



THE UNIVERSITY OF ARIZONA

Mel & Enid Zuckerman  
College of Public Health

2024-2025

Environmental Health Sciences  
PhD and MS Program  
Student Handbook

# Table of Contents

<b>INTRODUCTION</b> .....	<b>1</b>
<b>LAND ACKNOWLEDGEMENT</b> .....	<b>1</b>
<b>MEZCOPH MISSION STATEMENT</b> .....	<b>1</b>
<b>MEZCOPH VALUES STATEMENT</b> .....	<b>1</b>
<b>SECTION I GENERAL INFORMATION FOR COLLEGE OF PUBLIC HEALTH GRADUATE STUDENTS</b> .....	<b>2</b>
<b>PURPOSE OF THIS HANDBOOK</b> .....	<b>2</b>
<b>PHYSICAL RESOURCES AND FACILITIES</b> .....	<b>3</b>
<b>TUCSON CAMPUS</b> .....	<b>3</b>
<b>DRACHMAN HALL</b> .....	<b>3</b>
Student Intranet (Hub).....	3
Website .....	3
MEZCOPH and UArizona Information Technology Resources .....	3
MEZCOPH Computer Lab .....	4
Other Computer Labs Around Campus.....	4
Software via University Licensing .....	4
VCAT (Virtual Computing Access Technology).....	4
VPN (Virtual Private Network) .....	5
Lactation Room .....	5
Lockers .....	5
Lost and Found.....	5
Policy for Posting Advertisements in Drachman Hall .....	5
Student Cubicle Space.....	6
Student Group Meeting Space.....	6
Wireless Internet Access.....	6
<b>ARIZONA HEALTH SCIENCES CAMPUS RESOURCES</b> .....	<b>7</b>
Health Sciences Bookstore.....	7
Health Sciences Innovation Building (HSIB) .....	7
Arizona Health Sciences Library.....	7
Safety .....	8
<b>PHOENIX BIOSCIENCE CORE</b> .....	<b>8</b>

Computers.....	9
Phoenix Student Space .....	9
Wireless Internet Access in Phoenix.....	9
Eats and Treats.....	9
<b>COMMUNICATING WITH STUDENTS .....</b>	<b>9</b>
Email Accounts.....	10
Listservs.....	10
College of Public Health Social Media Guidelines.....	10
<b>STUDENT SERVICES, RESOURCES &amp; OPPORTUNITIES .....</b>	<b>11</b>
Office of Student Affairs .....	11
Career Advising .....	11
Student Problem Resolution.....	11
Disability Resource Center .....	12
Campus Health and Student Health Insurance.....	12
Helpful Student Resources.....	13
Student Input into MEZCOPH Operations .....	13
Student Participation on MEZCOPH Committees.....	13
Student Affairs Committee .....	14
Student Suggestion Box .....	14
<b>STUDENT AMBASSADORS .....</b>	<b>14</b>
<b>STUDENT ORGANIZATIONS.....</b>	<b>15</b>
Public Health Student Alliance (PHSA) – Phoenix.....	15
American Indian and Indigenous Health Alliance (AIHA).....	15
Environmental and Occupational Health/Industrial Hygiene Club.....	15
LUCHA .....	16
Global Health Alliance (GHA) .....	16
Graduate and Professional Student Council (GPSC) .....	16
University of Arizona Student Organizations.....	16
<b>STUDENT MANAGED EVENTS .....</b>	<b>16</b>
MEZCOPH Poster Forum .....	16
Social Justice Symposium.....	17

<b>THE UNIVERSITY OF ARIZONA OFFICE OF SCHOLARSHIPS &amp; FINANCIAL AID .....</b>	<b>17</b>
Federal Financial Aid .....	17
Educational Assistance Program .....	17
<b>STUDENT FUNDING MANAGED BY MEZCOPH.....</b>	<b>17</b>
<b>MEZCOPH SCHOLARSHIPS .....</b>	<b>18</b>
Graduate College Dissertation/Thesis Tuition Scholarship.....	18
Graduate College Fellowship Funding .....	18
<b>MEZCOPH RESEARCH AWARDS.....</b>	<b>18</b>
<b>TRAVEL AWARDS/POSTER PRINTING .....</b>	<b>19</b>
<b>MEZCOPH GRADUATE, RESEARCH, &amp; TEACHING ASSISTANTSHIPS .....</b>	<b>19</b>
Graduate Research Assistantships.....	19
Graduate Teaching Assistantships .....	19
<b>DEGREE COMPLETION INFORMATION .....</b>	<b>20</b>
MEZCOPH Exit Survey .....	20
MEZCOPH Convocation.....	21
University of Arizona Commencement.....	21
<b>UNIVERSITY OF ARIZONA POLICIES .....</b>	<b>22</b>
Academic Policies.....	22
Residency Classification .....	22
UA Smoking and Tobacco Policy:.....	22
Weapons Policy.....	22
<b>UNIVERSITY POLICIES GOVERNING ACADEMIC INTEGRITY, CONDUCT &amp; NON-DISCRIMINATION.....</b>	<b>23</b>
Academic Integrity Code.....	23
Student Code of Conduct.....	23
Disruptive Behavior in an Instructional Setting Policy .....	23
Non-Discrimination and Anti-Harassment Policy .....	23
Threatening Behavior by Students Policy .....	24
<b>COLLEGE OF PUBLIC HEALTH MATRICULATION STANDARDS .....</b>	<b>24</b>
<b>GRADUATE COLLEGE &amp; MEZCOPH POLICIES .....</b>	<b>24</b>
Academic Deficiencies Noted at Admission.....	24
Academic Probation at the Graduate Level.....	24

GradPath .....	25
Incomplete Grades.....	25
Leaves of Absence.....	25
Responsible Conduct of Research Statement.....	26
Exceptions to Policy (Petitions) and Grievance Processes.....	27
<b>SATISFACTORY ACADEMIC PROGRESS.....</b>	<b>27</b>
Continuous Enrollment .....	27
Deferment/Forbearance of Student Loans.....	29
Minimum GPA.....	29
Grades of D, E, or F .....	30
Program Steps and Milestones to Completion .....	30
Continued Program Progress and Annual Progress Report.....	30
Failure to Meet Satisfactory Academic Progress – Retention Planning .....	31
<b>REGISTRATION, ENROLLMENT, &amp; CREDIT REQUIREMENTS.....</b>	<b>31</b>
Registration and Payment Deadlines.....	31
Enrollment in Fieldwork.....	32
<b>UNIVERSITY OF ARIZONA INTERNATIONAL TRAVEL PROCEDURES.....</b>	<b>32</b>
<b>ATTENTION INTERNATIONAL STUDENTS .....</b>	<b>32</b>
<b>READMISSION POLICY .....</b>	<b>32</b>
<b>SECTION II – PROGRAM SPECIFIC INFORMATION AND POLICIES .....</b>	<b>34</b>
<b>INTRODUCTION TO THE ENVIRONMENTAL HEALTH SCIENCES PhD &amp; MS PROGRAMS .....</b>	<b>34</b>
The Discipline of Environmental Health Sciences.....	34
Degree Programs .....	34
How to Use this Handbook for PhD and MS Students.....	34
<b>GENERAL ACADEMIC AND RESEARCH POLICIES .....</b>	<b>36</b>
Advising.....	36
Graduate Faculty Status.....	37
Composition of Graduate Committees for Environmental Health Sciences Students .....	37
Use of Artificial Intelligence (AI) .....	40
Human Subjects Protection Program Information .....	40
MEZCOPH Human Subjects Approval Process (Doctoral Dissertation/Master’s Thesis Projects).....	41

Human Subjects Training and Certification (CITI) .....	41
Human Subjects Forms for Doctoral Dissertation/Master’s Thesis Projects .....	42
When You KNOW the Project is Human Subjects Research: .....	43
Other Approvals Required .....	43
When You are UNSURE if the Project is Human Subjects Research: .....	44
Approvals Required and the Submission Process (Internal and eIRB).....	44
HSP-IRB Submission through the eIRB Portal .....	45
Notification of Approval.....	45
Notes About Common Types of Projects .....	46
Committee Chair/Dissertation Director (Advisor) Review & Approval Process: .....	47
MEZCOPH Review & Approval Process: .....	47
HSP-IRB Office Review & Approval Process .....	47
Planning Ahead for Proper Approval .....	47
Research Project Closure Forms .....	47
IRB Continuing Review (in eIRB) for Renewal/Closure for Human Research: .....	48
Student Services Requirements .....	48
Select Students Engaged in Human Subjects Research .....	48
<b>GUIDELINES FOR ENVIRONMENTAL HEALTH SCIENCES DOCTORAL STUDENTS.....</b>	<b>49</b>
<b>THE PhD IN ENVIRONMENTAL HEALTH SCIENCES PROGRAM .....</b>	<b>49</b>
Student Commitment .....	49
Faculty Commitment.....	50
Intellectual Independence .....	50
New Student Activities.....	50
Competencies .....	50
Program Steps and Milestones to Degree .....	51
Degree Requirements .....	51
Doctoral Plan of Study .....	52
Transfer of Credits from a Master’s Program to the Doctoral Plan of Study .....	52
Course Substitutions .....	53
Independent Study Registration Policy.....	53
Research and Dissertation Registration Policy .....	54

Minors for the PhD Degree.....	54
Residence Requirement.....	55
Required Teaching Experience.....	55
Dissertation Research Proposal .....	55
Dissertation Unit Enrollment .....	57
Comprehensive Examination .....	57
Time Limitation .....	59
Dissertation Expectations .....	59
Dissertation Committee Appointment .....	63
Dissertation.....	63
Final Oral Dissertation Defense Examination .....	64
Completion of Doctoral Requirements.....	65
<b>THE PhD MINOR IN ENVIRONMENTAL HEALTH SCIENCES .....</b>	<b>66</b>
Minor Requirements.....	66
Declaration of Minor.....	66
Composition of Committee.....	66
Transfer of Credits .....	66
<b>THE MS DEGREE IN ENVIRONMENTAL HEALTH SCIENCES PROGRAM .....</b>	<b>67</b>
New Student Activities.....	67
Competencies .....	67
Program Steps and Milestones to Degree .....	67
Admission to the PhD Program.....	68
Degree Requirements .....	68
Master’s Plan of Study .....	68
Transfer of Credits .....	69
Course Substitutions .....	69
Independent Study Registration Policy.....	70
Research and Thesis Registration Policy.....	70
MS Thesis Committee .....	70
Thesis .....	70
Oral Defense of Thesis Research.....	71

Time Limitation ..... 71  
Completion of Master’s Requirements..... 71



## 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:

- Two Bachelor Degrees ([BS in Public Health](#) and [BA in Wellness & Health Promotion Practice](#))
- [Master of Public Health](#) with several concentration areas
- Four Master of Science Degrees ([MS in Biostatistics](#), [MS in Environmental Health Science](#), [MS in Epidemiology](#), and an MSPH in Health Behavior Health Promotion)
- Four PhD programs (in [Biostatistics](#), [Environmental Health Science](#), [Epidemiology](#), and [Health Behavior Health Promotion](#))
- And a DrPH with two concentrations in [Maternal and Child Health](#) and [Public Health Policy and Management](#)

The Bachelor of Science, Bachelor of Arts, and the Master of Public Health degree programs are offered through both the Main and Online Campuses.

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

## LAND ACKNOWLEDGEMENT

We respectfully acknowledge the University of Arizona is on the land and territories of Indigenous peoples. Today, Arizona is home to 22 federally recognized tribes, with Tucson being home to the O'odham and the Yaqui. Committed to diversity and inclusion, the University strives to build sustainable relationships with sovereign Native Nations and Indigenous communities through education offerings, partnerships, and community service.

## 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.

## SECTION I GENERAL INFORMATION FOR COLLEGE OF PUBLIC HEALTH GRADUATE STUDENTS

### PURPOSE OF THIS HANDBOOK

The objective of this handbook is to provide straightforward guidance to MEZCOPH students about how to navigate through the academic programs of the College. The handbook is divided into two sections. The first section of the handbook includes general information for all graduate students about MEZCOPH resources and operations, student organizations, events, and financial assistance. The second section of the handbook outlines information specific to each of the graduate programs (i.e., MPH, MS, DrPH or PhD programs). Students should refer to the handbook often.

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 Affairs (OSA) 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 Affairs staff page](#)). Although the Office of Student 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

#### DRACHMAN HALL

Information related to [College of Public Health Facilities](#) is maintained on our website. MEZCOPH student affair and administrative offices are found on the 1<sup>st</sup> and 3<sup>rd</sup> floors. Faculty offices are located primarily on the 2<sup>nd</sup> floor. MEZCOPH students, faculty and staff are asked to report any incidences of vandalism, theft, or questionable activities to the [Business Manager, Senior, Elizabeth Cordova](#) 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.

#### 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. MPH students must submit their internship abstracts, deliverables, and final reports through the Student Hub. A UArizona NetID and password are required to access this site.

<https://hub.coph.arizona.edu/>

#### 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, and fellowship announcements are posted on the MEZCOPH Student Hub.

### MEZCOPH and UArizona Information Technology Resources

#### General Tech Support

- **MEZCOPH IT Resources:** Send a detailed email with your issue to [coph-help@arizona.edu](mailto: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://support.arizona.edu/sp?id=kb\\_view2](https://support.arizona.edu/sp?id=kb_view2)

## **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 can be viewed 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 and request access to the 3<sup>rd</sup> floor through the Building Manager. **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. Qualitative data analysis software, MAXQDA, has recently also been added to the computer lab on every other computer. A maximum of 5 people can use the software at once.

Do not save your work on the lab computer. The systems are wiped after each reboot. Use a flash 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 at the University of Arizona Tucson. 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.

[OSCR](#) - Most labs feature Apple computers that dual boot into your choice of Mac or Windows operating system.

## **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.

### **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).

### **Lactation Room**

For nursing parents, 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 Affairs (Room A110), enter the code on the keypad outside of room A107, lock the door using the manual lock while in use and when finished. There are other lactation spaces available across UArizona Campuses and can be located using the [Family Resource Map](#).

### **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 associate in the Office of Student Affairs, Room A110 of Drachman Hall. A one-time, non-refundable user fee of \$5 is assessed (payment by cash 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 the administrative associate in the Office of Student Affairs, Room A110 where the Lost and Found repository is located. Individuals who are attempting to locate lost property should check with the Office of Student Affairs 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 reunited 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 Affairs, administrative associate in Drachman Hall, Room A110 (for postings hung in Drachman A-side) or the College of Pharmacy's Office of Student Affairs, administrative associate in Drachman Hall, Room B107 (for postings hung in Drachman B-side). To gain approval, bring an original copy to the appropriate Office of Student Affairs. When approval is given, the announcement will be initialed and dated by the administrative assistant in the Office of Student Affairs. 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 approval 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 Cubicle Space**

Each department has a limited number of dedicated graduate student cubicles on the second floor of Drachman Hall. These spaces are assigned in priority order. Priority for cubicle assignments is for courses with teaching assistants. The cubicle space is assigned to the course and cubicle space must be shared if there are multiple TAs in the course. Doctoral students are the next space assignment priority. Students who are participating in a training grant follow in priority and finally, any graduate student who is employed as a research assistant by a department that has space available may be assigned space. Only those students who have been assigned cubicles will be granted access to the second floor of Drachman Hall after hours.

