communicating changes to students but it is the student's responsibility to be aware of these policies and to adhere to them.** Additionally, it is intended that faculty refer to this handbook when mentoring and advising students. This handbook works to promote expectations that are shared by students, faculty, and staff.

The staff members of the MEZCOPH Office of Student Services and Alumni Affairs look forward to helping students work toward their degrees. If, at any time, you have questions or concerns about specific MEZCOPH issues, do not hesitate to contact the staff member assigned to that area (see the Office of Student Services and Alumni Affairs staff list found   on the MEZCOPH Student Hub). Although the Office of Student Services and Alumni Affairs is here to support student progression through our degree programs, **keep in mind that completion of all degree requirements and paperwork is ultimately the responsibility of the student seeking the degree.**

Again, we welcome you and look forward to working with you during your time at MEZCOPH!

PHYSICAL RESOURCES AND FACILITIES

TUCSON CAMPUS

Campus COVID-19 Protocols
The University of Arizona provides comprehensive information, updates on the institution's response to the pandemic and plan for classroom instruction on the COVID-19 Response page. A robust list of resources, timely updates and President Robbins' most recent press conferences

on the subject may also be found there. [Health and safety protocols specific to Drachman Hall](#) are maintained on our website.

DRACHMAN HALL

The east wing of Roy P. Drachman Hall, MEZCOPH's home, opened for classes in January of 2006. MEZCOPH administrative offices are found on the 1st and 3rd floors. Faculty offices are located primarily on the 2nd floor. Classrooms occupy the 1st floor of both wings of the building and are used primarily by the Colleges of Public Health, Pharmacy and Nursing. The College of Pharmacy occupies the west wing of the building. MEZCOPH students, faculty and staff play a vital role in ensuring that the facilities of Drachman Hall are treated with respect and are asked to report any incidences of vandalism, theft, or questionable activities to the Building Monitor at 520-626-3078 or via the Student Suggestion Box on the [Hub](#) if the issue is non-emergent. Building security services are not available in the evening or during weekends; therefore, students should not be in the building after regular business hours (8 a.m.-5 p.m.) or weekends unless they are taking a class or working in an assigned cubicle or office space.

Bicycles, Bicycle Parking, and Bicycle Valet Service

UA students, faculty, and staff who ride their bicycles to school are encouraged to register their bicycles with the University of Arizona Parking and Transportation Services. Bike registration provides the owner with discounts on selected bicycle supplies and services from participating bike shops, free lock cutting service for UA-registered bikes on campus, and a record of ownership and documentation for insurance carriers. Registration facilitates the return of stolen bikes to their owners.

For parking convenience, bicycle racks are located on the south side of both wings of Drachman Hall. Additionally, there is a free bike valet service, open Monday through Friday from 7:45 a.m. – 6 p.m. (excluding University holidays and summer break), located on the north side of Helen Street just east of the Warren bike path and southwest of Drachman Hall. Check-in your bike with one of our friendly Bike Valet attendants who will give you a key tag. Your bicycle will be watched and monitored while it is parked. When you return to the valet station, hand the attendant the key tag to receive your bike. For more information, please visit the [Bicycle Programs website](#). Bicycles brought into the building or locked to stairwells or other architectural features will be impounded.

MEZCOPH and U of A Information Technology Resources

General Tech Support

- **MEZCOPH IT Resources:** Send a detailed email with your issue to coph-help@arizona.edu, or call 520-626-7417.
  MEZCOPH IT FAQs can be found at: https://hub.coph.arizona.edu/it-support
- **UA IT Resources:** Call 520-626-TECH (8324) or 877-522-7929, or chat with them at https://support.arizona.edu.

UA IT FAQs can be found at: https://remote-learning.arizona.edu/campus-technology-how-tos/students

MEZCOPH Computer Lab
Location: Drachman Hall Room A319
General availability: Monday through Friday 8 a.m.-5 p.m. unless the lab has been scheduled for other College activities.

MEZCOPH's computer lab is equipped with 21 Windows PCs, a printer, and a projector. Information about courses scheduled in the computer lab, for the current week, will be posted outside the lab door. Students can view the computer lab schedule via the UA Health Sciences Scheduling System (search by date for Drachman Hall Room A319).

To use the systems, students must login to the computers with their NetID. **Please make sure to log off from the computer when done.** Stata, SPSS, SAS, ArcGIS, R, EpiInfo, Matlab, Teams, Adobe Acrobat DC, and Microsoft Office are installed on each system.

Do not save your work to the lab computer. The systems are wiped after each reboot. Use a thumb drive or cloud storage (e.g., Google Drive) to save your work. Printing is free, but students must provide their own paper.

Other Computer Labs Around Campus
There are several other computer labs available. They may not have the same software titles as the MEZCOPH computer lab.

UAHS Library - All computers have the basics (Office Suite, browsers, media players), plus specialty software for graphics, statistics, engineering, and more.
https://new.library.arizona.edu/visit/spaces/computer-study-areas

OSCR - Most labs feature Apple computers that dual boot into your choice of Mac or Windows operating system.
https://oscr.arizona.edu/hours

Software via University Licensing
The University Bookstores manages software titles that are available to students for free or at a discount. For a list of these software, please visit: https://softwarelicense.arizona.edu/students.

VCAT (Virtual Computing Access Technology)
Use a wide variety of software from home. VCAT is a virtual computing system for students and faculty that is accessible from anywhere with a broadband internet connection. You will find much of the same software that is installed in OSCR's physical computer labs, as well as any that may be provided by your academic department.
http://vcat.arizona.edu

VPN (Virtual Private Network)
The UA VPN provides a secure connection from your home computer, laptop, or mobile device to the UA's network. It is also a valuable security tool when you are on an unsecured wireless network (e.g., coffee shops, airports).
https://it.arizona.edu/service/ua-virtual-private-network-vpn

Lactation Room
For nursing mothers, the College of Public Health established a Lactation Room, located in Drachman Hall, Room A107, around the corner from A112. To use the room, obtain the access code from the administrative assistant in the Office of Student Services (Room A302), enter the code on the keypad outside of room A107, lock the door using the manual lock while in use and when finished, fill out an evaluation form that assists the college in assessing the usage of the room. The most recent safety protocols for visiting the Lactation Room are posted on the MEZCOPH website.

Lockers
Students may reserve a locker for use while pursuing a degree in the Colleges of Public Health or Nursing. Requests for lockers are processed by the administrative assistant in the Office of Student Services and Alumni Affairs, Room A110 of Drachman Hall. A one-time, non-refundable user fee of $5 is assessed (payment by cash or check only). To reserve a locker, a student should identify the range of locker numbers in the first-floor hallway in which the locker is desired and communicate this information to the administrative assistant, who will assign the locker number and provide the padlock combination to the student. Students may not use their own padlocks on Drachman Hall lockers. Drachman Hall is not accessible in the evening or on the weekend, so needed items stored in lockers should be retrieved prior to the conclusion of classes.