Teaching assistants may arrange to meet with students in the breakout rooms (the small classrooms on the west side of the first floor). Using these spaces reduces noise on the second floor and provides private space when needed. Teaching assistants may schedule these rooms by accessing the [UA Health Sciences Scheduling System](#). The course number, name and faculty member should be included in the request.

### **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's 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.

### **Wireless Internet Access**

Wireless access is available throughout and around Drachman Hall via connection to UAWiFi, 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. Instructions for setting up UAWiFi wireless access can be found [here](#).

### **How to get help with UAWiFi**

Help can be obtained through the [University Information Technology Service \(UITS\)](#). Call 626-TECH (8324) to schedule an appointment or stop by during walk-in hours.

## **ARIZONA HEALTH SCIENCES CAMPUS RESOURCES**

### **Health Sciences Bookstore**

The University of Arizona Bookstores at UAHS is located inside the University of Arizona Health Sciences on our north campus, easily accessible to UArizona law, medical, nursing, public health and pharmacy students as well as faculty, staff, and visitors. Products at this location include clothing, gifts, medical supplies and textbooks. More information can be found [here](#).

### **Health Sciences Innovation Building (HSIB)**

One of the main building's for Public health courses on the Arizona Health Sciences Campus is the [Health Sciences Innovation Building](#). It 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 (ASTECC) and the 8th floor houses Clinical and Professional Skills labs. Arizona Health Sciences administrative offices are found on the 9<sup>th</sup> 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 through 6. There is a librarian's 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 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 closing at 7:00 p.m.

### **Arizona Health Sciences Library**

The [Arizona Health Sciences Library](#) is located within the College of Medicine Tucson 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 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, UArizona 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. All MEZCOPH enrolled students are provided access to the AHS Library after hours. If you have trouble accessing the library after hours with your CatCard, please email our [Business Manager, Senior, Elizabeth Cordova](#) your first and last name as well as a copy of your CatCard (with the numbers being visible and legible). You may need a CatCard PIN for some card readers on campus, such as the AHSL. If you have not set up a PIN, please go to: <https://www.fm.arizona.edu/dacportal/index.html#/>. You will need your Net ID and password to log in. Once you are at the "DAC Portal" website click on "view personal access". Students also have the capability of accessing the UAHS online resources from off-campus by logging in with your UArizona NetID and password.

Students can view AHS Library safety resources [here](#).

The Arizona Health Sciences Library Liaison to the College of Public Health is Jean McClelland. She is available to assist students, staff, and faculty with their library research needs, and has developed an [Information Resource Guide](#) 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](mailto:jmcc@arizona.edu).

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 [Public Health Information Resources](#) 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](mailto:jmcc@arizona.edu).

## **Safety**

The safety and security of our students is of utmost importance. Safety issues of the students, faculty and staff of the 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. 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 as well.

A comprehensive list of safety tips for students can be found through the Office of Public Safety's [Safety Guide](#) and the [UAPD website](#).

## **PHOENIX BIOSCIENCE CORE**

The city-owned Phoenix Bioscience Core (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 their CatCards and that identification must always be displayed when on campus. The MEZCOPH offices are located on



the 3<sup>rd</sup> 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 3<sup>rd</sup> and 4<sup>th</sup> 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**

Students are encouraged to 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 Bioscience Core 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 3<sup>rd</sup> 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 Bioscience Core via connection to the UAWiFi and UAPublic networks. Instructions for setting up UAWiFi wireless access can be found [here](#).

### **Eats and Treats**

There are many local spots near the Phoenix Bioscience Core 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 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 Affairs notified of any address changes. Failure to read messages sent to the UArizona 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. Each academic program or concentration within the College maintains a student listserv 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 of Student 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 SERVICES, RESOURCES & OPPORTUNITIES**

### **Office of Student Affairs**

The MEZCOPH Office of Student Affairs (OSA) 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 OSA professional has significant experience advising students, participates in numerous university wide taskforces and committees, and meets with MEZCOPH students 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.

### **Career Advising**

An integrated approach to career advising, utilizing the expertise of the university's [Graduate Center](#), the [Student Engagement & Career Development Office](#), other university resources, and professionals within the Office of Student Affairs, is available to our students. The University of Arizona Student Engagement and Career Development Office offers a broad range of programs designed to assist students and alumni in developing and implementing career plans, gaining career-related experience while enrolled in school, and pursuing post graduate career goals, whether that means permanent employment or alternate plans. University career resources include large career fairs, employer info sessions, resume workshops and an online job board and interviewing system, called Handshake. The College hosts alumni panels, provides resume/cover letter workshops tailored for public health students, hosts a public health jobs listserv on which alums and college partners advertise positions and through which timely career guidance is provided. Review the Career Services page on the Hub, found under Career Services, to explore a comprehensive list of resources available to you.

The Office of Student Affairs consistently shares information regarding public health internships, fellowships, career opportunities through its listservs. College of Public Health students may request to join the internship or jobs listserv by contacting the administrative assistant in the Office of Student Affairs. Faculty and OSA professionals provide individual career guidance and résumé review.

### **Student Problem Resolution**

When students encounter problems, it is imperative that resources and solutions are identified to resolve these issues.

The Assistant Dean of Student Affairs is the designated administrator whose role it is to listen to student concerns and determine how these issues should be addressed. Student services professionals within OSA 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 UArizona 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.

Accommodations are available to any pre-qualified student (undergraduate or graduate including masters and doctorate). Disabilities appear in many forms (visible or invisible) and each pre-qualified student can discuss accommodations with an assigned Disability Access Coordinator. 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.

### **Campus Health 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: UArizona 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 prorated through a qualifying life event. When the insurance is ordered, you are ordering for a specific amount of time.

### **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 Input into MEZCOPH Operations**

The administration of MEZCOPH is keenly interested in understanding the student perspective of the College and its operations. To that end, numerous avenues for students to provide input and share concerns have been developed. First and foremost, student members are sought for all MEZCOPH committees, except for the Promotion & Tenure Committee and the admissions committees. In addition to the university-administered Student Course Surveys, formerly called the Teacher and Course Evaluations, where students are encouraged to fully assess all aspects of a course, the College or individual faculty often administer a mid-semester online course evaluation to determine if there are ongoing course issues. All graduating students are required to complete a comprehensive Exit Survey.

Ongoing student dialogues with faculty and staff provide a venue for proactive resolution of problems. When there are issues within a particular course, students should first speak with the instructor about their concerns. Course concerns involving multiple students that are not resolved through meeting with the instructor may be addressed at the Student Affairs Committee Meeting where a plan of action for resolution of the issues can be developed.

### **Student Participation on MEZCOPH Committees**

Membership on MEZCOPH committees provides students opportunities to participate in much of the college’s decision making and governance processes. Students are encouraged to

consider committee membership as a means of familiarizing themselves with college operations, faculty, and staff, and to build their own leadership and collaborative skills.

### **Student Affairs Committee**

The charge of the Student Affairs Committee is to act as a clearinghouse for issues related to students; plan, facilitate, and support student seminars, workshops, etc.; function as lobbying agent/advocate for resolution of student problems; and communicate concerns to college administration. This is an important committee as it supports the role of shared governance in college operations. The Student Affairs Committee meets twice each semester. While student representatives from each program are elected and help lead the committee, all students are welcome to attend and participate in the Student Affairs Committee.

### **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 and second floor of Drachman Hall next to the water fountain. This box is checked by the Office of Student Affairs 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.

### **STUDENT AMBASSADORS**

To aid MEZCOPH with outreach and recruitment of a diverse student body, the Office of Student Affairs coordinates undergraduate and graduate Ambassador Programs. With a competitive application process, ambassadors proudly represent the College's student perspective to prospective students and their families, the University of Arizona, and other groups as called upon. College Ambassadors assist with undergraduate and graduate recruitment, participating in the following activities:

- Communication with prospective and admitted students
- Volunteer for UAHS-sponsored events
- Outreach to campus clubs and organizations
- Assist with the College's social media and student blog accounts
- Develop and support the mentor mentee program
- Staff tabling events on campus, as well as at the American Public Health Association, Arizona Public Health Association, and Graduate School Fairs

- Student panels for visit days
- Lots of other fun outreach/recruitment activities

## **STUDENT ORGANIZATIONS**

Below is a list of some of the student organizations available at the University. Many of the ones that are College specific are student led and may have a variance by year in activity, student engagement, and contacts for getting involved.

### **Public Health Student Alliance (PHSA) – Phoenix**

The Phoenix Public Health Student Alliance (PPHSA) is one of the student organizations designed to involve the Phoenix-based University of Arizona students in the surrounding community. The organization was founded in 2011 to keep all students involved in the public health field who otherwise would not be able to partake in Tucson-based activities. All MEZCOPH students are invited to participate. The primary mission of the group is to promote student connection and outreach in Maricopa County. PHSA-Phx has built bonds with the community to promote not only the Phoenix-based University of Arizona programs, but also to establish connections with community members that will ultimately positively impact their health in all aspects. This group relies on active student participation and recruitment for leadership and membership occurs each fall semester.

### **American Indian and Indigenous Health Alliance (AIHA)**

The American Indian and Indigenous Health Alliance (AIHA) is an undergraduate and graduate student organization established in 2012 by a group of MPH and DrPH students. The organization's goals are to enrich and foster the educational and professional experience of Indigenous students at the University by offering diverse avenues of support that are responsive, adaptive, and efficient to meet the needs of Indigenous students. The organization also hopes to increase the representation of Indigenous students in public health disciplines.

### **Environmental and Occupational Health/Industrial Hygiene Club**

The EOH/IH club at the University of Arizona is a student run organization that aims to enhance student knowledge and involvement. Members share a common interest in the promotion of environmental and occupational health, safety, and industrial hygiene through the reduction of biological, chemical, and physical hazards. Activities include professional networking, community engagement, and educational events that work in conjunction with current course objectives within the master's program. Educational and networking opportunities for members of the industrial hygiene and environmental and occupational health communities are provided through seminars, training opportunities, local tours, and roundtable discussions developed by the student group. This club also encompasses the student sections of the nationally recognized AIHA and American Society of Safety Engineers (ASSE) organizations.

## **LUCHA**

Learning, Understanding, and Cultivating Health Advocacy (L.U.C.H.A.) is a group collective in the UArizona Mel and Enid Zuckerman College of Public Health, which promotes health advocacy through policy education, service, and campus engagement amongst Arizona-local community and institutional settings. L.U.C.H.A. is composed of faculty, staff, community members, students, and alumni who are interested in supporting the L.U.C.H.A. mission.

## **Global Health Alliance (GHA)**

As a student driven organization, the Global Health Alliance (GHA) aims to enhance students' knowledge of how public health functions in a global context. GHA engages in the following activities: providing opportunities for students and faculty to connect to international organizations and community service projects; facilitating discussion of global health and promoting internships that increase student experience in global health and multicultural interaction.

## **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.

## **University of Arizona Student Organizations**

The University of Arizona has over 600 student clubs and organizations, which play a key role in student life on campus. There are numerous undergraduate, graduate, and professional organizations fulfilling all aspects of student interests. For more information and contact information, follow our list of student clubs! The Associate Students of the University of Arizona (ASUA) [website](#) provides information about these student clubs.

## **STUDENT MANAGED EVENTS**

### **MEZCOPH Poster Forum**

The graduate programs of MEZCOPH host an annual research poster forum led by students. This event provides an opportunity for students conducting public health research and community-based work to network with other public health professionals from industry and regional and state governments. The goal is to promote future collaborations such as employment and research partnerships. The student planning group invites keynote speakers, develops promotional literature, maintains a website that provides guidance for poster creation and participant registration, and produces a forum program which includes abstracts. Students



throughout the university are encouraged to present public health related posters. Posters are judged, and a cash prize is awarded to the best student posters.

### **Social Justice Symposium**

Students of the Mel and Enid Zuckerman College of Public Health plan and host an Annual Social Justice Symposium in the spring semester. Initiated in 2007 by students in the Center for Health Equity/Project EXPORT Fellows program within the Mel and Enid Zuckerman College of Public Health, objectives of the one-day conference were and continue to be to showcase strategies and encourage activism to effect change in the realm of social justice and public health. Bringing together students, faculty, community activists and health professionals, the Social Justice Symposium aims to expand participants' awareness and abilities to critically analyze how social injustices affect health outcomes worldwide with the goal of inspiring action at a personal level. Since 2007, the planning committee has included both undergraduate and graduate students from diverse corners of public health study. Students should email the [Assistant Dean of Diversity, Equity & Inclusion, Dr. Velia Nuño](#) if they would like to participate.

### **THE UNIVERSITY OF ARIZONA OFFICE OF SCHOLARSHIPS & FINANCIAL AID**

To be eligible for any federal loans or scholarship awards, domestic students must file a FAFSA. To qualify for scholarship awards, International Students must complete a [Financial Aid Calculation for International Students](#).

### **Federal Financial Aid**

Federal financial aid (i.e., loans and grants for MEZCOPH students) is awarded through the University of Arizona's Office of Scholarships and Financial Aid (OFSA). Application requests for financial aid should be made in the semester prior to the anticipated funding needs. Further information can be found on the [OFSA website](#). The Office of Scholarships and Financial Aid can be reached by telephone at (520) 621-1858, or by email at [AskAid@arizona.edu](mailto:AskAid@arizona.edu).

### **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](#).

### **STUDENT FUNDING MANAGED BY MEZCOPH**

A College Scholarship Committee made up of faculty and staff appointed by the Dean manages the award process for the MEZCOPH scholarships. A full listing of the College's scholarships, complete with criteria, application deadlines and forms can be found on the [MEZCOPH Website](#). The College's Scholarship Committee meets annually and on an ad hoc basis to select scholarship awardees. Students apply in the spring semester for financial assistance for the

following academic year via the College of Public Health Named Scholarship Application on [Scholarship Universe](#). The process and timing will be announced by the Assistant Dean in the spring semester.

### **MEZCOPH SCHOLARSHIPS**

Monetary awards have been established to assist MEZCOPH students in in-person programs in funding their required coursework or research/internship experiences in specific areas of interest. Many of the MEZCOPH Named Scholarships can be applied for through [Scholarship Universe](#), which is the University's scholarship management system for students and departments. During the spring semester, applications for scholarships for the following academic year will be available. Each student must create a profile on Scholarship Universe and will be matched to scholarships for which they are eligible.

### **Graduate College Dissertation/Thesis Tuition Scholarship**

A limited number of awards that reduce nonresident tuition to Arizona resident tuition for 1 to 6 units are available. The award excludes the mandatory registration fees and differential tuition charges. This tuition scholarship is designed to reduce the tuition for nonresident students who are within 2 years of completing their degree and are only working on their thesis or dissertation research and writing. Students are eligible to apply if they are nonresident graduate (master or doctoral) degree-seeking students who are enrolled for one to six credits of **900-level units ONLY** (no actual courses). This scholarship is not applicable for summer tuition. Students desiring more information about this scholarship should contact the Assistant Dean early in the semester prior to the one in which they will be requesting this scholarship.

### **Graduate College Fellowship Funding**

The University of Arizona Graduate College allots MEZCOPH a limited amount of Graduate College Fellowship funding each academic year. Graduate Fellowships are cash awards that can be applied to tuition, health insurance or any other academic expense, the balance of which is paid directly to the student. MEZCOPH awards Graduate Fellowships to its students based on both financial need and academic merit. Awardees must establish and maintain at least a 3.0 cumulative GPA, be enrolled in six graduate units per semester, and have a current FAFSA on file to be eligible to receive and retain their award.

Additional merit-based scholarships administered through the Graduate College are found on the Graduate College website.

### **MEZCOPH RESEARCH AWARDS**

Graduate students in the MS/PhD Epidemiology and Environmental Health Sciences, PhD Biostatistics, PhD Health Behavior Health Promotion, and DrPH Programs are also eligible for available research funds. No more than one MEZCOPH research award can be awarded to the same student in a given academic year. These awards are designed to assist graduate students

in the completion of their thesis or doctoral research and to provide them funds to purchase supplies, equipment, or laboratory tests that are not funded by other resources. Announcement of these award opportunities will be distributed to graduate students via student listservs.

### **TRAVEL AWARDS/POSTER PRINTING**

Students are encouraged to apply for travel funding through the [Graduate and Professional Student Council \(GPSC\)](#).

### **MEZCOPH GRADUATE, RESEARCH, & TEACHING ASSISTANTSHIPS**

#### **Graduate Research Assistantships**

Research assistantships are often available through the research grants of MEZCOPH faculty members or from other departments on the University campus. When the Office of Student Affairs is notified of research assistantship opportunities, information will be shared with students via student listservs. However, these opportunities are best sought by speaking with individual faculty members who are conducting research as not all opportunities are shared with OSA. In general, these positions are awarded based on a competitive application that exhibits excellence in academic and/or professional endeavors and a strong indication that the candidate has the talents or abilities that the assistantship requires. In addition to a salary, these assistantships typically provide the recipient with a waiver of out-of-state tuition, partial remission of in-state tuition, student health insurance, and a 10% discount at the UArizona bookstores. Students are responsible for university fees and College of Public Health program fees.

#### **Graduate Teaching Assistantships**

Based on class size and format, a limited number of MEZCOPH courses utilize teaching assistants (TAs). TAs serve in mentoring, instruction, and administrative roles working with course instructor(s) in the classroom. TA job duties may include taking attendance, grading homework, quizzes, and papers, preparing course materials, developing, and holding study sessions, scheduling guest speakers, monitoring academic integrity, holding office hours and lecturing.

In addition to a salary, these assistantships provide the recipient with a waiver of out-of-state tuition, partial remission of in-state tuition, student health insurance, and a 10% discount at the UArizona bookstores. Students are responsible for university fees and College of Public Health program fees.

The Office of Academic and Faculty Affairs works with department heads and program directors to manage the TA assignment process. All TAs are required to complete [two mandatory pieces of online training](#), as well as participate in the D2L-based Graduate Assistant Teaching Orientation before they are eligible for employment. International students who serve as TAs

must take a speaking assessment test administered by the Graduate College. For detailed information, please see the Graduate College's [English Speaking Proficiency Evaluation](#) webpage.

The course instructor serves as the TA's supervisor, and it is the instructor's responsibility to communicate job expectations to the TA. It is also the instructor's responsibility to hold the TA accountable for meeting these expectations. At the end of the semester, the instructor is expected to evaluate the TA through a university established process.

To be considered for a teaching assistantship, students must have completed the College's Teaching Assistant Application. Successful completion of duties as a TA does not guarantee future assignments. Students are encouraged to seek graduate research and teaching assistantships in other departments and units at the university. The salary and benefits available to graduate assistants are comparable throughout the university campus.

In addition to the requirements of assistantships through the College, all students should familiarize themselves with the [Graduate Assistant Manual](#). It is the student's responsibility to read the GA Manual and abide by all policies outlined through the Graduate College.

The Graduate College also offers resources designed to help students balance family, work and school including [GA Parental Leave](#) and [Temporary Alternative Duty Assignments \(TADA\)](#).

## **DEGREE COMPLETION INFORMATION**

### **MEZCOPH Exit Survey**

The MEZCOPH Graduating Student Exit Survey is a mechanism for student to provide:

- feedback on services and student experiences
- assess skills and competencies gained while enrolled in the college
- a means to contact and network post-graduation

Exit Survey feedback is used to refine curriculum, operations, and provide inspiration for new initiatives. All students are required to complete the Exit Survey as part of their graduation requirements. Final degree paperwork will be processed after the student has responded to the survey. The link to complete the Exit Survey will be sent directly to the student via e-mail in the weeks leading up to their graduation. Responses are aggregated when reported and do not influence your current or future standing with the college.

Please note that the MEZCOPH Graduating Student Exit Survey is in addition to and separate from the Graduate College Exit Survey that is requested of graduating students across the University.

As part of the Exit Survey, students are required to complete a Graduate Information Sheet, which provides the College with the student's forwarding address and future plans, if known. This information is needed by the college to maintain its accreditation by the Council on Education for Public Health and is collected using the same link as the Exit Survey.

### **MEZCOPH Convocation**

#### Traditional Semester (Fall and Spring) Completion

Students who finish all degree requirements in spring may participate in the May convocation ceremony. Students who finish all degree requirements in the fall semester may participate in the December convocation.

All students must notify the Office of Student Affairs of their intent to participate in the MEZCOPH ceremony by April 1 for the May convocation or November 1 for the December convocation.

Prior to these dates via the college listservs, the Office of Student Affairs communicates with students outlining specific convocation information and the procedure for submitting their RSVP. It is the responsibility of the student to read these emails and follow any directions provided.

#### Non-Traditional Semester (Summer or Winter) Completion

Master's students and doctoral level candidates who are planning to complete their degree requirements by the summer graduation deadline may participate in the May convocation ceremony if they have no more than 6 outstanding credits at the time of convocation. Students must be enrolled in these outstanding units for summer at the time of convocation.

Additionally, doctoral candidates with outstanding graduation requirements must secure their Chair's approval to participate in Convocation and present documentation of approval to OSA by April 1 for the May ceremony or November 1 for December.

### **University of Arizona Commencement**

The UArizona university-wide commencement ceremony happens only once each year in May. December graduates are welcome to attend the Commencement ceremony either before or after their graduation date. You cannot participate twice. Names in the printed program are by the semester of degree completion and when the application for degree candidacy was filled out in UAccess Student Center. Spring and Summer graduates have a deadline of February 1st of the intended semester and Fall and Winter graduates have a deadline of September 1st of the intended semester.

Per university rules (<https://commencement.arizona.edu>), August graduates, on the other hand, are welcome to participate only in the preceding May commencement and will have their names listed in that commencement program.

To view the university-wide commencement ceremony schedule, please see the University of Arizona academic calendar page: <http://catalog.arizona.edu/acadcal.html>

## **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 Bioscience Core, UArizona 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 UArizona 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 to promote their own personal development, to protect the university community, and to maintain order and stability on campus. [The UArizona 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.

#### **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 coursework to date has been satisfactorily completed. These are not to take the place of a failing grade and are only appropriate when a student has all but a minor portion of coursework done. More information about the [Incomplete Grade policy](#) can be found online. Instructor conditions for the Incomplete should be outlined on a [Report of Incomplete Grade form](#), which serves as a contract between the student and the instructor, and should be sent to your Coordinator for your file.

### **Leaves of Absence**

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.

Graduate students 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. 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 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.

#### **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. Students are able to upload medical documentation if they so choose but are not required.

#### **Personal Leave of Absence**

LOAs can be submitted for compelling reasons including birth or adoption of a child, personal or family reasons, military duty, or financial hardship if they do not fit into the above categories.

### **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 (Petitions) 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. The 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 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.

	<i>Full-time Status without assistantship</i>	<i>Full-time Status with assistantship</i>	<i>Part-time Status (has implications for financial aid and visa status)</i>
Graduate student	9	6	1*
Graduate student with all course work, unit requirements, steps and milestones completed <u>except</u> applied practice experience (MPH), thesis (MS) or dissertation (doctoral) units.	3*	6	1*
Graduate student with all course work, unit requirements, steps and milestones completed <u>including</u> applied practice experience (MPH), thesis (MS) or dissertation (doctoral) units.	1**	6	1**

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

*\*\*Doctoral or master’s students who are making good progress toward their degrees and who are not hired as Graduate Assistants/Associates or on student wages may qualify to enroll for only one credit to maintain full-time status to defer/receive educational loans (federal/private), some institutional support (contact unit to verify), or to maintain F or J visa status. For the Office of the Registrar to determine qualification, the graduate student must complete the Application for Advanced Status each semester (for up to four semesters), be registered for the term requested and submit the form three weeks before the term to have full time status reported (the UArizona only reports enrollment status to the Clearinghouse beginning one week before a term begins).*

Additionally, MPH students planning to complete degree requirements in the summer must be registered in a minimum of 1 unit of graduate credit during the summer term. If not graduating in the summer term, master’s students do not have to register for graduate units during summer sessions *unless* they plan to make use of faculty time. If they do plan to use faculty

time, they must enroll for a minimum of 1 unit of graduate credit in the summer term(s) in which they are using faculty time. If the student is working at the internship site during the summer, the student must be registered in a minimum of 1 unit of 909 in Summer 10-wk or Summer II.

If an MPH student has completed all course requirements and is only finishing the internship or final, the student must be enrolled in at least 1 unit of 909, Master's Report, during their final semester(s) in the program. Similarly, MS students who have completed all course requirements and are only completing the thesis requirement, must enroll in at least 1 unit of 910, Master's Thesis, during their final semester(s).

For doctoral students, if the program degree requirements such as the comprehensive exams or final oral dissertation defense are to be completed in the summer, they do not have to register for graduate units during the summer session. However, they must contact the Manager of MS and Doctoral Programs so that the Graduate College can be notified that the milestones will be occurring.

Part-time students need to be aware that there are implications for financial assistance, loan repayment, and/or visa status. It is the responsibility of the student to verify this with the Office of Financial Aid and Scholarships before requesting/finalizing enrollment with their Graduate Coordinator.

### **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) cumulative 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 Coordinator or Manager of MS and Doctoral Programs 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 of dismissal from the program.

### **Program Steps and Milestones to Completion**

A student's progress toward meeting the Program Steps and Milestones to Degree is assessed at the time of students' Annual Progress Report in conjunction with their Faculty Mentor/Advisor and Program Faculty. When it is determined that a student is not making timely progress, the student and Faculty Mentor/Advisor will meet to create a Retention Plan using the MEZCOPH form, *Graduate Student Retention Plan for Failing to Meet Satisfactory Academic Progress*. Please see the Steps and Milestones for your degree in the second portion of this handbook below.

### **Continued Program Progress and Annual Progress Report**

Of major importance to program faculty and to the College is the student's successful progression toward fulfilling all degree requirements. The process of monitoring student progress is outlined below.

Students are required to complete an Annual Progress Report that describes their progress and accomplishments for the previous academic year. This report is completed early in the spring semester of each year; the Office of Student Affairs notifies students of the process and deadlines related to the Annual Progress Report. In a timely manner, students are responsible for completing the report electronically and making an appointment to review the report with their Faculty Mentor/Advisor. After this meeting, the faculty will put notes and electronically sign the report for it to route to the Graduate Coordinator. The Graduate Coordinator sends these reports to the appropriate Program Director. The student is also asked to attach a résumé and a copy of the current Plan of Study (either draft or final version). Students who do not comply with the requirement for filing the Annual Progress Reports will be notified in writing of their failure to document satisfactory progress with a copy also sent to their Faculty Mentor/Advisor. These students are at risk for potential dismissal from the program.

The program faculty will review the reports, completion of required coursework, course grades, and timeliness of progress. When academic progress issues are identified, the program faculty, in consultation with Student Services, will provide the student with a retention plan.

A copy of the Annual Progress Report with faculty recommendations will be kept in the student's file in the Office of Student Affairs. If issues were identified, the original Annual

Progress Report, with official recommendations, will be returned to the student for review with the recommendation that the student consults with the Faculty Mentor/Advisor.

### **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 UArizona 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 student's Faculty Mentor/Advisor 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 how 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, Faculty Mentor/Advisor and Program Director 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 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. Graduate students may not apply undergraduate units toward their graduate degree requirements.

#### **Registration and Payment Deadlines**

Registration for UArizona 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 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, applied practice experience/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 UArizona Study Abroad Independent Global Experience (IGE) application. Students traveling abroad must also register for GeoBlue Insurance coverage at \$3 per day. Per UArizona 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](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.

### **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>.

## **SECTION II – PROGRAM SPECIFIC INFORMATION AND POLICIES**

### **INTRODUCTION TO THE ENVIRONMENTAL HEALTH SCIENCES PhD & MS PROGRAMS**

#### **The Discipline of Environmental Health Sciences**

Environmental Health Sciences is an applied field focusing on human responses to environmental agents. The multidisciplinary field has roots in a host of basic sciences evident from the varied backgrounds of faculty and students. As a discipline, practitioners develop the expertise to identify/characterize potential hazards, mitigate harmful practices, identify behaviors and conditions that are linked to disease or injury, improve health status, and promote healthy lives. The practice of Environmental Health Science is applied to individuals, communities, and populations.

Our Environmental Health Sciences program incorporates the skills and interests of diverse faculty with substantial experience in applied science. Faculty research focuses on human exposures via inhalation, ingestion, dermal absorption, and injection. They have experience with multimedia (air, water, food, beverage, and dermal absorption), multi-pathway exposure, and quantitative risk assessment. Recent projects address public safety, mining, and the evaluation of microbial exposures; arsenic and pesticide exposures; disease processes; and health outcomes. Research projects evaluate cross-sectional populations as well as vulnerable populations including workers (e.g., miners, firefighters, and clinicians), children, and minorities (e.g., Latinx and Indigenous populations). Environmental Health Sciences faculty are internationally recognized and involved in numerous activities around the world in both developed and developing nations.

Students entering the Environmental Health Sciences program will possess a wide variety of degrees, expertise, and experience. Some will be recent graduates with undergraduate degrees, while others may have worked in the field of environmental science and discovered the need for additional education. Such diversity will enhance the learning experience.

#### **Degree Programs**

Currently, MEZCOPH offers the following graduate degrees addressing aspects of Environmental Health Sciences: Master of Sciences (MS) in Environmental Health Sciences; Doctorate (PhD) in Environmental Health Sciences emphasizing research; PhD Minor in Environmental Health Sciences (for University of Arizona doctoral students); and the Master of Public Health (MPH) with a concentration in Environmental and Occupational Health (EOH) emphasizing practice.

#### **How to Use this Handbook for PhD and MS Students**

The objective of this portion of the handbook is to provide straightforward guidance to our students about how to navigate through the Environmental Health Sciences PhD and MS programs. This section is designed to help students create a degree plan with incremental goals (e.g., coursework, comprehensive exams, and thesis or dissertation). All the Graduate College

and MEZCOPH policies and procedures discussed in the first part of the handbook apply as well. It is the student's responsibility to be aware of these policies and to adhere to them. Keep in mind that operational processes and policies change, and students are subject to the requirements described in the most recent handbook. Additionally, it is intended that faculty refer to the handbook when mentoring and advising students. The handbook works to promote expectations that are shared by students and faculty.

Questions or suggestions regarding the information provided in this handbook should be directed to the Office of Student Affairs at 520-626-2112.

**Welcome to the Environmental Health Sciences program at MEZCOPH!**

## GENERAL ACADEMIC AND RESEARCH POLICIES

### Advising

Upon admission to the program, a Faculty Advisor is appointed for each incoming student to assist in the initial development of the plan of study. Please recognize the benefit of frequent communication with your Faculty Advisor. The graduate student has the responsibility of initiating these meetings. Students may opt to change their initial Faculty Advisor assignment as their academic and research goals evolve. If you cannot meet with your appointed Faculty Advisor, please contact the Environmental Health Sciences Program Director; s/he can work with you to identify an eligible Faculty Advisor that fits your interests and career goals. If the student wishes to change his/her Faculty Advisor, the student should follow the process outlined in the MEZCOPH Notification of Advisor/Mentor Change, found on the [MEZCOPH Student Hub](#), and submit it to the Manager of MS and Doctoral Programs in the Office of Student Affairs.