Lost and Found
Items found in the east wing or "A" side of Drachman Hall should be brought to A110, reception for the Office of Student Services and Alumni Affairs, where the Lost and Found repository is located. Individuals who are attempting to locate lost property should check with the Office of Student Services to determine if the item has been turned in. Individuals must provide an adequate description of the item and in some cases, personal identification before being re-united with lost items.

Policy for Posting Advertisements in Drachman Hall
Any paper advertisement, flyer, or announcement to be hung in either of the Drachman Hall buildings shall first be approved by the MEZCOPH Office of Student Services and Alumni Affairs in Drachman A110 (for postings hung in Drachman A) or the College of Pharmacy's Office of Student Services in Drachman B107 (for postings hung in Drachman B). To gain approval, bring an original copy to the appropriate Office of Student Services. When approval is given, the announcement will be initialed and dated by the administrative assistant in the Office of Student Services. Copies of the announcement showing the initials and date can be made at this time.

Announcements may be hung indoors on plastic, metal, or bulletin boards ONLY, not on painted walls or glass/wooden doors unless special permission is granted by the appropriate Student Services Office. Announcements may not be taped, nailed, screwed, or in any way attached to the outside metal or brick siding of the building. Announcements without approvals or on restricted surfaces will be removed.

Removal of announcements is the responsibility of the organization or individual who hung them. Announcements must be removed no later than two days following the event. Failure to do so may result in denial of future postings.

Student Group Meeting Space
Student groups needing meeting space may request it by submitting a room scheduling request through the UA Health Sciences Scheduling System. The group's name and faculty advisor name should be included in the request. Advisors are expected to be present when student group meetings occur after hours. While individual students may not reserve a breakout room to study or meet with group members outside of course times, they may use unoccupied, unreserved rooms for these activities. The most recent safety protocols for using the meeting spaces are posted on the MEZCOPH website.

Third Floor Patio
Students are welcome to use the third-floor patio adjacent to the south staircase, outside the Office of Student Services and Alumni Affairs. A room reservation is not required to use the patio.

Wireless Internet Access
Wireless access is available throughout and around Drachman Hall via connection to the UAGuest and UAWiFi networks. UAGuest is for use by visitors to our campus. A temporary user ID and password are texted back to the user for connection to this network. Additional information about UAGuest is available here. UAWiFi, on the other hand, is a secure and fast wireless network that is available across most of our campus. Partially funded by the Student Technology Fee, it brings wireless access for all students, staff and faculty on campus. Connection to UAWiFi requires authentication using your NetID and password. The UAWiFi network, when connected, allows students to access on-campus networked resources that are generally unavailable over the public Internet, such as the libraries and UAccess Student Center. Instructions for setting up UAWiFi wireless access can be found here.

How to get help with UAWiFi
Help can be obtained through the Office of Student Computing Resources (OSCR) Help Desk. Call 626-TECH (8324) to schedule an appointment or stop by during walk-in hours. Limited support is available at OSCR computer labs and multimedia labs. The UITS FAQ on UAWiFi is another source of help for UAWiFi. The MEZCOPH Information Technology staff can also help with the setup by contacting them online or calling 626-7417.

ARIZONA HEALTH SCIENCES CAMPUS RESOURCES

About the Arizona Health Sciences Campus

The Arizona Health Sciences Campus (UAHS) is home to the UA Colleges of Medicine, Nursing, Pharmacy, and Mel and Enid Zuckerman College of Public Health. The main UAHS campus is located in Tucson and is North of Speedway Boulevard. In addition to the UAHS colleges, other units and resources found on the UAHS Tucson campus include The University of Arizona Cancer Center, and Banner – UMC Hospital, the UA Health Sciences Bookstore, and the Arizona Health Sciences Library. UAHS also has a downtown Phoenix location at the Phoenix Biomedical Campus.

Eats, Treats and Meeting Spaces

Opportunities for lunching and meeting with friends exist on and close to the Arizona Health Sciences campus. In addition to the full-service cafeteria within Banner UMC hospital, there is the Catalyst Café which is located inside the Basic Sciences Research Laboratories Building (to the west of Drachman Hall). The Catalyst serves coffee, lattes, cappuccinos, espresso, a variety of teas, Italian sodas and a selection of paninis, sandwiches, pastries, and protein rich snacks. The neighborhood immediately south of AHSC offers convenient options as well, including Subway, Chipotle, Pizza Hut, Miss Saigon, Brueggers Bagels, Greek House, and McDonald's.

Health Sciences Innovation Building (HSIB)

The newest addition to the Arizona Health Sciences Campus is the nine story, 220,000 sq. ft. Health Sciences Innovation Building opened in spring 2019. State-of-the-art instructional spaces offer simulated, real-life situations for teams of students, faculty and health professionals in medicine, nursing, pharmacy and public health. The HSIB offers flexible large, medium and small group/team learning areas and clinical labs and simulation centers for a broad spectrum of instructional applications. It also includes a number of multi-use spaces and several student lounges. Student study space is found on floors 3 through 6. The 7th floor is home to the Simulation Center (ASTEC) and the 8th floor houses Clinical and Professional Skills labs. Arizona Health Sciences administrative offices are found on the 9th floor.

HSIB Student Study Space

HSIB is open from 7:00 a.m. to 7:00 p.m., Monday through Friday. (The Health Science Library will be open on weekends and after 7:00 p.m. so students can always find a place to study.) The student study areas are located along the east side of the HSIB on floors 3-6. There is a librarian office on each of the student study floors. Bookable study rooms include 1-person, 4-6 person, and 8-person sizes. All HSIB and library study rooms are bookable via the library reservation system libcal.

HSIB Student Lounge Space

A large student lounge and terrace is located on the 3rd floor of HSIB, as well as a smaller break area and terrace on the 6th floor. There are 2 terraces on the 4th floor. Both lounges have foosball tables, refrigerators, sinks and microwaves for student use.

HSIB Day Use Lockers
There are 500 day-use lockers throughout the HSIB building. The locks reset at midnight each night so articles must be removed prior to the building close at 7:00 p.m.

Further information about HSIB can be found here:
https://uahs.arizona.edu/scheduling/tucson-hsib or through the HSIB building brochure:
https://opa.uahs.arizona.edu/sites/opa.uahs.arizona.edu/files/hsib_tour_brochure.pdf

Arizona Health Sciences Library
The Arizona Health Sciences Library is located within the College of Medicine and is available to all students, faculty and staff associated with the four colleges that comprise Arizona Health Sciences (Public Health, Nursing, Pharmacy and Medicine). The AHS Library is available to students at our Phoenix Campus as well. Students can use the AHS Library for a myriad of services. The computer lab is comprised of desktop computers that are available on a first come first serve basis. These computers have all of the basic applications (Office Suite, browsers, and media players), plus statistical software such as SPSS, STATA and SAS. Students can also utilize the library's scanners, print on the wireless WEPA printers using CatCard or debit card, or use the self-serve printer (cash only). The UAHS Library also rents out technology equipment like laptops, iPads, and cameras. To reserve a designated place to study alone or with a group, students should access the Online Reservation System. Visit the library's website to find the current hours of operation. After the doors lock, UA Health Sciences students can enter the library with their CatCards. Learn more about library access on the website. The library is closed on all major holidays. Students also have the capability of accessing the UAHS online resources from off-campus by logging in with your UA NetID and password. A few notes on library access and security:

- Library staff will be available from 8 a.m. to 5 p.m., Monday through Friday. Staff are not usually on site after hours, but student safety aides will monitor the building from 5 to 9 p.m. Monday through Thursday and 12-8 p.m. Saturday and Sunday. The library is under video surveillance at all times.
- If you need assistance with library resources or services after hours, please use the UA Libraries' chat service. A link is available in the top right of our website. Chat assistance is available whenever the Main Library is open (hours available here).
- If you have a safety concern after hours or observe any suspicious activity or people in or around the building, please contact the UArizona Police Department immediately **at 9-1-1 or 621-UAPD** (520-621-8273). Emergency call boxes are available on every floor near the elevator; calls go directly to UA Police dispatch.
- Don't leave belongings unattended. Lockers are available near the service desk on the second floor.
- Don't prop doors open or allow anyone to tailgate behind you into secured areas.
- When you enter or leave, please make sure the door closes securely behind you. Note that some double doors require one door to shut before the other.

The Arizona Health Sciences Library Liaison to the College of Public Health is Jean McClelland. Ms. McClelland is available to assist students, staff and faculty library needs. She has developed an Information Resources website specifically for students in the College of Public Health to help you be successful throughout your time in the program. Students may also reach out directly to Jean at jmcc@arizona.edu.

Medical Research Building (MRB)
The College of Public Health has research laboratory space in the Medical Research Building (MRB), first floor west. Some environmental health sciences courses use laboratories in the MRB and students receive specific information regarding time and place from the course instructor. Student research efforts are assigned appropriate space by the student's Research Director depending on the nature and funding of the project. Students employed on faculty projects may be assigned to work in these laboratories.

Safety
The safety and security of our students is of utmost importance. Safety issues of the students, faculty and staff University of Arizona Health Sciences campus are handled by the University of Arizona Police Department (UAPD), located just two blocks to the south of the College of Public Health. The department has 65 state-certified police officers and 49 civilian employees who are here to help and respond to calls 24 hours a day. A number of Emergency Blue Light phones which automatically route calls to UAPD are located throughout the campus and in the parking lots and garages. UAPD can be reached by dialing 520-621-UAPD (8273). In an emergency, dial 9-1-1 for assistance. The hospital, Banner University Medical Center has around the clock security patrol.

Drachman Hall is monitored with the use of security cameras.

UA Alert is a free service that delivers emergency alerts to registered UA students, faculty and staff – as well as their friends and family – via their cell phones, mobile devices and/or email accounts during a campus emergency. To register for this service, please visit this webpage.

Safe Ride provides a safe, night-time method of transportation to all university-affiliated persons on and around the main campus. Learn more.

LiveSafe, an app available for iOS and Android phones, was developed in order to provide real-time interaction for UA students and employees reporting security and safety concerns. All UA students and employees have access to the app's secure platform for free. Learn more.

A comprehensive list of safety tips for students can be found on the UAPD website.

PHOENIX BIOMEDICAL CAMPUS

The University of Arizona provides comprehensive information, updates on the institution's response to the pandemic and plan for classroom instruction on the COVID-19 Response page. A robust list of resources, timely updates and the President Robbins' most recent press conferences on the subject may also be found there.

The city-owned Phoenix Biomedical Campus (PBC) is a 28-acre urban medical and bioscience campus planned for more than six million square feet of biomedical-related research, academic, and clinical facilities. Students have access to the facilities through PBC Access Cards and cards must be displayed at all times when on campus. The MEZCOPH offices are located on the 3rd floor of Building 1 at 550 E Van Buren Street, Phoenix, AZ 85004. Students are also welcomed and encouraged to utilize the facilities in the Health Sciences Education Building (HSEB), and the AHSL Library located on the 3rd and 4th floors of the HSEB building. Student access is limited to when Security is on site.

Building 1, 2, and 3 (The Historics): Daily 7:00 a.m. – 7:00 p.m.

HSEB: Weekdays 5:30 a.m. – Midnight / Weekends 7:00 a.m. – 10:00 p.m. / No Holidays

Security is present on campus and the roving security officer can be reached at 602-827-2368.

Computers
The MEZCOPH Floor in Phoenix has two computers available for student activities. Computers may be used on site and can be checked out with the MEZCOPH administrative assistant in Building 1, 3rd Floor NE corner. Black and white printing is also available in the COPH Suite but students must provide their own paper. Students may also use the computers available in the AHSL Library located in HSEB. The systems revert to their initial state after a reboot, so a thumb drive is required to save any work. Printing is available in the HSEB Library for 10 cents per black and white page.

Phoenix Student Space
MEZCOPH students at the Phoenix Biomedical Campus are encouraged to use the central area on the third floor of Building 1 as a meeting space, along with the student spaces in HSEB. Students may also use the lunchroom located on the 3rd floor of Building 1. This area is equipped with a sink, microwave, and refrigerator. It is expected that students keep the lunch area orderly and clean, and food that is no longer fresh is disposed of in a timely manner.

Wireless Internet Access in Phoenix
Wireless access is available throughout and around the Phoenix Biomedical Campus via connection to the UAWiFi and UAPublic networks. See the *How to get help with UAWiFi* section on page 6 for assistance with connecting to UAWiFi.

Eats and Treats
There are many local spots near the Phoenix Biomedical Campus that our students, faculty, and staff like to frequent. Coffee shops are numerous, as are local and chain restaurants. For a list of places to eat and things to do in the Downtown Phoenix Area, visit the following websites: Visit Phoenix and Downtown Phoenix.

COMMUNICATING WITH STUDENTS

The Office of Student Services and Alumni Affairs communicates with students primarily through email, student listservs and the College's student intranet, the MEZCOPH Student Hub. The College hosts Facebook groups for prospective and current graduate students, as well as LinkedIn, Instagram and Facebook groups for Alumni; however, these groups are not used to communicate official business.

Email Accounts
The University of Arizona requires that all students open email accounts through the University of Arizona. Students are required to use these accounts for all University-related correspondence. In turn, official University and College messages are communicated to students via this account. It is imperative, therefore, that all students keep the Office of Student Services and Alumni Affairs notified of any address changes. Failure to read the UA email account is not an acceptable excuse for not knowing important information. While forwarding one email account to another may be advantageous, there may be some risk of loss of information and we do not encourage this.

Listservs
Current information about new policies and procedures, program and college events, and course information is announced via the academic program listservs, Job and internship openings are announced via separate listservs that students must request subscription to and these openings are posted to the Hub. Each academic program or concentration within the College maintains a student listserv, as well, for communicating program or concentration business from its faculty and staff.

General announcements for all students related to academic business, e.g., speakers of interest, conferences, seminars, new courses, etc., should be sent to the Assistant Dean for Student and Alumni Affairs for distribution. Graduate Coordinators also make every effort to reduce e-mail redundancy by compiling and sending out digest e-mails over the listservs.

College of Public Health Social Media Guidelines
The College of Public Health strives to support a vibrant, respectful conversation and expects that all users of the College's social media platforms treat each other with respect and abide by the rules and responsibilities of each social media platform. **MEZCOPH reserves the right to block or unsubscribe abusive users, and remove comments that:**

- Are hateful, threatening, malicious or discriminatory.
- Are libelous.
- Harass, bully, or intimidate any user.
- Engage in commercial activities not approved by the appropriate authority.
- Contain profanity, nudity, or graphic or gratuitous violence.
- Condone or encourage illegal activity.
- May be considered spam or are irrelevant to the primary contents of the page.
- Are repetitive (multiple identical or substantially similar posts by the same user).
- Cannot be translated into English using free online translation software.
- Could compromise the safety of a member of the public or the individual who created the comment, post or discussion.
- Reveal information in conflict with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable laws or regulations.

Student Intranet (Hub)
A student intranet, the Student Hub, on the College's website, has been developed to assist students in locating information that is relevant to their role in the college. It is important, therefore, to check this site frequently for information regarding events, college developments, and student news. In addition to creating an electronic student community and presenting diverse information, such as student calendars, forms, deadlines, policies and processes, the MEZCOPH Student Hub serves as the access point to a number of required electronic surveys. Currently, these include the Student Annual Progress Report, and the Graduating Student Exit Survey. MPH students must submit their internship abstracts and final reports through the Student Hub. A UA NetID and password are required to access this site.

Website
The MEZCOPH website, http://publichealth.arizona.edu/, is used as the College's primary point of information dissemination to the public, potential applicants, and students. Research interests of faculty members, a college directory, and news items are posted on this site. Curriculum requirements, academic and student policies, internship postings, and fellowship announcements are posted on the MEZCOPH Student Hub.

STUDENT SERVICES, RESOURCES & OPPORTUNITIES

Office of Student Services and Alumni Affairs

The MEZCOPH Office of Student Services and Alumni Affairs (frequently referred to as OSSAA) serves as the central point of coordination for student activities/events and provision of services to undergraduate and graduate students in all academic programs of the College. Each OSSAA student services professional has significant experience advising students, participates in numerous university wide taskforces and committees, and meets with MEZCOPH students on a daily basis to help them resolve issues related to their academic careers. These issues include but are not limited to admissions questions; course registration; meeting academic paperwork deadlines; college financial aid, scholarships, and fellowship application processes; internship processes; career advising questions; travel requests; and graduation requirements.

Student Problem Resolution

When students encounter problems, it is imperative that resources and solutions are identified to resolve these issues. A table of Common Issues MEZCOPH Students Encounter and Who They Should Contact can be found on the Student Hub.

The Assistant Dean for Student and Alumni Affairs is the designated administrator whose role it is to hear student concerns and determine how these issues should be addressed. Student services professionals within OSSAA often are the first to hear student concerns. These concerns are discussed with the Assistant Dean, who triages the response to responsible administrators or to the full Dean's Council.

Students who are experiencing difficulties of a sensitive or confidential nature are encouraged to make an appointment with the Assistant Dean who can provide assistance and guidance or will work with the student to find additional resources to solve the problem. The student and Assistant Dean will work together to find a mutually acceptable "next steps" plan of action. Students may also speak with the Graduate College. Please review the Graduate College's Summary of Grievances webpage for more information.

Disability Resource Center

The UA Disability Resource Center (DRC) is the campus department designated by the University to determine and provide access to University classes, programs and activities for disabled individuals. Through an interactive process, the DRC will facilitate access either through a reasonable accommodation or by redesigning aspects of a University experience. The DRC's processes are designed to be convenient for students.

When the design of the academic and campus experiences present barriers, accommodations may be necessary. At the DRC, students will find information on accommodations and other important campus resources to increase access on campus and enhance the overall UA experience. Disabilities appear in many forms (visible or invisible) and each pre-qualified student can discuss accommodations with an assigned Disability Access Coordinator.

Accommodations are available to any pre-qualified student (undergraduate or graduate including masters and doctorate). Accommodations may involve flexibility with test taking times, test locations, note taking, or course substitutions. For more information, contact the DRC or visit their website.

Helpful Student Resources
In addition to the information presented in the *New Student Guide,* the College has developed a list of helpful student resources to assist students in navigating their life and time here at the University. The Helpful Student Resources are found on the Student Hub on the Graduate Students tab under the heading Additional Resources.

In addition, the College's Diversity and Inclusion page has an extensive list of College and University resources for students.

The Graduate College's New and Current Students webpage also has a number of resources for graduate students across campus including specific links to Graduate College policies and procedures, professional development, child care subsidies, staying safe on campus, and more! They also have a comprehensive Frequently Asked Questions page for all new and continuing graduate students.

Student Suggestion Box
MEZCOPH students have great ideas, and we want to hear them! A physical Student Suggestion Box and an Online Student Suggestion Box are available to provide students with an opportunity to share feedback and suggestions. We appreciate the feedback and we take suggestions seriously. A main objective of the Student Suggestion Boxes is to get the suggestion/feedback in front of the appropriate College colleague, office, or committee for consideration. Please remember, however, that not all suggestions and great ideas are implementable. Sometimes a follow-up dialogue about the suggestion brings greater clarity and understanding to the issue for all concerned parties.

The **Physical Student Suggestion Box** is located on the first floor of Drachman Hall next to the water fountain. This box is checked by the Office of Student Services every week. Students can submit anonymous suggestions to the physical box but must include their contact information if they would like someone to follow-up with them.

Graduate and Professional Student Council (GPSC)
The Graduate and Professional Student Council (GPSC) was founded in 1991. In its early years, the GPSC was a branch of the Associated Students of the University of Arizona (ASUA). Now the GPSC is independent from the ASUA and has its own officers, directors, representatives, and budget. The GPSC has played major roles in improving graduate student life by pushing for programs such as health insurance, childcare, TA and RA benefits, travel grants, and national advocacy (the latter primarily via the NAGPS). To find out more about the scope of GPSC activities, visit the GPSC website. Each College elects representatives to serve on GPSC.

Educational Assistance Program
Benefits eligible employees of the three state universities, their spouses and dependent children may be eligible for drastically reduced tuition rates. The qualifying employee must be employed on the first day of the semester or term for which the benefit is to be used and must apply through the employee's hiring department to access this benefit. Detailed information can be found on the [Human Resources website](#).

UNIVERSITY OF ARIZONA POLICIES

Academic Policies
MEZCOPH students are expected to adhere to all registration, enrollment, grading and academic policies outlined in the [University of Arizona General Catalog](#) and [Graduate College Website](#).

Residency Classification
Residency classification standards and procedures at The University of Arizona are based on the Arizona Board of Regents Policy on Tuition Classification. Each student must be classified as a resident student or a non-resident student for tuition purposes. It is the responsibility of each student to provide the information necessary to obtain a correct residency classification and raise the issue of a disputed classification in a timely manner. For more information, please see the [UA Residency Classification Office website](#).