During the first semester in the Environmental Health Sciences program, students are encouraged to acquaint themselves with Environmental Health Sciences faculty members and their research interests. The list of Environmental Health Sciences faculty and their research profiles can be found on the MEZCOPH website. Students should visit the website at the beginning of each academic year.

It is also expected that the student will work with her/his Faculty Advisor within the first semester to create an initial Advisory Committee. There is no formal process for establishing this initial committee. However, members of this committee may later become official members of the Graduate Committee if appropriate. The purpose of the initial Advisory Committee is to review and inform the initial draft(s) of the student's Plan of Study and transfer work. Please see the "[Transfer of Credits from a Master's Program to the Doctoral Plan of Study](#)" below for additional details.

The advising responsibilities and roles for faculty in the Environmental Health Sciences program are listed below:

**Faculty Advisor:** Serves as the student's initial academic advisor. This person may also become a Thesis or Dissertation Director if an appropriate relationship exists between the student's research topic and the Faculty Advisor's area of interest. The student and Faculty Advisor plan the course work for the degree program (with final approval from the Graduate Committee). A Faculty Advisor must be a primary faculty member within the Environmental Health Sciences program.

**Graduate Committee Chair:** Is a primary Environmental Health Sciences faculty member who has Graduate Faculty status. The faculty member may also be the Thesis or Dissertation Director or Faculty Advisor for the student. This person's responsibility is to assure that the student meets the requirements of the Environmental Health Sciences program and the University. For PhD students, the Graduate Committee Chair also

oversees the student's written proposal development, comprehensive examination and the dissertation defense.

Thesis or Dissertation Director: Is a primary or affiliate faculty member within the Environmental Health Sciences program, with a PhD, who has agreed to direct the student in the completion of the thesis/dissertation requirements. This person will work closely with the student during the research and writing of the thesis/dissertation. The Thesis or Dissertation Director can be Chair of the Graduate Committee only if s/he is a primary Environmental Health Science faculty member who is Graduate Faculty.

Mentor(s): Can be any faculty member who mentors the student regarding scientific or professional development. The student is responsible for seeking out mentors and developing those relationships.

Additionally, the Manager of MS and Doctoral Programs is the student's point of contact in the Office of Student Affairs. The Manager of MS and Doctoral Programs conveys MEZCOPH and Graduate College policies and procedures to students, receives student paperwork for processing with the College and Graduate College, and coordinates MS and doctoral program activities with the Program Directors and the Assistant Dean of Student Affairs.

Keep in mind that completion of all degree requirements and paperwork is ultimately the responsibility of the student seeking the degree.

### **Graduate Faculty Status**

Per the [Graduate College's policy](#), "Members of the graduate faculty have special privileges and obligations within graduate education, especially related to thesis, dissertation and other culminating capstone project committee roles and membership, as well as graduate student advising and mentorship. Graduate Faculty membership is automatically granted to tenured and tenure-track faculty and continuing-status and eligible academic professionals with faculty titles and may be granted selectively to career track faculty or others. The Graduate College, in coordination with the academic colleges and programs, oversees the criteria, processes, and procedures related to the granting, review, and in rare cases of unacceptable performance, the remediation or removal of graduate faculty membership to ensure the quality of graduate programs and delivery of graduate education."

Faculty members who have been granted Graduate Faculty status will be listed as such in the [university's public phonebook](#).

### **Composition of Graduate Committees for Environmental Health Sciences Students**

There are several types of Graduate Committees that serve different advisory and educational functions for the student. Students select these committees to maximize mentoring and practical project related advice. In certain cases, committee membership can be changed by the student until the committee function is underway. For instance, a Comprehensive Examination Committee can be changed right up until the written exam is started. Once the written exam

begins, the same committee must be used by that student through both the written and oral comprehensive exams until the end of the process. The only exceptions include death and departure (from the University) of a committee member.

#### MS Committee:

By the end of the second semester in the program, the MS student selects faculty members for a Master's Thesis Chair and Committee, in consultation with his/her Faculty Advisor. The Thesis Chair must be a primary Environmental Health Sciences faculty member. There must be at least two other members of the MS Committee drawn from the primary or affiliate Environmental Health Sciences faculty. If the student and Thesis Chair believe an outside content specialist can contribute to the student's thesis, the person can serve once approved by the Environmental Health Sciences program faculty and the Graduate College. Briefly:

#### EHS MS Thesis Committee

- Minimum 3 members, two must be Graduate Faculty\* (Grad College requirement)
- Thesis Chair is primary EHS faculty.
- 2 other members are primary or affiliated EHS faculty.
  - Outside members may serve in lieu of a primary EHS faculty if approved by EHS faculty and Grad College (Third or additional member)

\*Please see the [Graduate Faculty Status](#) section above for a definition.

Each Thesis Committee must be approved by the Environmental Health Sciences Program Director and the Graduate College. Information about the Graduate College policy can be found [here](#). The student must complete the MEZCOPH Declaration of Committee Membership form (found on the [MEZCOPH Student Hub](#)) with all committee members' signatures and file the form with the Manager of MS and Doctoral Programs. The student then gets Graduate College approval by completing the MS Committee Appointment Form found on the [UAccess Student Center](#) under the GradPath option.

#### PhD Committees:

Most PhD students have at least two committees during the course of their studies:

- (1) An initial advisory Graduate Committee that, with some potential changes, becomes the [Comprehensive Examination Committee](#), and
- (2) The [Dissertation Committee](#) (Note: see the hyperlinks for Graduate College policy regarding committee composition.)

The Graduate Committee is selected by the student in conjunction with his or her Faculty Advisor during the first semester in the program. The Graduate Committee evaluates past coursework and projects, recommends coursework providing the student with field expertise and specialized knowledge to achieve the dissertation, and may

ultimately examine the student's comprehensive knowledge of the field in both written and oral formats as part of the Comprehensive Examination Committee. After the written and oral exams, the student may select committee members with more specialized knowledge to serve on the Dissertation Committee. The Comprehensive Examination and Dissertation Committees must be approved by the Environmental Health Sciences faculty and by the Graduate College.

After consulting with the Faculty Advisor, the student is responsible for inviting faculty members to serve on her or his Graduate Committee. This Graduate Committee consists of at least three faculty members from the major field of study and at least one faculty member representing each of the minor fields. The number of minor faculty members is determined by the requirements of the selected minor(s). The Graduate Committee Chair must be a primary Environmental Health Sciences program faculty who meets all [Graduate College requirements](#). At least one of the other two committee members representing the major must be from the primary Environmental Health Sciences faculty. The third member can be from the primary or affiliate faculty (with a PhD, MD, or other advanced terminal degree).

At least three months before sitting for the written portion of the comprehensive examination, the student must complete the MEZCOPH Declaration of Committee Membership form (found on the [MEZCOPH Student Hub](#)) with all committee members' signatures and file the form with the Manager of MS and Doctoral Programs. In addition, the student must notify the Graduate College of the committee membership by filing a Comprehensive Exam Committee Appointment Form (found on the [UAccess Student Center](#) under the GradPath option). The comprehensive examination committee must have a minimum of three EHS primary or affiliate program faculty. (Please note that these forms are separate from the Dissertation Committee Appointment Form which the Graduate College requires after the student has passed his/her comprehensive exams.) Briefly:

#### EHS PhD Comp Committee

- Minimum 3 members representing the major, 1 representing the minor (Grad College requirement)
- 3 of 4 members must be Graduate Faculty\* (Grad College requirement)
- The Chair is primary EHS faculty with Graduate Faculty\* status.
- 1 more major member must be primary EHS faculty.
- Third member may be primary or affiliated faculty with appropriate degree.

#### EHS PhD Dissertation Committees

- Minimum 3 members representing the major (Grad College requirement)
- Minor Advisor may or may not serve depending upon policy of minor program.

- 3 members must be Graduate Faculty\* (Grad College requirement)
- The Chair is primary EHS faculty with Graduate Faculty\* status.
- 1 more major member must be primary EHS faculty.
- Third member may be primary or affiliated faculty with appropriate degree.

\*Please see the [Graduate Faculty Status](#) section above for a definition.

#### PhD Minor Committee Membership:

Students seeking a PhD minor in Environmental Health Sciences must have at least one primary Environmental Health Sciences faculty member on both their Comprehensive Examination and Dissertation Committees. Completion of a MEZCOPH form is required to declare the minor (found on the [MEZCOPH Student Hub](#) or send a request for the form to the Manager of MS and Doctoral Programs in the Office of Student Affairs). The Minor Faculty Advisor selection requires approval by the Environmental Health Sciences Program faculty. See the "[THE PhD MINOR IN ENVIRONMENTAL HEALTH SCIENCES](#)" section below for more details.

#### **Use of Artificial Intelligence (AI)**

The policies within specific course syllabi govern the use of AI in your classes. Students are expected to review and understand the policies contained in all their syllabi. Any questions regarding the use of AI for course work should therefore be directed to the course instructor.

Students who would like to use AI in the development of responses to qualifying exam questions, comprehensive exam questions, or the preparation of a thesis prospectus, dissertation proposal, capstone project, thesis or dissertation must first discuss the matter with the faculty member responsible for oversight of the milestone and obtain written permission for this use. In most cases this is the Committee Chair. If the use of AI is approved in any fashion, proper citation needs to be used and the AI generated text included in the document's appendix. The use of AI without proper citation is plagiarism and a violation of the Student Code of Conduct.

#### **Human Subjects Protection Program Information**

The Human Subjects Protection Program (**HSPP**), as the administrative and regulatory support program to the University of Arizona's Institutional Review Board (**IRB**), works in collaboration with the research community to maintain an ethical and compliant research program. The IRB committees are the independent review committees charged with the protection of human research subjects. An IRB must review all research and related activities involving human subjects conducted at the University of Arizona (UA) or by in which the University is a responsible participant.

The purpose of IRB review is to assure that appropriate steps are taken to ensure that the rights and welfare of humans participating in the research are protected, that risks to the participants are minimized and are reasonable in relation to anticipated benefits, and that the Principal Investigator (PI) is qualified to conduct the study. IRBs review research protocols and related



materials (e.g., informed consent documents). In accordance with federal regulations, an IRB has the authority to approve, require modifications in, or disapprove research.

All studies involving human subjects or creation, or use of Protected Health Information (PHI) must be reviewed and approved in advance by the UArizona HSPP/IRB Office, in the Office of Research, Innovation & Impact (RII), under the Senior Vice President for Research (VPR), to determine if the research adheres to federal regulations. It is against Federal regulations to conduct research involving human subjects without or prior to IRB approval.

The HSPP has launched a portal submission system, **eIRB**, which is designed to make submitting human research protocols easier and faster. IRB Protocol Application forms should always be downloaded directly from the IRB-[HSPP Forms page](#), as they are in constant revision. The eIRB portal can be accessed through UAccess at the following link: <https://uaccess.arizona.edu/>. The student/(PI) will need their UArizona NetID and password to gain access to eIRB. There is more information regarding eIRB and the link to access the site at the following IRB link, (which requires a UArizona NetID and PW) : <https://research.arizona.edu/compliance/human-subjects-protection-program/eirb-information>.

### COPH IRB Training on D2L

The MEZCOPH Research Office has created the “**COPH IRB Training**” on D2L, which is a self-paced training and is recommended for all MEZCOPH students and faculty. The purpose of the training is to assist students and their mentors in determining whether a project would be considered human research or not. The training also provides supplemental guidance, documentation on HIPAA and data use agreements, as well as the COPH internal and IRB submission and approval processes. Please log in to: [D2L](#) then select “Discover” in the top bar and then search for “COPH IRB Training.” Then select the “Enroll in Course” button.

## **MEZCOPH Human Subjects Approval Process (Doctoral Dissertation/Master’s Thesis Projects)**

### **Human Subjects Training and Certification (CITI)**

All doctoral students must obtain Human Subjects training and certification, (via the CITI Program), before beginning their dissertation project, regardless of whether they are completing human research.

CITI training and information can be found on the HSPP-IRB website at the following link: <https://research.arizona.edu/compliance/human-subjects-protection-program/training-requirements>. There are several courses to choose from, but the two “main” courses are: Social & Behavioral Research or Biomedical Research. Each student should choose the most appropriate course for their dissertation project, in consultation with their Committee Chair/Dissertation Director. Choose the course based on the type of activities you plan to conduct. (Note that other supplemental courses may be required depending on the project activities.)

## MEZCOPH Human Subjects Research – Submission and Approval Process

MEZCOPH students must initially submit their IRB Protocol application, and required supplemental documentation, to their Dissertation Director/Chair (“**Advisor**” for IRB purposes), to allow them to review and approve of the application and supplemental materials (as needed). It’s imperative to work with the Dissertation Director and site preceptor, (if applicable), upon answering the questions on the IRB application, to ensure that enough information has been provided regarding the project protocol. Once approved, the Dissertation Director (Advisor), must then sign and complete the “**Advisor/Co-PI Attestation Form.**” Please note that the Committee Chair/Dissertation Director (Advisor), should also provide the review and approval for the required, “**Scientific/Scholarly Review Attestation for Human Subjects Research.**” The completed *Advisor* and *Scientific Review Attestation* Forms are a part of the IRB required supplemental documentation. (The Attestation forms must be uploaded into eIRB as part of the “Local Site Documents.”)

MEZCOPH **Departmental review** and approval is handled through the **Office of the Associate Dean for Research (ADR)**. In order to obtain the IRB “**Department/Center/Section Review Attestation Form,**” all IRB application forms, supplemental documentation, (as applicable), the *Advisor Attestation*, and *Scientific Review Attestation*, must be submitted to the COPH Research (ADR) Office/(Cc Suzanna Trejo-Robinson), (via email: [COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)), for internal pre-review, prior to submitting the IRB application in eIRB. Suzanna will review the submission for completeness. Once the application is complete, she will provide the **Department/Center/Section Review Attestation Form**, on behalf of the Associate Dean for Research (ADR) and will send it back to the PI/student. The **Advisor/Co-PI Attestation Form, Scientific Review Attestation** and the **Department Attestation Form** are all required for the eIRB submission. If the required approvals are not uploaded in eIRB, along with the application and other required documents, the submission will not be reviewed.

If clarification is needed on whether the project constitutes human research, (or for internal MEZCOPH procedure questions), Dissertation Directors and/or students should contact the MEZCOPH Research Office (ADR)/Suzanna Trejo-Robinson via: ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)), early in their planning process. Students and Advisors can also contact the UArizona HSPP-IRB Office directly with their questions, (not related to the COPH internal process), should they choose to do so. In this case, they should email the VPR-IRB Departmental account at: [vpr-irb@arizona.edu](mailto:vpr-irb@arizona.edu). Students will also find that the IRB web pages titled, “**Getting Started, FAQs and Top 10 Tips,**” are extremely helpful and informative: <https://research.arizona.edu/compliance/human-subjects-protection-program/getting-started>.