UA Smoking and Tobacco Policy:
The University's "Smoking and Tobacco Policy" is designed to promote the health and wellness of all members of the University community, including visitors to campus, and it prohibits the use of tobacco and nicotine-containing products on property owned or controlled by the UA. This includes the main campus, the Arizona Health Sciences Center, the Phoenix Biomedical Campus, UA South, all satellite campuses, University vehicles, and any property leased by the UA. Smoking cessation aids, such as nicotine gum, patches, and nasal sprays, will be permitted, but all other forms of tobacco or nicotine - including pipes, cigars, cigarettes and e-cigarettes, all types of smokeless tobacco, and water pipes - will be prohibited. The latest version of the policy is available [here](#).

Weapons Policy
Arizona Board of Regents policies 5-303 and 5-308 prohibit the use, possession, display or storage of any Weapons, Dangerous Instruments, Explosive Devices, or Fireworks, among other things, on The University of Arizona campus and on all land and in all buildings owned or under the control of The University of Arizona on behalf of the Arizona Board of Regents, except as provided in Section 12-781 of the Arizona Revised Statutes. No concealed carry permit exempts a person from these policies. These policies apply to all University of Arizona students, employees, visitors and guests

UNIVERSITY POLICIES GOVERNING ACADEMIC INTEGRITY, CONDUCT & NON-DISCRIMINATION

Academic Integrity Code

Integrity and ethical behavior are expected of every University of Arizona student in all academic work. This academic integrity principle stands for honesty in all class work, and ethical conduct in all labs and clinical assignments. This principle is furthered by the student Code of Conduct and disciplinary procedures established by ABOR Policies 5-308 through 5-404, all provisions of which apply to all University of Arizona students.

The procedures for reviewing a suspected violation are found in the complete Code of Academic Integrity, administered through the UA Dean of Students Office.

MEZCOPH students are provided with a number of online resources to assist them in understanding the concept of plagiarism and tools to build citation skills and strategies for avoiding plagiarism. University sanctions may be imposed on a student following an academic integrity infraction. In addition, MEZCOPH financial support (scholarships and assistantships) will be withdrawn, and future awards prohibited.

Student Code of Conduct

The University of Arizona Student Code of Conduct sets forth the standards of conduct expected of students who choose to join the university community. Students who violate these standards will be subject to disciplinary sanctions in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. The UA Student Code of Conduct outlines these standards and sanctions.

Disruptive Behavior in an Instructional Setting Policy

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Please review the full description of the Disruptive Behavior in an Instructional Setting Policy.

Non-Discrimination and Anti-Harassment Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. The University encourages all who believe themselves to have been the subject of discrimination to report the matter immediately as described in the link below on Reporting Complaints to University Offices. All members of the University community are responsible for participating in creating a campus environment free from all forms of prohibited

discrimination and for cooperating with University officials who investigate allegations of policy violations. Please review the full description of the UA Non-Discrimination and Anti-Harassment Policy.

Threatening Behavior by Students Policy
The University seeks to promote a safe environment where students and employees may participate in the educational process without compromising their health, safety or welfare. The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to oneself. Threatening behavior can harm and disrupt the University, its community and its families. Please review the full description of the UA Policy on Threatening Behavior.

COLLEGE OF PUBLIC HEALTH MATRICULATION STANDARDS

The College has developed matriculation standards to identify the skills and behaviors that are expected of students admitted to the MEZCOPH academic or certificate programs. During the period of enrollment, should the student's performance in any of the areas outlined drop below the acceptable standards, the student may be dismissed from the program to which the student has been admitted. A student's performance compared to these standards will be assessed during annual academic progress reporting or at any time during the student's enrollment in the College should unsatisfactory performance be reported. Please review the full description of the College of Public Health Matriculation and Progress Standards, found on the MEZCOPH Student Hub under Student Forms.

GRADUATE COLLEGE & MEZCOPH POLICIES
Academic Deficiencies Noted at Admission
A deficiency is a lack of course work or knowledge in a basic area that may be critical to graduate and professional work. Deficiencies in a student's past academic work may be identified by program faculty during the admissions process. The program faculty has the authority to require completion of additional coursework prior to entry into the program or at the onset of the student's graduate study. The coursework required must be taken at the undergraduate level, can be transferred from another accredited institution, and must be graded "A", "B", or "C". Students should take steps immediately to address any deficiencies noted in communications from the College of Public Health. No student with academic deficiencies may hold a Graduate College fellowship, or graduate teaching/research assistantship.

Academic Probation at the Graduate Level
Students who have a cumulative grade point average of less than 3.00 will be placed on academic probation. Graduate College policy requires students who are on probation to meet with their Faculty Mentor/Advisor, discuss the steps to be taken to remedy the circumstances that caused the probationary status, and devise a written plan of action. Per College of Public Health policy, students on Academic Probation must complete a Retention Plan. Graduate

students who are on probation for two consecutive semesters will be disqualified by the Graduate College. Students can apply for readmission to a degree program as early as the semester after their disqualification if they achieve a cumulative grade point average of at least 3.0 through additional graduate coursework. A re-admission request must be supported by the head of the major department and approved by the Graduate College. There is no guarantee of re-admission. The program can request termination of graduate studies for a student on academic probation. No student on academic probation may hold a Graduate College scholarship, fellowship, or graduate teaching or research assistantship.

GradPath
GradPath is the Graduate College's electronic degree audit process that makes tracking and monitoring student progress transparent to all involved. Students fill in and submit forms online through their UAccess Student Center. Forms have some automatic checking built in that will prevent common errors (e.g., typos in course numbers, illegible faculty names, etc.). There is also some built-in logic to notify students when there is a problem with their form, such as courses outside our time limit. Such messages include links to policy. The automated workflow engine then routes the electronic forms to the faculty and Graduate College for their approval.

It is the student's responsibility to monitor the faculty members' and Graduate College's approval of all forms submitted through GradPath. Students can monitor the approvals by tracking the approval path at the bottom of any form in GradPath.

Incomplete Grades
The grade of I (for Incomplete) may be awarded with the instructor's agreement only near the end of a term, when all but a minor portion of the coursework has been satisfactorily completed. The incomplete grade will not be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than Incomplete must be assigned. Students must consult and reach agreement with the instructor to be granted an Incomplete grade before the end of the term and will not automatically receive an Incomplete simply because all course requirements were not met.

The course instructor will determine the conditions of the Incomplete grade and set a date for completion of all required assignments at any point within the year following the end of the course. Those conditions will be outlined on a Report of Incomplete Grade form, which serves as a contract between the student and the instructor. The Report of Incomplete Grade form will be kept on file in the Office of Student Services and Alumni Affairs until the conditions for completion have been met. When the instructor notifies the Office of Student Services and Alumni Affairs that the work has been completed, a Change of Grade form will be submitted for the course. If assignments are not completed, Incomplete grades convert to "E" (Failure) on the last day of classes of the same semester, one year after the Incomplete grade was awarded. Students will not be permitted to graduate until all Incomplete grades are cleared.

Lapse in Enrollment

Students who have an interruption in their enrollment of one semester or more in the program and have not been approved for a Leave of Absence will be required to apply for readmission upon resumption of coursework. Students should contact their Graduate Coordinator and the Director of Admissions to determine a plan for readmission. At a minimum, a Graduate College Application must be completed online, and additional application materials may be required. When a student leaves their graduate program and does not take a leave of absence, readmission is not guaranteed.

Leaves of Absence

Academic Leave of Absence

Academic Leave of Absence (i.e., leaves to take coursework at another university, for research, field work, internships, professional development, etc.) are handled on a case-by-case basis by the student's department and the Graduate College.

Medical Leave of Absence

Graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. Students will be readmitted without reapplying to the department and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Personal Leave of Absence

Graduate students in degree programs may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the department and the Graduate College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Leaves of Absence (LOAs) may affect the status of a graduate student's financial aid. Students are responsible for determining the requirements of their funding agency and/or academic unit prior to applying for a Leave of Absence. A Leave of Absence does not pause or stop the clock on the allowed time to completion. Master's students have 6 years to complete their degree program starting with the first course that is applied to their degree. Doctoral students have five years from the time they passed the

comprehensive exam to complete their degree. Some doctoral programs may have additional maximum time to completion requirements found in the program-specific information of the handbook.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the Continuous Enrollment policy requirements. The Leave of Absence form is found on the UAccess Student Center under the GradPath option, petition forms.

Graduate College Petitions

Students may petition the Graduate College if extenuating circumstances have prevented their compliance with any University or Graduate College policies and procedures or to request a leave of absence. The student must complete the Petition Form online through GradPath. The petition should explain all relevant facts. With some exception for leave of absence requests, petitions must be accompanied by supporting documents and a letter of support from the Faculty Mentor/Advisor and/or the Director of the Program. If medical expertise is needed, Campus Health will be consulted. Petitions related to a course issue must have the instructor's approval as well.

Responsible Conduct of Research Statement

Every graduate student must complete the Graduate College's Responsible Conduct of Research Statement. This statement verifies that the student agrees to follow responsible conduct of research compliance regulations and academic integrity requirements and will adhere to them in their research. This statement is electronically signed on the UAccess Student Center under the GradPath option. Students must sign the statement before they are able to access their Plan of Study and other Graduate College forms.

Exceptions to Policy and Grievance Processes

There are many different types of policies that govern your time with us. When a student experiences an unusual situation, typically outside of their own control, that the student believes merits an exception to a policy, it is important that the appropriate appeals process is followed. We highly encourage students to discuss and identify the appropriate process in consultation with their Graduate Coordinator. Some examples include:

- Program Specific policies should be addressed initially with the Faculty Mentor/Advisor. If necessary, the Program Director and/or the full Program Faculty may need to be consulted.
- Exceptions to MEZCOPH-specific policies include structured process and form designed for that process that must be completed. Th document allows the student to explain the reason for requesting an exception to a MEZCOPH-specific policy and requires the student's request to be reviewed by multiple College administrative channels. Graduate students, please see your Graduate Coordinator. Undergraduates, please see your Academic Advisor.
- Grade Appeals have specific timelines and processes.

- Graduate College policies have their own petition process.
- Issues related to the Registrar's Office or the Bursar's Office should be directed to those offices.
- For a listing of different grievance categories, please see the Graduate College's Summary of Grievance Types and Responsible Parties.

All appeals require a clear explanation of relevant facts and are strengthened by supporting documentation. In some cases, a letter of support from key faculty or staff may also be requested. Again, your Graduate Coordinator is available to help you identify the most appropriate process for your particular situation.

SATISFACTORY ACADEMIC PROGRESS

To be considered as maintaining Satisfactory Academic Progress, a student must:
- Maintain continuous enrollment
- Maintain a GPA of 3.0 or greater
- Meet Program Milestones in a timely manner
- Complete and receive a satisfactory faculty review of Student Annual Progress Report
- Complete required courses satisfactorily – no grades of D, E or F

Continuous Enrollment

According to Graduate College Policy, graduate students must be continuously enrolled each fall and spring semesters in a minimum number of graduate units from original matriculation until all degree requirements are met. (See table below.)

Unless excused by an official Leave of Absence (which may not exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay tuition and fees in order to remain in the program. If the student fails to maintain continuous enrollment or obtain a Leave of Absence, the student will be required to apply for re-admission (including submitting application materials as determined by the program), to pay the Graduate College application fee, and pay all overdue tuition and fees. Tuition or registration waivers cannot be applied retroactively.

See the table below for the minimum number of units required.

	Full-time Status without assistantship	Full-time Status with assistantship	Part-time Status (may have implications for visa status)
Graduate student	9	6	1*

International students need to work with the International Student Office to get special endorsement for this minimum number of units.

Deferment/Forbearance of Student Loans
Please visit the [Federal Student Aid website](#) to educate yourself on the federal requirements to defer or forebear your student loan payments. The "Continuous Enrollment" section of this handbook defines part-time and full-time status.

Minimum GPA
In accordance with Graduate College standards, all degree program students must take at least 3 credits or more per semester and maintain a B (3.00) grade point average (GPA). Failure to maintain a 3.0 GPA for two consecutive semesters will result in dismissal from the program, as outlined by the [Graduate College's Academic Probation policy.](#) If a student is in danger of falling below a 3.0 GPA, the student should contact the MPH or Doctoral/MS Programs Coordinator to create a plan of action.

Students can earn a C in a course and still complete the graduate Program. However, to maintain a 3.0 GPA, the student would need to earn an A in another course to balance out the C. Additionally, all courses required for your program (i.e., those on your plan of study), must be passed with a grade of C or better.

Grades of D, E or F
Only courses in which the student has earned a grade of A, B, C, S or P may be counted on the Graduate Plan of Study. A course may be repeated for inclusion on the Plan of Study or to improve the GPA; however, the original grade will be included in the GPA calculation and remain on the student's transcript. Please be aware that students must have a cumulative GPA of 3.0 to graduate. Students who fail required coursework are at risk for dismissal from the program.

Failure to Meet Satisfactory Academic Progress – Retention Planning
When a student has been identified as not making progress due to the following bulleted conditions, the student will be notified in writing via the student's official UA email account using the College's Graduate Student Retention Plan Form.

- Failing to complete and receive a satisfactory review of the student's Annual Progress Report
- Received a grade of D, E or F in a required course
- Placement on University Academic Probation for failing to maintain a GPA of 3.0 or greater
- Failure to maintain continuous enrollment
- Failure to meet program milestones in timely fashion
- Failure to meet other Academic Guidelines

The Director of Graduate Studies (DGS) for the student's program and the appropriate Graduate Coordinator should be copied on that communication, as well. According to [Graduate College guidelines](), students must be given an opportunity to appeal or rebut items of unsatisfactory progress. The Graduate Student Retention Plan Form will outline the means by which the student is not meeting satisfactory academic progress, provide the student with the opportunity to explain the situation, and allow the student and the Faculty Mentor/Advisor to determine an agreed upon retention plan and timeline of completion. Signatures of agreement from the student and DGS are required.