### **Human Subjects Forms for Doctoral Dissertation/Master’s Thesis Projects**

#### Completion of the Appropriate HSPP-IRB Forms

Each dissertation project must be reviewed by the Dissertation Director to establish whether the project will require HSPP/IRB review or not, and if so, determine which IRB form to submit for approval. If the project requires a full review by one of the IRB Review Committees, additional time must be built into

the dissertation project timeline. There are a couple of protocol form options, for seeking IRB approval of the doctoral research project, and these forms are described below and can be found at the following IRB link: <https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

**\*\*NOTE:** It is important to begin this process as soon as you have confirmed the project activities with the dissertation committee. This process can take some time and it is the responsibility of the student to complete/submit the document(s) early to meet deadlines. **\*\***

### **When You KNOW the Project is Human Subjects Research:**

Complete the appropriate IRB Protocol/Application Document

***IRB Protocol for Human Subjects Research*** – utilized for a study involving prospective collection of data from or interaction with human subjects.

***IRB Protocol for Human Subjects Research Retrospective Data Review*** – utilized for a retrospective data review study involving existing records review, data abstraction, and analysis.

***IRB Protocol for Projects Using External IRBs*** – utilized for requests that IRB oversight be ceded to a non-University of Arizona IRB, (i.e., an agency or university outside of a UArizona department – in other words Ceding IRB review to another institution). \*Please note that the student/PI must be added to the external institution/agency’s IRB protocol. \*

***eIRB Modification*** (for a **UA-IRB Approved Protocol** for Human Research) – If a student will be added to a current UA-IRB approved project, the PI of the approved study will need to create and submit a Modification, (in eIRB: via the eIRB portal Smart Form), to inform the IRB of changes to study team members. A copy of the acknowledgement and Modification approval, from the IRB, that the student has been added, and email confirmation from the study PI, (that the student has been added to the project), **MUST** be included in the final dissertation paperwork submitted to the Manager of MS and Doctoral Programs and to Suzanna Trejo-Robinson in the MEZCOPH Research Office. ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)).

### **Other Approvals Required**

Depending on the research activities, there may be other required approvals that will need to be obtained, prior to submission in eIRB, please see “Step 3: Obtain Additional Approvals” at the following IRB link: <https://research.arizona.edu/compliance/human-subjects-protection-program/getting-started>

Students must work closely with their Dissertation Director and Suzanna Trejo-Robinson in the MEZCOPH Research (ADR) Office to ensure the correct IRB forms and approvals are completed and submitted in eIRB, to begin the project by the intended start date.

As previously stated, submission of the IRB Protocol Application, including supplemental documentation and required approvals, need to be sent to the ADR Office/Suzanna Trejo-Robinson at: ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)). The student should also copy their Dissertation Director and the Manager of MS and Doctoral Programs, on the ADR submission email.

Review/approval time, first by Suzanna and then the UArizona IRB, will vary but **can sometimes take up to 4 weeks or more to complete**. Use the desired research start date/deadline and plan backwards to submit the IRB application, with enough time to meet the deadline.

UA HSPP-IRB application documents can be found under “IRB Protocol Forms” at: <https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

#### Submit a Copy of the IRB Approval with Project Paperwork

A copy of the final approval letter, from the UA-IRB, *must* be submitted to the Manager of MS and Doctoral Programs as part of the final paperwork packet. If the Manager of MS and Doctoral Programs does not have proof of UArizona IRB approval, the student may not start their project.

#### **When You are UNSURE if the Project is Human Subjects Research:**

##### Complete the IRB Protocol for Determination of Human Research (DOHR) Form

Students should complete the IRB Protocol for Determination of Human Research (DOHR) form, with the assistance of their Dissertation Director, and site preceptor/PI (if applicable), based on the specifics of the (student’s) project activities and projected outcomes. Completing the DOHR form should help assess and clarify whether the (student’s) project activities will be considered “human research” or not and if the project will require additional review through the UArizona IRB. (If a student is assisting/observing/interning as part of a larger agency project, it is imperative that the student only include details of their specific role(s) and intended projected outcomes, when completing the DOHR form.)

Please review the [IRB Guidance](#) titled, “What is Human Research,” which provides information on activities that are (usually) deemed to not be human research:

<https://research.arizona.edu/sites/default/files/What%20is%20Human%20Research%20v2023-05.pdf>. Please also review the “Getting Started” IRB page at the following link:

<https://research.arizona.edu/compliance/human-subjects-protection-program/getting-started>.

The DOHR and all IRB Protocol Forms can be found at: [HSPP Forms for Submission](#).

#### **Approvals Required and the Submission Process (Internal and eIRB)**

Email the completed IRB form to your Dissertation Director for review and approval.

Once approved, the Committee Chair/Dissertation Director (Advisor), must sign the “**Advisor/Co-PI Attestation Form**” as well as the “**Scientific/Scholarly Review Attestation for Human Subjects Research**” form, (for all Human Research Protocols, not for the DOHR form).

\*The Dissertation Director can approve for both the “Advisor” and the “Scientific Reviewer,” for student protocols. \* These forms are required to be uploaded into the eIRB portal, along with the “**Department Attestation**” Approval, prior to eIRB submission. \*Department approval comes from the COPH ADR Office. (\*The DOHR form only requires the Advisor Attestation.)

#### COPH Department Attestation Approval

Once you have received the **Advisor and Scientific Review Attestations**, from the Dissertation Director, **submit the following: (1) the completed protocol/application forms, (2) supplemental documents (as required), (3) signed (Advisor & Scientific Review) Attestation forms and (4) a PDF of the eIRB submission, (as applicable and only IF the student has already started the eIRB process)**, to the MEZCOPH ADR/Research Office and Suzanna Trejo-Robinson: ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)).

Students MUST copy their Dissertation Director and the Manager of MS and Doctoral Programs on this e-mail. Suzanna will inform the student of any needed revisions.

If the project activities are clearly not human research activities, Suzanna can (sometimes) approve the DOHR form internally, (but only when IRB review is not required). If this is the case, Suzanna will send an approval email, confirming the form/project has been internally approved. (This only applies to the Determination of Human Research (DOHR) applications.) If it’s not clear, or if the student PI requires an official IRB approval letter, (if requested by journals, sites, sponsors, etc.), the DOHR form should be submitted directly, through eIRB, for UA-IRB review.

\*(Students should NOT submit the IRB Protocol in eIRB until all required Attestation form approvals and final revisions are completed.)

Please review the IRB’s “Top 10 Tips” page for common pitfalls to avoid when completing study documents: <https://research.arizona.edu/compliance/human-subjects-protection-program/getting-started/top-10-tips>.

#### **HSPP-IRB Submission through the eIRB Portal**

Once all required applicable HSPP forms and study documents are completed, and all applicable attestation approvals have been obtained, the student PI will log into the eIRB portal, to begin the submission, by completing the eIRB smart form and uploading all required documentation. Once the form and uploads are complete, the student will submit the study protocol in the eIRB portal.

#### **Notification of Approval**

If IRB determines that the protocol/project is NOT human research, and/or they give a final approval, that the human subject’s application has been approved, the student must download the letter from the eIRB portal and then send the official approval letter, from the UArizona IRB, to (1) the Dissertation Director, (2) the Manager of MS and Doctoral Programs, and (3) Suzanna

Trejo-Robinson ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu)). Include a copy of this confirmation with your final project paperwork.

### Notes About Common Types of Projects

**Program evaluations** and/or **quality improvement** projects generally are not considered to be Human Subjects' Research and usually do NOT require a full IRB application, so long as the results are not intended to be generalizable. Please review the IRB Guidance, "[What is Human Research](#)." If they are still unsure, the student/PI, along with their Committee Chair/Dissertation Director (Advisor), can complete the **IRB Protocol for Determination of Human Research (DOHR)** form and if necessary, submit to the Research Office, (include the signed Advisor Attestation approval), to assess and evaluate the student's activities. (\*Please include in the DOHR form Summary, as part of the project/protocol descriptions: the organization, the program or process being evaluated within the organization, and how the project activities will bring about prompt improvements.) ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)).

**De-identified** data, for a secondary data analysis research project, where the PI/advisor/study team does not nor will not have access to the original identifiers, usually will NOT be considered human subjects' research and an additional IRB application generally will NOT be required. Please review the IRB Guidance, "[Record Reviews](#)." If they are still unsure, the student/PI, along with their Committee Chair/Dissertation Director (Advisor), can complete the **DOHR** form and if necessary, submit to the Research Office, (include the signed Advisor Attestation approval), in order to assess the student's activities.

\*NOTE: It needs to be clearly stated, (in the DOHR form), from where the data is coming from and who might have access to the identifiers. Please state, in the DOHR **Summary** section descriptions, that the data will be de-identified, (if applicable). **Please include (1)** a confirmation email, from the preceptor and/or PI, that you will only receive de-identified data and **(2)** a list of the data elements will be required to accompany the application.

In general, activities involving **quality improvement/ program evaluations**, case reports and oral histories, to name a few, usually do NOT constitute Human Research (so long as the intent is not to generalize the results). The student will have to complete the DOHR form, in consultation with the Committee Chair/Dissertation Director, to make that assessment.

More information and **IRB Guidance** on these types of activities and procedures can be found at: [Guidance for Researchers](#).

For clarification or questions, contact the MEZCOPH Research Office/Suzanna Trejo-Robinson via email at: ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)) early in the planning process. You can also contact the HSPP-IRB office directly using their VPR listserv email address at: [vpr-irb@arizona.edu](mailto:vpr-irb@arizona.edu). (\*MEZCOPH submission protocol questions should be directed to the MEZCOPH Research Office, not the IRB Office.)



### **Committee Chair/Dissertation Director (Advisor) Review & Approval Process:**

For all IRB Protocol Forms, the student should work with their Committee Chair/Dissertation Director (Advisor), (and research PI and/or preceptor as indicated), to complete the IRB documents, (regarding the student's activities in the project), and then get the advisor's approval via the "*Advisor Attestation Form.*" As a reminder, the Dissertation Director can and should approve as both the *Advisor* and as the *Scientific Reviewer* of the project.

### **MEZCOPH Review & Approval Process:**

The IRB protocol/application, (and supplemental documentation as required), is forwarded via email to the MEZCOPH Research Office: ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)), for a **preliminary review**. (\*\*Do not submit in eIRB without MEZCOPH **ADR Department review and approval.**) Suzanna Trejo-Robinson will conduct a pre-review of the application and if complete and if necessary, the application will be routed to the:

MEZCOPH Scientific Review Committee (as needed) for review and approval (unless approved by the Committee Chair/Dissertation Director (Advisor). \*\*Please note that these two steps can take 2-4 weeks, depending on projects already in the queue. Once the Scientific Review Attestation form is signed, it is then sent back to the Research Office for Review and approval by the Associate Dean for Research (ADR) for Departmental Review and approval. Finally, the ADR/Research Office, (Suzanna Trejo-Robinson), will provide the student/PI with the signed "**Department Attestation**" form, to complete the required eIRB submission documents.

### **HSP-IRB Office Review & Approval Process**

The **HSP-IRB Office** will provide the final review and approval. Once the application is submitted in the eIRB portal, the IRB Office will communicate directly with the PI of the project. The IRB Office will send official approval notification directly to the PI, (through the eIRB portal), to activate the research. Please review the "[Submission & Approval Process Overview.](#)"

### **Planning Ahead for Proper Approval**

It is the student's responsibility to plan ahead, seek the necessary IRB paperwork approvals, and complete the associated documents. The student must plan far enough in advance, to complete the IRB approval process, prior to the desired research start date. Although there is no set timeframe for IRB approval, the student should plan approximately 2-3 weeks at the MEZCOPH level, (depending on queue), and an additional 2-4 weeks, (depending on queue), once received by the UArizona HSP-IRB Office. Questions about the internal MEZCOPH process should be discussed with Suzanna Trejo-Robinson in the MEZCOPH Research Office at: ([COPH-Research@arizona.edu](mailto:COPH-Research@arizona.edu) and please Cc: [suzanna@arizona.edu](mailto:suzanna@arizona.edu)) or via phone: 626-8315. You can also send HSP-IRB inquiries, (about project activities and questions), directly to the IRB listserv at: [VPR-IRB@email.arizona.edu](mailto:VPR-IRB@email.arizona.edu).

### **Research Project Closure Forms**

Investigators/students are responsible for concluding all Human Research activities as soon as possible, after the research project is completed or no longer involves human research

activities. Please see the IRB Guidance, "[Concluding Human Research.](#)" If the project was approved using one of the ***IRB Protocol for Human Subjects Research forms***, the research protocol **MUST** be officially concluded OR transferred to another eligible PI, (if the study will continue with a different PI). This process is the responsibility of the individual graduate student.

### **IRB Continuing Review (in eIRB) for Renewal/Closure for Human Research:**

The Continuing Review eIRB Smart Form is completed in the eIRB portal, in order to inform the IRB Office that the study is completed, a decision has been made to not conduct the study, or if the study will be renewed for another year. Projects not concluded, after the expiration date of the project, will enter a "**Lapsed**" state and can be re-opened with a Continuing Review submission in eIRB; however, no human research activities can take place, unless approved by the IRB Office. Please review the IRB Guidance, "[Continuing Review of Human Research.](#)"

All IRB Guidance regarding **Continuing Review** of Human Research, **Concluding** Human Research, **Modifying** Approved Research and **PI Eligibility**, etc. can be found at: [Guidance for Researchers](#).

### **Student Services Requirements**

Students should turn in the following documents to the Manager of MS and Doctoral Programs in the Office of Student Services and Alumni Affairs:

#### All students:

- CITI Training Completion report
- Forwarded electronic copy of the approved **Determination** form (if needed)

### **Select Students Engaged in Human Subjects Research**

Forwarded electronic copy of the approved ***IRB Protocol for Human Subjects Research*** form, (OR one of the three human subjects research protocol forms), supplemental documents and the IRB Approval letter **OR**

Forwarded electronic copy of the approved eIRB **Modification Approval**, which should list the newly added project member (student), and/or an email from the PI or project coordinator, confirming the student was added to the UArizona IRB-approved project.

All doctoral students are required to obtain an RCR certificate. This can be done in conjunction with an ethics course or independently. <https://research.arizona.edu/research-compliance/rcr/workshops>



## **GUIDELINES FOR ENVIRONMENTAL HEALTH SCIENCES DOCTORAL STUDENTS**

### **THE PhD IN ENVIRONMENTAL HEALTH SCIENCES PROGRAM**

The PhD in Environmental Health Sciences is intended to educate incoming students with highly varied backgrounds and promote leadership for industry, government, and academia. The program is committed to research, education, and the practice of environmental health science. The PhD has a research focus and will build on skills attained in MS or MPH environmental health science programs, or closely related fields.

The program is designed for competitive, self-motivated students with a high level of intellectual curiosity and a desire to conduct environmental health science research. Time to program completion is dependent on the student, the complexity of the project and varies among individuals. Plan accordingly. The program is research oriented and centers on a major research project.

Students moving from a MEZCOPH MS to PhD program may finish somewhat faster than those who come in from outside the University of Arizona. Students lose some time getting acquainted with new program strengths and faculty.

For complete information about University of Arizona Graduate College policy for PhD students, please see the [Graduate College website](#).

### **Student Commitment**

Upon entering the doctoral program in Environmental Health Sciences, students are committing themselves to the completion of a doctoral dissertation that contributes important, original research to the field. This will require the student to become an expert in the subject matter, which takes time. Therefore, students can expect to spend a minimum of 4-5 years working toward this degree (from MS entry to PhD completion). This time span varies based on a number of factors, but students should not plan to graduate any sooner. Historically, some students have left the university when they are “All But Dissertation (ABD)” and have worked on their dissertations from afar after having taken jobs at other institutions. While permissible, doing so almost always results in increased complications and extra time needed to complete the dissertation, which may be considerable.