Students who do not fulfill their retention plan requirements by the agreed upon timeline, may be dismissed from the program. In this eventuality, the program may send a formal request to the Associate Dean of the Graduate College requesting the student's dismissal from the program and the Graduate career. The Graduate College then decides whether or not to dismiss the student.

REGISTRATION, ENROLLMENT, & CREDIT REQUIREMENTS

Only 500 level courses or higher will receive graduate credit, and only 500 level (or higher) courses count toward the minimum enrollment.

Registration and Payment Deadlines

Registration for UA courses can be accomplished using the UAccess Student Center. Please be aware that it is the student's responsibility to be informed of the payment deadlines. The student must pay in advance of these deadlines to avoid late penalties. The Office of Student Services and Alumni Affairs cannot negotiate the removal of late fees. It is advisable that initially, a student should pay for the number of units that the student anticipates taking, even though the schedule may change later.

ENROLLMENT IN FIELDWORK

Many students undertake field work in support of independent study, internship, thesis or dissertation efforts. While in the field working on any class or research projects for course credit, the student must be registered for appropriate credit hours. When working in the field, students may encounter risk. University of Arizona course enrollment ensures liability coverage by the University. Students may not travel to countries for which the U.S. State Department has issued a Travel Warning to complete academic requirements.

UNIVERSITY OF ARIZONA INTERNATIONAL TRAVEL PROCEDURES

All students planning an internship or research project or completing a course outside of the United States must register their travel with the university via UA Study Abroad Independent Global Experience (IGE) application. Students traveling abroad must also register for GeoBlue Insurance coverage at $3 per day. Per UA Study Abroad policy, students are also required to provide proof of a medical appointment with a Health Travel Clinic as part of the IGE

application. Campus Health Travel Clinic (https://health.arizona.edu/immunizations-travel-clinic) or Find a Clinic Near You (https://wwwnc.cdc.gov/travel/page/find-clinic/).

The IGE application can be found here:
https://arizona.terradotta.com/index.cfm?FuseAction=Students.Apply&Program_ID=10376

Before planning any international travel for internships or research, always communicate with your Graduate Coordinator to ensure the correct process is being followed.

CAMPUS HEALTH SERVICE AND STUDENT HEALTH INSURANCE

[University of Arizona Campus Health](#) is committed to promoting health, wellness and safety at the University of Arizona and in the surrounding community by providing quality medical and mental health care, outstanding health education, while assisting the institution in health-related policy development. Campus Health is fully accredited by the Accreditation Association for Ambulatory Health Care, Inc.

The University offers one major medical health insurance policy, which meets the Affordable Care Act requirements and is rated as a gold level plan. Coverage extends nationwide and has an emergency benefit worldwide. All three State of Arizona university health centers serve as primary care providers for the main subscriber and it is available to: UA Students, Graduate Assistant and Associates, Post-Doctoral Fellows, J1 Visiting Scholars and J1 Student Interns.

Campus Health Service sends out three "Open Enrollment" notices each major semester (fall & spring) through the student's official University of Arizona email address. The Student Health Insurance is ordered, canceled, or changed through [UAccess Student Center](#) only during an "Open Enrollment" period, unless one qualifies for a prorate through a qualifying life event. When the insurance is ordered, you are ordering a specific amount of time.

ATTENTION INTERNATIONAL STUDENTS

The University of Arizona requires that all international students on non-immigrant visas, regardless of classification or number of units, carry the Student Health Insurance unless one qualifies for an [exemption](#). Exemptions must be requested each semester. Enrollment for Post-Doctoral Fellows, J1 Visiting Scholars and J1 Student Interns are handled directly through the Campus Health Service Insurance Office.

READMISSION POLICY

Occasionally, students encounter life events that lead them to discontinue their graduate studies for a number of reasons. In the event that you discontinue your graduate program while in good academic standing and wish to return to complete your degree, you will need to comply with the College of Public Health readmission policy.

Any student who requests readmission to their graduate program must submit an internal application. The readmissions policy and application process are outlined at https://publichealth.arizona.edu/graduate-students/admissions/how-to-apply.

GRADUATE CERTIFICATE PROGRAMS

Arizona Clinical & Translational Research
The University of Arizona's Clinical & Translational Research (ACTR) graduate certificate program prepares inter-professional scientists for the complexities of clinical & translational research through high-quality didactic instruction, and mentored collaborative research experiences.

The mission of the ACTR is to educate inter-professional scholars in collaborative methods and techniques for clinical and translational research, and to provide them with the tools necessary to become independent clinical researchers who will contribute to the advancement of biomedical science and the improvement of healthcare.

Clinical and translational research is fundamental for prevention, treatment, diagnosis and relief of symptoms of disease in human populations. Worldwide, there is an increasing need for highly qualified clinical researchers. The ACTR graduate certificate program has a strong track record for training inter-professional translational clinical researchers.

This innovative training program integrates the knowledge and expertise of faculty and staff within the Mel and Enid Zuckerman College of Public Health, Arizona Health Sciences Center, and other University of Arizona departments. The inter-professional approach provides opportunities for program scholars to acquire fundamental clinical & translational research skills in a supportive environment.

This graduate certificate program can be successfully completed through taking courses in person or online or in a hybrid fashion of online and in person course work. The complete online training program and the hybrid training program have been specially designed to increase the accessibility of ACTR to busy health professionals and distant learners. ACTR scholars may complete this program in

Global Health & Development
This Global Health & Development Graduate Certificate Program is the product of many thoughtful scholars whose goal is to share knowledge that will improve health and well-being of all people around the world. Your participation in this program assures that the most up-to-date thinking in public health becomes readily available to communities virtually everywhere.

This is an exciting time for public health, a time for unearthing new ways to approach old problems through breathtaking technological advances. Less than two decades ago the World Wide Web was an interesting toy; now it is the world's central nervous system bringing together people and ideas in historically novel ways. Wireless technologies are rapidly transforming the ways people communicate – voice one day, text the next. Public health has barely scratched the surface of insight into how these, and future, technologies can change our research and our practices.

The Mel and Enid Zuckerman College of Public Health (MEZCOPH) houses the Global Health Institute (GHI), one of the many centers of excellence in education, research, and service of the University of Arizona's Health Sciences Center. GHI is dedicated to finding evidence-based solutions to global health problems through the education and training of tomorrow's global health leaders. It is a unique partnership that promotes collaboration between the University of Arizona, partner universities, organizations, and individuals around the world.

The Graduate Certificate in Global Health & Development is one of the flagship education programs of the GHI. Designed for professionals and those entering the field of global health, this online program is a flexible option for those who wish to balance coursework and career, while maintaining an environment of utmost academic rigor. The course meets the need for skill enhancement for both foreign and domestic individuals who have limited time to pursue a campus-based full degree program.