Please become familiar with the financial aid options available through MEZCOPH. These opportunities enable students to focus on the degree.

During doctoral studies, students learn to work both independently and with faculty members. Successful students have the following traits:

1. Excitement for learning,
2. Self-motivation expressed as an effective written plan or timeline to degree,
3. Initiates contact,
4. Clarifies needs prior to visiting the mentor and arrives prepared,

5. Ability to listen to advice and feedback and use information in a positive manner,
6. Respect for the mentor (they have been down this road, too!),
7. Willingness to think independently and take responsibility for his/her learning experience, and
8. Goal-oriented.

Not everyone possesses all of these traits on entry into the program. Successful students work at self-improvement and development of these qualities.

### **Faculty Commitment**

Faculty members are dedicated to ensuring that individuals develop from a “student” to a PhD level “investigator” during the course of doctoral studies. The faculty have many responsibilities including: teaching classes, guiding (and checking!) research, and occasionally providing a shoulder to cry on. Faculty will treat students with respect and expect the same in return.

Good faculty mentors have the following traits:

1. Dedicates time to mentoring,
2. Facilitates problem solving without solving the problem for the student,
3. Provides opportunities for the student’s career advancement,
4. Encourages the mentee to identify his or her own professional path,
5. Employs excellent communication skills,
6. Advertises the student’s work with full attribution,
7. Commits to plan work-load management with the student, and
8. Supports the student’s academic career.

### **Intellectual Independence**

One of the hallmarks of a student who is ready to launch independent research is the ability to effectively solve problems and perform independently. A demonstration of initiative and intellectual curiosity is expected and encouraged in doctoral students. Students should attempt to find answers independently using all available resources. The faculty will appreciate it, and the student will have taken another step toward career independence.

### **New Student Activities**

All new students are expected to participate in the “Doctoral and MS Student Orientation,” scheduled in August prior to the beginning of fall coursework.

All new doctoral students must enroll in the fall semester, one-unit course HPS 609, Evaluating Public Health Literature. This one credit course is team-taught and designed to enhance the student’s critical thinking skills, especially as related to public health research.

### **Competencies**

A set of [competencies](#) specific to the PhD Environmental Health Sciences degree have been developed which will allow students and the faculty to determine progress. It is recommended that this list be used by students to help assess training needs and progress.

## **Program Steps and Milestones to Degree**

Typical time to completion: 3-5 years (2-3 years for coursework, 1-2 years for dissertation work) for full-time students. 5-8 years for part-time students.

Average time to completion: 5.4 years

Program Steps to Completion (Full-time student timeline):

- Attend mandatory new student orientation
- Students are expected to serve as a Teaching Assistant at least once during their time in the program
- First year is devoted to course work (No grades of “F” are allowed for required courses.)
- Work with Faculty Advisor to form an initial Graduate Committee
- With the Graduate Committee, develop a tentative Plan of Study
- Each Spring, complete an Annual Progress Report with Faculty Advisor
- Second year is devoted to course work and forming Comprehensive Exam Committee
- Formalize Plan of Study by end of second year
- Second/third year formalize Committee Chair and Comprehensive Exam Committee
- Develop a Dissertation Research Proposal and gain Committee approval
- If necessary, begin process for Human Subjects approval for dissertation
- Take and pass Comprehensive Exams (written and oral)
- Form and formalize Dissertation Committee
- Third/fourth year, research, develop and write dissertation
- Fourth/fifth year, successfully defend dissertation and finalize revisions

Progress of the Program Steps and Milestones to Degree is assessed at the time of students’ annual progress report in conjunction with their Faculty Advisor and Program Faculty. When it is determined that a student is not making timely progress, the student and Faculty Advisor will meet to create a Retention Plan using the MEZCOPH form, “Graduate Student Retention Plan for Failing to Make Satisfactory Academic Progress.”

## **Degree Requirements**

The PhD course requirements are determined by the Environmental Health Sciences program. Please see the Academic Curriculum Guide for the year you were admitted to your current program found on [the Hub](#). The overall course of study will be developed by the student and the Faculty Advisor and approved by the student's Graduate Committee and Environmental Health Sciences Program Director.

Additionally, students are expected to make steady, successful progress toward the completion of their degree requirements. Therefore, any student receiving a failing grade (F) in a required course will be placed on a retention plan. Please see the [“Failure to Meet Satisfactory Academic Progress – Retention Planning,”](#) section above for more details.

Please note, students are expected to complete EHS 585 Public Health Fundamentals for Researchers during their first Spring term. However, students who have met the core competencies in EHS 585 through prior courses, for example, as would be expected in a prior degree, minor or certificate in public health, an elective may be taken in lieu of this course.

### **Doctoral Plan of Study**

In collaboration with the Faculty Advisor and initial Advisory Committee, each student is responsible for developing a Doctoral Plan of Study during the first year in residence. In addition, the plan of study is used during the oral comprehensive exam where it serves as a baseline identifying courses from which exam questions may be drawn. Following the exam, faculty may suggest adding additional courses to the Plan of Study. The Plan of Study form is completed on [UAccess Student Center](#), under the GradPath option.

The initial Advisory Committee is an unofficial committee that may later become the student's Graduate Committee. The student and the Faculty Advisor work together to identify EHS faculty to participate in this informal committee.

The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements, including 18 units of dissertation (EHS 920). The Plan of Study must have the approval of the Faculty Advisor, Environmental Health Sciences Director, Minor Faculty Advisor, and chair of the minor program or department. The Plan of Study is usually the basis for the initial Graduate Committee meeting. A copy of the Plan of Study, either in draft or final form depending on the student's progress, should be attached to each student's Annual Report.

Once a student has completed about 75% of the major coursework as specified in the Plan of Study, completion of the dissertation research proposal and comprehensive exam begins.

Prior to scheduling their oral comprehensive examination, the student is required to have an approved Plan of Study on file with the Graduate College. As stated under the GradPath description (see "GradPath" section above), 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.

### **Transfer of Credits from a Master's Program to the Doctoral Plan of Study**

Up to 30 units of graduate credit earned at other approved institutions may be counted toward the requirements of the PhD degree, if accepted by the student's Graduate Committee and approved by the Environmental Health Sciences program.

Per Graduate College [policy](#), transfer of credit toward an advanced degree may be considered if the grade earned was A or B, corresponds to a similar course offered at the University of Arizona, and was awarded graduate credit at an approved and accredited university. Seminars,

thesis, and independent studies cannot be used for transfer credit. Grades of transfer work will not be used in computing the student's UArizona grade-point average.

The student must apply to transfer course credit during the first semester of the PhD program. The student's first step is to make an appointment with his/her Faculty Advisor to have the transfer request reviewed. The student should bring a transcript highlighting the classes to be transferred and a syllabus for each class. The student and Faculty Advisor generate a proposal of transfer that will be reviewed by the student's Graduate/Advisory Committee for incorporation (or not) in the Plan of Study.

Two forms must be completed in addition to the ultimate incorporation on the Plan of Study: The MEZCOPH Course Substitution form (see below for information about this form) is used to evaluate the course for content and appropriateness within the Plan of Study. For approved transfer coursework taken at an accredited institution outside of the University of Arizona, the student must also complete the Graduate College's Transfer Credit form (found on the [UAccess Student Center](#) under the GradPath option). The purpose of the Graduate College evaluation is to verify that the requested transfer credit is graduate level and is from an approved and accredited institution. The Graduate College defers to the Environmental Health Sciences program to determine whether or not the courses are actually suitable for substitution or elective credit.

The final decision for transfer of credits for non-University of Arizona courses, whether used as a substitution for a required course or as an elective, is made when the Plan of Study is submitted to the Graduate College.

### **Course Substitutions**

If a student has already completed a course similar to a program required course, then the student can apply to have the earlier course substituted for the required course. A course substitution can only be approved by the University professor/instructor of the required course. The course professor/instructor will review documentation from the student (i.e., course syllabus) for comparability to the required course and the student's grade. If approved for substitution, the course professor/instructor signs the Course Substitution Form that the student provides (found on the [MEZCOPH Student Hub](#)). The Faculty Advisor, in consultation with the Advisory Committee, must concur, and sign on the appropriate line. The student then submits the form to the Manager of MS and Doctoral Programs. The substituted course fulfills the content requirement, but the student must take another course of equivalent credit-hours toward the degree requirement, unless the course is approved for transfer credits.

### **Independent Study Registration Policy**

A student who wishes to enroll in independent study (EHS 599/699) must complete the Independent Study Registration form found on the [MEZCOPH Student Hub](#) before being registered for the units. The form serves to establish the scope and focus of the independent, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form and

received approval from the faculty member serving as Instructor (person responsible for overseeing the student's work and assigning credit) and Faculty Advisor, the student submits the signed document to the Manager of MS and Doctoral Programs who registers the student for the units.

### **Research and Dissertation Registration Policy**

A student who wishes to enroll in research units (EHS 900) or dissertation units (EHS 920) and have met all program requirements to do so (see "Dissertation Unit Enrollment" below), must complete the 900-Level Course Registration form found on the [MEZCOPH Student Hub](#) before being registered for the units. The form serves to establish the scope and focus of the work to be completed that term, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form and received approval from the faculty member serving as Research Instructor or Dissertation Director (person responsible for overseeing the student's work and assigning credit), the student submits the signed document to the Manager of MS and Doctoral Programs who registers the student for the units.

### **Minors for the PhD Degree**

According to Graduate College policy, PhD students must choose at least one supporting minor subject, in addition to the major subject. The selection of a minor subject area is the responsibility of the student, in consultation with his or her Faculty Advisor and/or Graduate Committee. At least one faculty member from the minor will serve on the student's Graduate Committee, although this number may be modified by the graduate faculty responsible for the oversight of the minor. Declaration of the minor(s) will be made on the Plan of Study when submitted to the Graduate College.

With committee approval, a minor may be selected from any program of study at the University of Arizona that offers a doctoral degree, and the academic requirements for the minor are determined by the selected academic department. The student is responsible for knowing and meeting the requirements of her/his chosen minor area of study.

Minors that may interest students in the Environmental Health Sciences program include Biostatistics, Epidemiology, Water Quality, Global Climate Change, Environmental Planning, Applied Mathematics, Engineering, Atmospheric Science, and Environmental Science, just to name a few.

Students can also customize minors (with committee approval) when no formal minor exists. These "focus-area minors" will be listed on the Plan of Study as a "Multidisciplinary Minor" and not with the specific focus area name. Students interested in this minor option should discuss it with the Faculty Advisor and Graduate Committee Chair before taking the courses that they hope to include. Furthermore, these focus-area minors must meet the following criteria and be approved by the Environmental Health Sciences program faculty: the proposed minor is not available at the University of Arizona through an official major program, the minor must contain at least 9 credits that would not be taken by the student as part of the major, courses must be

chosen from a minimum of two disciplines and all coursework must be outside the Environmental Health Sciences program. In addition, the student needs to identify a Minor Faculty Advisor who has expertise in the focus area. The student may also need to pass or complete a culminating experience as identified by the Minor Faculty Advisor (i.e., examination, research project, or internship).

### **Residence Requirement**

To meet the minimum Graduate College residence requirement, the student must complete a minimum of 12 units of regular grades (A, B or C) taken in residence at the University of Arizona. "In residence" is defined as taking credits offered by the University of Arizona, whether or not they are offered on campus.

### **Required Teaching Experience**

All PhD students are expected to serve as a Graduate Teaching Assistant (or equivalent experience; see note below) for at least one Environmental Health Science course. This experience is arranged with the course instructor in collaboration with the Environmental Health Sciences Program Director. Students are encouraged to seek additional opportunities to gain experience with teaching environmental health sciences and related fields.

Students serving as Graduate Teaching Assistants are required to participate in the University's Graduate Assistant and Teaching Assistant Orientations (GATO and TATO) once, as well as in the MEZCOPH Teaching Assistant Orientation, facilitated on D2L.

The UArizona Office of Instruction and Assessment offers a ['Certificate in College Teaching'](#) program that you may be interested in taking advantage of while completing the teaching assistantship assignment.

See the "Graduate Teaching Assistantships" section above for additional information about teaching assistantships.

Note: PhD students employed as UArizona staff may be ineligible for traditional paid Teaching Assistant positions and will therefore need to negotiate an equivalent experience with the help of the Environmental Health Sciences Program Director.

### **Dissertation Research Proposal**

Completion of the written proposal helps the student develop a comprehensive knowledge of literature addressing a topic that interests the student deeply. This knowledge may serve as the basis for a long-term research career. The importance cannot be overestimated!

Students should use the development of the proposal to learn absolutely all they can about the dissertation topic. A dissertation must show great depth investigating a topic and can literally determine future career options.

The information learned should be communicated in a complete literature review contained in the proposal prior to collecting data. A complete review of the literature helps the student avoid pitfalls in original research.

The student should analyze the literature to determine what is not known in the area (identify knowledge gaps). To do this they must integrate or synthesize data from different reports. This analysis identifies areas for new original research that advances the field including hypotheses to be tested, action plans and identification of new methods that need to be developed.

The Environmental Health Sciences dissertation research proposal is a two-step process that precedes the comprehensive exam. The first step is the development of a "prospectus." The second step is the development of a full proposal (following the NIH RO1 guidelines). The two-step approach differs from some of the other programs in MEZCOPH, so Environmental Health Sciences students should use the following information as guidance. Prior to developing the dissertation proposal, the student should become aware of faculty expectations of the dissertation (read below).

Near the end of a student's coursework (~75% complete), and prior to the comprehensive exams, the student writes a "prospectus" (≤ 5 pages) outlining the proposed research/dissertation topic and submits it to his/her Graduate Committee. The student then convenes a committee meeting to discuss and seek approval of the research plan and the writing of a dissertation research proposal. The Graduate Committee reviews this information and helps the student formulate an approach or consider alternate plans as appropriate. This is the point at which the committee provides input and answers any questions posed by the student.

Next, the student writes a full, original proposal addressing the topic. In addition, the student will need to provide an abstract of the proposal (350-word maximum, 12-point font, 1-inch margins).

Per Graduate College policy, after the proposal is approved by the Graduate Committee, the student should send an email (copying the Graduate Committee) to the Manager of MS and Doctoral Programs with an electronic copy of the full proposal and signed abstract attached. The Manager of MS and Doctoral Programs notifies the Graduate College that this requirement was met. The student should note that the Graduate College needs to be notified of this milestone concurrently with the student's successful passing of his/her comprehensive exams. The faculty strongly emphasizes that the responsibility for the quality of the proposal, its originality, approach, and significance, rests completely with the student. The student selects the area, secures approval of the topic and methods during the aforementioned Graduate Committee meeting, prepares the written proposal, submits it to the committee for approval, and defends the approved proposal at the oral examination (15-minute presentation and 15-20 minutes of faculty questions). This defense including questions should take no more than 30 to 40 minutes of the wide ranging three-hour oral comprehensive exam.



The format of the dissertation research proposal should mimic that of a Public Health Service, National Institutes of Health/National Institute of Environmental Health Sciences RO1 grant application. Grant application formats and guidelines for an NIH RO1 are available online.

For most students, the dissertation research proposal and comprehensive exams are completed within six months.

### **Dissertation Unit Enrollment**

With permission from the Dissertation Director, Environmental Health Science PhD students may enroll in EHS 920 dissertation units the same semester that they plan on completing the comprehensive exams.

All students who wish to enroll in dissertation units (EHS 920) must complete a 900- Level Course Registration Form (found on the [MEZCOPH Student Hub](#)) before they can be registered for the units. The form serves to establish the scope and focus of the work to be completed, provides a permanent record for the student's academic file, and facilitates the assignment of final grades at the end of each semester. After the student has completed the form and received approval from the Dissertation Director who serves as the "Instructor," the student turns it in to the Manager of MS and Doctoral Programs who registers the student for the units.

### **Comprehensive Examination**

The comprehensive examination consists of a written and oral portion. Students must pass the written examination before the oral examination takes place. Both written and oral comprehensive examinations must take place within two consecutive semesters. The comprehensive examination is usually scheduled by the student when approximately 75% of the major course requirements are met and all, or almost all, of the minor requirements. The student must be in good academic standing. Generally, the comprehensive examination is taken within three years from the date of admission to the Environmental Health Sciences program. This milestone will be reviewed by the Student Progress Committee for evidence of academic progress.

The student needs to remember that prior to beginning the comprehensive examination; s/he must have an approved Comprehensive Exam Committee Appointment Form on file with the Graduate College. (See the "Composition of the Graduate Committees for EHS Students" section above.)

#### Written Portion of Comprehensive Examination:

The written portion of the comprehensive examination must occur prior to the oral examination. The dissertation research proposal (see above) must be written and approved prior to sitting for the written comprehensive exam.

Comprehensive exam questions will be written specifically for the student and will come from Comprehensive Examination Committee members representing the Environmental Health Sciences major, the student's minor (as appropriate), and coordinated by the student's

Graduate Committee Chair. The written exam will be graded (pass/fail) as a whole, with responses to all questions reviewed by all members of the exam committee. Within two weeks of receiving the written exam responses, the student will be notified of the exam score (pass or fail).

The student may retake the written portion comprehensive examination once if necessary. If the student is unsuccessful at passing the exam the first time, then at least 3 months (but no more than 12 months) must pass before taking the exam again. This time should be used to do additional reading, take additional courses and improve in directions discussed with the committee members. If a student fails the written comprehensive a second time, the student will be dismissed from the program.

#### Oral Portion of the Comprehensive Examination:

The oral portion of the comprehensive examination (commonly referred to as the “oral comps”) consists of a presentation and defense of the original dissertation research proposal (not to exceed 40 minutes total), in addition to examination of the student’s breadth of knowledge of the literature and methodology of the field of environmental health sciences.

The [Graduate College](#) summarizes the goal of the examination:

“Before admission to candidacy for the doctoral degree, the student must pass a written and an oral Doctoral Comprehensive Examination. This examination is intended to test the student's comprehensive knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of specialization... This is the occasion when faculty committee members have both the opportunity and obligation to require the student to display a broad knowledge of the chosen field of study and sufficient depth of understanding in areas of specialization. Discussion of proposed dissertation research may be included. The examining committee must attest that the student has demonstrated the professional level of knowledge expected of a junior academic colleague.”

The Environmental Health Sciences faculty make the following recommendations:

- No more than 15-20 minutes should be spent on the formal presentation by the student, with no more than 15-20 minutes for questions on the presentation.
- The remaining period will consist of general questions to test whether the student has “a broad knowledge of the chosen field of study.” Students should expect this portion to last 1-2 hours.
- Students should be encouraged to meet with each committee member individually before the exam to discuss the exam.
- Students should be encouraged to “practice” both the presentation and answering general questions with other students.
- An outside faculty member who is not on the committee may be asked to manage the exam.

The student is responsible for scheduling the oral comprehensive examination with the members of the Comprehensive Examination Committee and must inform the Environmental Health Sciences Program Director and the Associate Dean for Academic Affairs. Committee members' schedules must accommodate the entire scheduled exam period. The student also needs to notify the Manager of MS and Doctoral Programs. If needed, the Manager of MS and Doctoral Programs will assist the student in scheduling a room for the examination.

The student is responsible for completing Announcement of Doctoral Comprehensive Exam form found on the [UAccess Student Center](#) under the GradPath option. This form completion notifies the Graduate College of the date and time of the exam and should be submitted a minimum of two weeks prior to the exam date.

The Comprehensive Examination Committee Chair (aka Graduate Committee Chair) is responsible for submitting the results of the exam to the Graduate College via the GradPath form, Results of Comprehensive Exam.

The student may retake the oral portion comprehensive examination once if necessary. If the student is unsuccessful at passing the exam the first time, then at least 3 months (but no more than 12 months) must pass before taking the exam again. The time should be used for additional reading, completion of additional courses and improvement in directions discussed with the committee members.

If a student fails the oral exam the first time, then the Environmental Health Sciences Program Director will assign a faculty member, who is not part of the student's Graduate Committee, to serve as an outside representative at the oral examination for the second and last exam. A second failure of the oral exam results in dismissal from the EHS PhD program.

Once the student has successfully passed their comprehensive exams and completed all course work as listed on the approved plan of study, the student transitions from a doctoral 'student' designation to a doctoral 'candidate' designation. In light of this status change, degree candidacy charges will be added to the student's Bursar's account. A copyright fee is optional. Check the [Graduate College website](#) prior to your anticipated completion to determine the charge amount.

### **Time Limitation**

Per Graduate College [policy](#), all requirements for the degree of Doctor of Philosophy must be completed within five years of passing the comprehensive exam. Should a student not finish within that time period, the candidate may be allowed to re-take the comprehensive exam with permission of the program, and then proceed to complete other requirements, e.g., the dissertation.

### **Dissertation Expectations**

This section describes some minimal faculty expectations for every dissertation regardless of topic, committee membership or formatting choice. Students should follow [dissertation](#)

[formatting guidelines](#) by the Graduate College. Formatting will be discussed in the context of content expectations below. Always use the latest format instructions. The format covers two options: the traditional dissertation and the “submitted paper” option. Students and their committee members will determine the best option for any individual dissertation.

Students have posed some questions addressing dissertation content. The following section has been reviewed by all members of the EHS faculty and represents a consensus view about general content regardless of the formatting option that a student might choose. The following Q & A may prove helpful.

*Why do I need to do a dissertation? I took all the classes...this is just another hoop!*

The dissertation exhibits the research skills developed by the student and indicates where their passion lies in terms of future intellectual development. The dissertation should reflect the student’s ability to dig deeply into a topic, feature their creativity in identifying knowledge gaps and ways to address them, illustrate the care with which they assemble and analyze data, reflect the ability to assemble information and interpret results in light of baseline data, and show the strength of their well-reasoned convictions as they defend conclusions against all comers.

*What is a dissertation and how does it differ from a thesis?*

A dissertation is a body of work that addresses a central goal or theme and contributes to advancing the field. The investigator conducts original research and assembles the new, original information with all previously identified information into a cohesive work. The key components of a dissertation definition are *originality* and *integration* of information found in the literature review.

*What is meant by integration or synthesis of information?*

Example: Jones (1927) observed that dogs are brown. In 1933 J.R. Smith found black, gray, white and mixed color dogs. From this, researchers can conclude that dogs come in many colors.

Some students will only present the first two factual sentences. That is not enough. A researcher needs to synthesize the information and be able to express a factually accurate observation (the third sentence) and identify the “gap” in knowledge. Gap: Does this mean dogs come in only 4 colors? If not, what other colors do dogs have? Are there a finite number of colors dogs can be or is the number limitless?

A dissertation is a *body of original* work around a concept or a single theme. Frequently students discuss “three papers” with their committee. (Three papers represent a minimum *body* of work.) By themselves, three papers do not make a dissertation. The Graduate College notes: “*The published or publishable work must be logically connected and integrated into the dissertation in a coherent manner. Simply binding reprints or collections of publications together is not acceptable as a dissertation in either format or concept.*” The student must *integrate* the information throughout the dissertation,

describe the intellectual merit of the work and expound on the positive contributions to the field.

A thesis demonstrates that a student can undertake a project and follow it to completion. The thesis can be original research, but it does not have to be. A thesis may be a replication/ validation study of something already in the literature either following the precise protocol or varying it to evaluate the outcome under different conditions. A thesis integrates information within the discussion of a single experiment or assessment. A thesis needs to be complete (Identifies a problem, formulates a hypothesis, tests the hypothesis with new or existing data, presents the results and compiles an integrated discussion of how this single piece of work relates to the topic and science as a whole).

Each paper in the dissertation is analogous to a thesis. The three papers are the equivalent of three theses. It is only when the student integrates the body of work that a dissertation is born.

#### *What has to go into the dissertation?*

1. INTRODUCTION: All dissertations have an introduction that contains an exhaustive review of the literature on the topic. At the completion of the dissertation the student should know the topic to great depth and essentially be the world authority on the topic. The student frames the goal of the research in the context of all prior work and identifies the major knowledge gaps. The student then describes how the selected knowledge gaps will be addressed (specific aims) and indicates any specific hypotheses that will be tested to fill the knowledge gaps (or at least some of them). The introduction provides the background and guidance to help the reader through the rest of the dissertation in the context of the overall goal of the dissertation. This section should be the same for either the traditional or “paper” formatted dissertation. (Subsequently, the introduction of any individual paper only contains background related to the specific aim or hypothesis addressed in that paper.)

2. BODY: The length and content of the “Body” of the dissertation will vary widely depending on the dissertation format.

*Traditional:* Work presented in this fashion usually has a separate chapter for Methods encompassing all approaches used for the body of work, and several chapters of results each focusing on some aspect of the problem addressed. (Some committees prefer a single results chapter with multiple subheadings for different aspects of the problem addressed.) It benefits the student to work out the specifics as an outline with the Committee Chair and members prior to writing-up the chapter(s). Each portion (chapter) of results will need to be discussed in the context of the broader literature. The discussion should feature strengths and weaknesses of the results, and most importantly, it should describe how the work fits into the science with a focus on the contribution made by the research in terms of intellectual merit and the broad impact

on advancement of the field. This can be a comprehensive discussion chapter or a section following each major component of the results depending on the approach desired by the committee.

*Paper Format:* Each complete paper is attached as a separate appendix in the dissertation. The papers are formatted according to the instructions laid out by the journal selected by the author and advisor. Faculty are not interested in reading a complete regurgitation of the methods written up for the individual papers. The dissertation methods section is a synthesis of methods used to address the overall goal. Synthesize in a few sentences and refer readers to specific papers within an appendix for details. The METHOD section should be very short. The same approach should be used in the presentation of results. Indicate the major findings that address the knowledge gaps described in the introduction. Report the major finding and instruct the reader to refer to the specific appendix for details. Again, the faculty are not interested in a cut and paste out of the papers. Yet, the Graduate College wants a well-integrated presentation describing the major results (with reference to the papers).

Discussion: Each paper has its own discussion addressing the strengths and weaknesses related to the hypothesis of that paper and describing how the individual paper furthers science as a whole for that topic.

The Graduate College notes:

*" -Published/publishable papers should be included in the dissertation as appendices. Any paper or article that has been published or submitted for publication should reference the journal of submission so the reader can find the published article.*

*- However, in order to provide coherency, the dissertation must also include chapters that present a summary of the research, an explanation of the student's contribution if it was not individual research, and an explanation of how this research contributes to the student's field.*

*- The committee will guide the student in the presentation of this summary material.*

*- If references are cited in the dissertation chapters, they should be reported in a References section that follows the chapters and precedes the appendices."*

*Both Formats:* Regardless of format type, each dissertation must have a discussion section that integrates the body of work and relates the components outlined in the introduction to the literature reviewed and to the science as a whole. This is not a regurgitation of the topic subset discussion. Rather it is a comprehensive integration of the body of work presented and a philosophic discussion/conclusion of how the work advances the specific science and the discipline. It is this integration that separates the dissertation from a thesis.

*Both Formats: Conclusion and next steps*

*Both Formats...References:* The Graduate College requires a comprehensive list of all references following the dissertation chapters. This includes any citations found in the dissertation and all citations found in the appendices.

The individual committee has some latitude in what academic content must be covered in a dissertation. These general guidelines, in addition to the guidance provided by the Graduate College, are provided to help students complete the process.

### **Dissertation Committee Appointment**

After successful completion of all coursework, teaching requirements, and passing the written and oral portions of the comprehensive examination, the student must complete the Graduate College Dissertation Committee Appointment Form. The completion of this form indicates the candidate has identified committee members for the next stage of their graduate career. The final Dissertation Committee must be composed of at least three faculty members representing the major. The student should check with their Minor Advisor's program to determine whether or not the program requires the Advisor to participate on this committee.

The Dissertation Committee Appointment form is found on the [UAccess Student Center](#) under the GradPath option. The Dissertation Director reviews and approves the electronic form on behalf of the Committee. In addition, the Program Director reviews and approves the form on behalf of the Environmental Health Sciences faculty. This form must be submitted and approved by the Graduate College prior to the Final Oral Dissertation Defense.

### **Dissertation**

The PhD dissertation should involve innovative original research and demonstrate a sophisticated command of environmental health sciences literature and skills. If the dissertation research involves human subjects, even if it involves secondary data analysis, the student must have IRB approval before starting this work. It is the responsibility of the student, in consultation with the Dissertation Director, to obtain the approvals and conform to ethical research standards. See the "[Human Subjects Approval Process for Dissertation/Thesis Projects](#)" section above for more information on the Human Subjects approval process. The Environmental Health Sciences program faculty currently approves two dissertation formats: a standard dissertation or a three-paper format. The student's Graduate Committee must approve the format of the dissertation prior to the initiation of work, and this should be noted on the proposal abstract signed by the committee. Actual preparation of the written dissertation follows the Graduate College rules. See the '[Dissertation and Thesis Formatting Guides](#)' on the Graduate College website.

It is recommended that the student work with the Dissertation Committee to determine a communication plan and timetable for reviewing dissertation work. When the student and Dissertation Director consider the dissertation sufficiently complete, the student submits a complete copy of the draft to each Dissertation Committee member and negotiates a date for

the oral defense with the Dissertation Committee members. This document should be submitted to the Dissertation Committee members at least one month prior to the agreed upon date of the final examination.

Past dissertations may be accessed for review using the [UA Thesis & Dissertation Repository](#).

### **Final Oral Dissertation Defense Examination**

No later than 15 working days before the proposed date of the defense, the student must work with the Manager of MS and Doctoral Programs to schedule the examination in a MEZCOPH classroom and to publicize the open portion of the examination. The exact time, date, and place of this examination must also be scheduled with the Graduate College. The Graduate College notification occurs when the student submits the Doctoral Announcement of Final Oral Defense form. This form is found on the [UAccess Student Center](#) under the GradPath option. The Graduate College publishes [deadlines for the completion of all degree requirements](#) on their website. It is recommended students plan their defense a minimum of two weeks in advance of the deadline for the desired graduation term to ensure enough time to complete post-defense revisions.

Formal defense of the dissertation research constitutes the final examination. This consists of a public seminar by the student of no more than one hour, followed by an oral examination by the Dissertation Committee. The entire exam must be completed within three hours. It is expected that the student will meet with the Dissertation Director to discuss the content of the public seminar prior to the scheduled presentation. The student may take a printed Approval Page downloaded from the Graduate College website to the final defense or may request the Manager of MS and Doctoral Programs initiate an electronic version via Adobe Sign prior to the defense.