Health Administration

The Graduate Certificate in Health Administration offers Tucson or Phoenix-based working health professionals and graduate students an opportunity to advance their health administration training. Upon completion of the certificate program, students will have knowledge and skills in the following areas: strategic planning, budgeting and finance, health care economics and policy, and advanced health care services administration.

The certificate is comprised of five courses (for a total of 15 credits) and courses are offered to students on both the Tucson and Phoenix MEZCOPH campuses as well as the Online campus. The time needed to complete the certificate requirements largely depends on a student's existing commitments at entry to the program and especially the support the student has from his/her supervisor or employer to participate in the program. Students are strongly encouraged to secure sufficient support to complete the program within one to two years.

Upon completion of the certificate, all five courses will be allowed to transfer to the Master of Public Health degree program if the student is admitted to the MPH program and the courses meet degree requirements.

Indigenous Health

The Graduate Certificate in Indigenous Health, an online certificate designed for working professionals, focuses on the health and wellbeing of Indigenous Peoples with an emphasis on Indigenous models of public health practice that are rooted in culture, language, identity, place and community history. Developed and implemented by public health experts with extensive experience of working with Indigenous populations locally and globally, the objective of the Graduate Certificate in Indigenous Health is to equip health professionals with skills and competencies that are necessary to engage in evidence-based public health practice at the leadership, management, and supervisory levels.

Indigenous communities, peoples and nations are those which, having a historical continuity with pre-invasion and pre-colonial societies that developed on their territories, consider themselves distinct from other sectors of the societies now prevailing in those territories, or parts of them.[1]

There are approximately 300–500 million people across the globe who are variously identified as Indigenous, including about 5000 distinct groups in more than 70 countries.[2] Indigenous health examines health and wellbeing of Indigenous Peoples with emphasis on Indigenous models and frameworks that are rooted in culture, language, identity, place and community history. Indigenous

communities in the United States and globally have disproportionately worse health outcomes than the general population. Resource constraints and the continual evolution of public health threats compound existing health inequity for these communities and raise constant challenges to public health personnel. In spite of these unique challenges, there are few public health training programs that are specifically designed to increase the capacity of current and future public health workforce for Indigenous communities.

[1] Martinez Cobo, J. 1982. Study of the Problem of Discrimination Against Indigenous Populations Final Report. Available at **https://www.un.org/development/desa/indigenouspeoples/publications/martinez-cobo-study.html** [Last date accessed 9 March 2019].

[2] United Nations. 2009. State of the World's Indigenous Peoples. Unknown. Available at **https://www.un.org/esa/socdev/unpfii/documents/SOWIP/en/SOWIP_web.pdf** [Last accessed 28 August 2018].

Maternal & Child Health Epidemiology

Maternal and Child Health (MCH) is the professional and academic field that focuses on the determinants, mechanisms and systems that promote and maintain the health, safety, well-being, and appropriate development of children and their families in communities and societies in order to enhance the future health and welfare of society and subsequent generation.

MCH has had a resurgence of interest among health care providers, policy makers, and others in recent years. Public Health focuses on the premise that prevention of disease and promotion of wellness is the best approach to controlling cost, increasing access to healthcare, and improving health status of populations. More and more individuals see the need for additional education as an avenue to accomplishing these goals. Participants of the certificate will be better able to contribute to the improvement in the health status of women, and children, and adolescents.

The certificate can be completed in one to four years. Affiliated with the Master of Public Health (MPH) degree, students who successfully complete the certificate and are later admitted to the MPH program, may use all units toward the MPH if they choose either the MCH or the Health Behavior Health Promotion concentration.

One Health

One Health has been recognized worldwide as a way to understand and address global challenges related to health. New strategies are needed to cope with changing ecosystems that lead to altered patterns of disease transmission. Zoonotic infections (i.e., those spread between animals and people) are common in the U.S. and globally such as the current COVID-19 outbreak.

The Graduate Certificate in One Health is a unique program that allows students to recognize the connections among the health of animals, the environment, and humans; build skills assessing and addressing public health problems from a holistic view; and integrating a systems-thinking perspective to program development.

Given the nature and the need to address current and future pandemics globally, the graduate certificate in One Health is designed to prepare the next generation of public health practitioners, researchers and other professional on how to holistically address the health impacts of climate change, infectious diseases, epidemics and pandemics both locally and globally.

Public Health

The Graduate Certificate in Public Health is a distance-learning program at the UA Zuckerman College of Public Health that offers working professionals a flexible and convenient option for advancing their

public health training. The certificate is affiliated with the Master of Public Health (MPH) degree and consists of the five core courses that are required of all MPH graduates.

It is a variable schedule program that can be completed in one to four years. Students enrolled in a UA Upon completion of the certificate, students who are admitted to the MPH program may apply all fifteen credits to their degree.

Public Health Emergency & Epidemic Preparedness

Developed and implemented by public health experts with extensive applied experience in public health emergency and epidemic preparedness/response, the University of Arizona's Graduate Certificate in Public Health Emergency and Epidemic Preparedness will provide participants with skills needed to support public health response to emergencies, epidemics, and pandemics.

Participants in this 12-unit certificate program will gain an understanding of emergency management systems and essential public health response skills. Upon completion of the certificate, participants should be able to gain proficiency in the National Incident Management System and attain Centers for Disease Control & Prevention (CDC) Emergency Responder Tier Two level credentials (i.e., Certification in FEMA courses ICS 100, 200, 700, and 800) use epidemiological tools to conduct rapid assessment and public health investigation of emergencies/disease outbreaks, conduct contact-tracing, plan, and demonstrate skills needed to support emergency response at local, state, national, or global levels.

Participants will be provided the opportunity to demonstrate skills in organizing an incident command system. Individuals who successfully complete this certificate will also earn three FEMA certificates and a certificate in contact tracing. Delivered fully online through Main Campus, Arizona Online and Global Direct Online, this certificate program can be completed in one year.

Student Advising

Student advising will be handled by the MEZCOPH Office of Student Services and Alumni Affairs. This office currently provides student advising services for MEZCOPH students who have been admitted into graduate and undergraduate degree, and certificate programs. The following is a list of advising services provided by the Office of Student Services and Alumni Affairs:
- Respond to prospective student inquiries
- Collect application materials, review for completeness, and disseminate to faculty reviewers in fall and spring
- Communicate with students regarding course registration, plans of study, and other policies Collaborate with the student and Graduate College on admissions and certificate completion
- Collaborate with the student regarding student eligibility for registration and other student issues

Plan of Study

Each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester of coursework. The Plan of Study identifies:
- Courses already completed at The University of Arizona which the student intends to apply toward the graduate certificate; and
- Additional course work in progress or to be completed in future terms to fulfill certificate requirements.

The Plan of Study must have the approval of the student's Program Coordinator and the Director of Graduate Studies before it is submitted to the Graduate College.

Certificate Completion

Once all coursework as listed on the Plan of Study is completed with a grade of C or better and a GPA of 3.0 or higher is achieved, the Graduate College will award the certificate credential. This achievement will be noted on the student's official transcript and the Graduate College will mail a certificate to the address in the university system approximately four to six weeks after the end of the final semester.