The student needs to be sure that all Dissertation Committee members can attend the final examination. The student also must inform the Environmental Health Sciences Program Director and the Associate Dean for Academic Affairs. The Dissertation Director presides over the examination. The initial seminar portion is open to the public; the remaining examination portion is closed to the public.

### Possible Outcomes:

There are four potential outcomes to the Final Oral Defense that are determined by the Dissertation Committee.

- Pass, no revisions of the dissertation required. This option is rarely awarded in the experience of the Environmental Health Sciences faculty.
- Pass, with revisions that must be approved by the Dissertation Director. This option is used most often in the experience of the Environmental Health Sciences faculty.
- Pass, with revisions that must be approved by all Dissertation Committee members.



- Fail. In this instance, the Dissertation Committee will determine if a request for re-examination will be submitted to the Graduate College. The Graduate College Dean decides whether to approve such a request.

The Dissertation Director is responsible for submitting the results of the defense to the Graduate College. [Faculty instructions](#) for conducting a dissertation defense are provided by the Graduate College.

When revisions are required, the student is responsible for meeting with the Dissertation Director to work out a timeline for completion and review of the revisions.

### **Completion of Doctoral Requirements**

Following the successful completion of the Final Oral Defense Examination and completion of any revisions required by the Dissertation Committee, the candidate presents the final copy of the dissertation to his/her committee for review of the format. The candidate makes any format corrections required by the program and submits an electronic copy to the Graduate College via the [electronic submission site](#) and must meet all Graduate College requirements. Because of instances of self-plagiarization, it is highly recommended that the student embargoes the dissertation for an extended period of time or permanently at the time of submission. Once dissertation papers are published, the embargo may be lifted.

Bound or electronic copies may be requested by the Program Director, Dissertation Director and Dissertation Committee members. Additionally, if the student chooses to embargo the dissertation, the Office of Student Services would appreciate an electronic copy.

The University of Arizona Dean of the Graduate College then certifies that the candidate has fulfilled all requirements for the Doctor of Philosophy and will recommend conferral of the doctoral degree by the Arizona Board of Regents. At that time, the Graduate College will post the degree completion date on the student's transcript and the diploma will be mailed to the student.

## **THE PhD MINOR IN ENVIRONMENTAL HEALTH SCIENCES**

### **Minor Requirements**

The PhD minor in Environmental Health Sciences (for majors outside of the Environmental Health Sciences) is administered by the Environmental Health Sciences program in MEZCOPH. A total of 15 course credits are required, as well as successful completion of written and oral questions during the PhD comprehensive exam and successful defense of the dissertation. See the [MEZCOPH Academic Curriculum Guide](#) found on the College's website for further details of the specific course requirements and schedule.

### **Declaration of Minor**

The student should meet with the Environmental Health Sciences Program Director to discuss the minor. After identifying an Environmental Health Sciences Minor Faculty Advisor and receiving guidance regarding minor coursework defined in the MEZCOPH Academic Curriculum Guide, the student will need to complete the Declaration of the Environmental Health Sciences Minor Form (found on the [MEZCOPH Student Hub](#) or by contacting the Manager of MS and Doctoral Programs to request the form). The form is reviewed and approved by the Environmental Health Sciences faculty through the Program Director. The form must be filed with the MEZCOPH Manager of MS and Doctoral Programs in the Office of Student Affairs (Drachman Hall Room A302). The Minor Faculty Advisor will then also serve as the Chair of the Minor for the student's Graduate Committees (i.e., Comprehensive Exam and Dissertation Committees).

### **Composition of Committee**

The composition of the Environmental Health Sciences Minor committee shall consist of at least one primary faculty member from the Environmental Health Sciences program. Final selection will be approved by the Environmental Health Sciences program faculty. Environmental Health Science Minor Advisor/Committee Members may formulate questions for the written and oral comprehensive examinations.

### **Transfer of Credits**

Graduate credit earned at other approved institutions may be counted toward fulfilling the PhD Minor requirements, if approved by the Minor Faculty Advisor, the Environmental Health Sciences Program Director, and the student's Graduate Committee. Two forms must be completed in addition to the ultimate incorporation on the Plan of Study: The MEZCOPH Course Substitution form is used to evaluate the course for content and appropriateness within the Plan of Study. For approved transfer coursework taken at an accredited institution outside of the University of Arizona, the student must also complete the Graduate College's Transfer Credit form.

## **THE MS DEGREE IN ENVIRONMENTAL HEALTH SCIENCES PROGRAM**

The Master of Science degree in Environmental Health Sciences is designed for individuals who wish to pursue training in applied environmental health science research. Graduates will occupy positions in industry, government, academic, and research institutions in need of program administration, basic analysis in support of compliance monitoring, and investigation of potential hazards in conjunction with senior scientists.

On average, the MS program requires approximately two full years for completion. The first year is usually devoted to core coursework and method acquisition. The second year is focused on specialized coursework and development of the master's thesis research. The Environmental Health Sciences program is customized to address the type of career the student wishes to pursue. The required coursework grounds the student in study design, targeted sample collection, and the principles of epidemiology and biostatistics. The elective coursework and thesis are specific to the desired career focus.

For complete information about the University of Arizona Graduate College policy for MS students please see the [Graduate College website](#).

### **New Student Activities**

All new students are expected to participate in the "Doctoral and MS Student Orientation," scheduled in August prior to the beginning of fall coursework. Topics include research and academic ethics, College and University policies and procedures, and an introduction to college faculty and their research. Orientation provides an opportunity to meet the other students.

### **Competencies**

A set of [competencies](#) specific to the MS Environmental Health Sciences degree have been developed which will allow students and the faculty to determine progress. It is recommended that this list be used by students to help assess training needs and progress.

### **Program Steps and Milestones to Degree**

Typical time to completion: 2 years full-time students, 3-4 years part-time students.

Average time to completion: 2.5 years

#### Program Steps to Completion (Full-time student timeline):

- Attend mandatory new student orientation
- First year is devoted to course work (No grades of "F" are allowed for required courses.)
- Each Spring, complete an Annual Progress Report with Faculty Advisor
- Second semester, identify Thesis Chair
- Second year is devoted to course work and thesis research/development
- If necessary, begin process for Human Subjects approval for thesis
- Third semester, form thesis committee
- Begin research/thesis development
- Fourth semester, successfully defend thesis and finalize revisions

Progress of the Program Steps and Milestones to Degree is assessed at the time of students' annual progress report in conjunction with their Faculty Advisor and Program Faculty. When it is determined that a student is not making timely progress, the student and Faculty Advisor will meet to create a Retention Plan using the MEZCOPH form, "Graduate Student Retention Plan for Failing to Make Satisfactory Academic Progress."

### **Admission to the PhD Program**

Students who were originally admitted to the MS or MS/PhD Environmental Health Sciences Program may apply to the doctoral program by way of an abbreviated process. Successful completion of the MS program, including defending the thesis and submission of the Master's thesis report to the Graduate College, is required for admission to the doctoral program. Applications will be accepted during the student's final semester of the master's degree program.

Such students will not need to re-submit the SOPHAS application. Instead, the MS student will provide a research statement and an updated statement of purpose and objectives. On a case-by-case basis, the program may request additional documents. Likewise, the student is welcome to submit other materials to strengthen their application.

The above materials will be emailed to the Admissions Professional in the Office of Student Affairs. The student's documents will then be forwarded along with the original SOPHAS application, and an unofficial transcript of MS course work completed to date to the Program Director. The Program Director will consult with Environmental Health Sciences faculty to review application materials and reach a decision. The decision will be communicated back to the Admissions Professional who notifies the student of the outcome.

Successful doctoral applicants will work with the Admissions Professional to complete a GradApp for the doctoral program. Per program policy, up to 30 units listed on the student's MS plan of study may be applied to the PhD plan of study, contingent upon applicability, faculty approval, and Graduate College policy.

### **Degree Requirements**

The MS course requirements are determined by the Environmental Health Sciences program. Please see the Academic Curriculum Guide for the year you were admitted to your current program found on [the Hub](#). The overall course of study will be developed by the student, the Faculty Advisor, and the approved Thesis Committee selected by the student and approved by the Environmental Health Sciences Program Director.

### **Master's Plan of Study**

In conjunction with the Faculty Advisor, each student is responsible for developing a Master's Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College in the second to last semester of the program. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate

degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study form is completed on [UAccess Student Center](#), under the GradPath option. The Plan of Study must have the approval of the Faculty Advisor and the Environmental Health Sciences Program Director. As stated under the GradPath description (see the “GradPath” section above), 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.

### **Transfer of Credits**

Per Graduate College [policy](#), transfer of credit toward an advanced degree may be considered if the grade earned was A or B, corresponds to a similar course offered at the University of Arizona, and if it was awarded graduate credit at an approved and accredited university. Seminars, thesis, and independent studies cannot be used for transfer credit. Grades of transfer work will not be used in computing the student's UArizona grade-point average.

In the MS program, no more than 20% of the total coursework (9 credits) required for the master’s degree can be transferred from another, properly accredited institution. A total of 12 credits earned as an undergraduate senior (if not used toward the undergraduate degree) or while in non-degree status at the University of Arizona, may also be applied to the MS degree.

The student must transfer credit during the first semester of the MS program. Transfer of credit must be approved by the Faculty Advisor. The process starts by making an appointment with the Faculty Advisor. The student brings a transcript highlighting the classes to be transferred and a syllabus for each class.

Two forms must be completed in addition to the ultimate incorporation on the Plan of Study: The MEZCOPH Course Substitution form is used to evaluate the course for content and appropriateness within the Plan of Study (see next section for additional details). For approved transfer coursework taken at an accredited institution outside of the University of Arizona, the student must also complete the Graduate College’s Transfer Credit form.

The final decision for transfer of credits for non-University of Arizona courses, whether used as substitutions for a required course or as electives, is made when the formal Plan of Study is submitted to the Graduate College.

### **Course Substitutions**

If a student has already completed a course similar to a program required course, then the student can apply to have the earlier course substituted for the required course. A course substitution can only be approved by the University professor/instructor of the required course. The course professor/instructor will review documentation from the student (i.e., course syllabus) for comparability to the required course and the student’s grade. If approved for substitution, the course professor/instructor signs the Course Substitution Form that the student provides (found on the [MEZCOPH Student Hub](#)). The Faculty Advisor, in consultation with the Advisory Committee, must concur, and sign on the appropriate line. The student then

submits the form to the Manager of MS and Doctoral Programs. The substituted course fulfills the content requirement, but the student must take another course of equivalent credit-hours toward the degree requirement, unless the course is approved for transfer credits.

### **Independent Study Registration Policy**

A student who wishes to enroll in independent study (EHS 599/699) must complete the Independent Study Registration form found on the [MEZCOPH Student Hub](#) before being registered for the units. The form serves to establish the scope and focus of the independent, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form and received approval from the faculty member serving as Instructor (person responsible for overseeing the student's work and assigning credit) and Faculty Advisor, the student submits the signed document to the Manager of MS and Doctoral Programs who registers the student for the units.

### **Research and Thesis Registration Policy**

A student who wishes to enroll in research units (EHS 900) or thesis units (EHS 910) must complete the 900-Level Course Registration form found on the [MEZCOPH Student Hub](#) before being registered for the units. The form serves to establish the scope and focus of the work to be completed that term, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form and received approval from the faculty member serving as Research Instructor or Thesis chair (person responsible for overseeing the student's work and assigning credit), the student submits the signed document to the Manager of MS and Doctoral Programs who registers the student for the units.

### **MS Thesis Committee**

(See the "[Composition of the Graduate Committees for EHS Students](#)" section above.)

### **Thesis**

A thesis is required for the MS degree. Prior to initiating the research for the thesis, the student must submit a one page written "prospectus" to his or her Thesis Committee outlining the approach to be taken, the methodology to be used, additional expertise that the student must develop to execute the project, the expected results and the source of project funding. The student then meets with the Thesis Committee to discuss the prospectus and to formulate any additional plans the committee deems appropriate.

Thesis: The thesis is undertaken after the first year of coursework. The student selects a mentor, writes a one-page document describing the proposed research, and identifies a three-person Thesis Committee. The committee meets with the student and examines the plan of study, making recommendations regarding course work and discusses the one-page proposal with the student. The committee meeting occurs near the end of the second semester in the program. The scope of the hypothesis driven proposed research will be narrower than that for a PhD dissertation (see the "Dissertation Expectations" section above for further distinction). In

the final semester, the student must circulate a written draft of the thesis: first it must be approved by the major advisor. When the Thesis Chair considers the thesis sufficiently complete, the student submits a draft copy to the Thesis Committee at least one month prior to the proposed defense date. The student makes all required changes with repeated reviews if required. Once the written draft is approved by the director and the committee, the student presents the thesis in a public forum. A defense of the thesis by the research committee follows the presentation. It is expected that the findings of the thesis project will be publishable in a peer-reviewed journal in the student's area of research.

If work included in the thesis involves human subjects, even if it involves secondary data analysis, the student must have IRB or college approval/exemption before starting this work. It is the responsibility of the student in consultation with the Thesis Chair to obtain the approvals and conform to ethical research standards. See the [“Human Subjects Approval for Dissertation/Thesis Projects”](#) section above for more information on the Human Subjects approval process. Preparation of the written thesis follows the Graduate College [guidelines](#).

Past theses may be accessed for review using the [UA Thesis & Dissertation Repository](#).

### **Oral Defense of Thesis Research**

The MS student is required to complete a formal defense of the thesis research in a public seminar, followed by an oral examination by the candidate's committee. Following the presentation, the examination can be no more than one-hour duration. The Graduate College publishes [deadlines for the completion of all degree requirements](#) on their website. It is recommended students plan their defense a minimum of two weeks in advance of the deadline for the desired graduation term to ensure enough time to complete post-defense revisions.

No later than 15 business days before the defense, the student needs to contact the Manager of MS and Doctoral Programs to schedule the defense in a MEZCOPH classroom and to publicize the open portion of the defense. The student may take a printed Approval Page downloaded from the Graduate College website to the final defense or may request the Manager of MS and Doctoral Programs initiate an electronic version via Adobe Sign prior to the defense.

[Faculty instructions](#) for conducting a dissertation defense are provided by the Graduate College.

### **Time Limitation**

Per Graduate College [policy](#), all requirements for the master's degree must be completed within six years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions or credits taken under non-degree seeking/certificate status.

### **Completion of Master's Requirements**

After addressing comments on the thesis from the Thesis Committee and obtaining final approval for the written thesis, the student prepares the final copies of the thesis. The student makes any format corrections required by the program and submits an electronic copy to the

Graduate College via the [electronic submission site](#) and must meet all Graduate College requirements.

Bound or electronic copies may be requested by the Program Director, Dissertation Director and Dissertation Committee members. Additionally, if the student chooses to embargo the dissertation, the Office of Student Services would appreciate an electronic copy.

Per Graduate College policy, after all requirements are met by the student, the student should notify the Manager of MS and Doctoral Programs via email (copying the Thesis Chair and Faculty Advisor). The Manager of MS and Doctoral Programs will notify the Graduate College that all final requirements have been met. The student should note that the Graduate College needs to be notified of this milestone before the student is considered for degree conferral.

Be aware that for each semester there are official [Graduate College deadlines](#) related to completing the MS degree requirements and eligibility for that same semester graduation.

The University of Arizona Dean of the Graduate College then certifies that the student has fulfilled all requirements for the degree and will recommend conferral of the Master of Science degree by the Arizona Board of Regents. At that time, the Graduate College will post the degree completion date on the student's transcript and the diploma will be mailed to the student.