ONLINE MASTER OF PUBLIC HEALTH
Student Handbook

Fall 2021 – Summer 2022

TABLE OF CONTENTS

INTRODUCTION

The University of Arizona's Mel and Enid Zuckerman College of Public Health (MEZCOPH) was established in January 2000 and accredited by the Council on Education for Public Health in 2003. Under its administrative roof are academic programs that lead to six degrees:

- Bachelor of Science (BS): emphasis areas in public health practice, health promotion, global health, and health systems theory and practice
- Bachelor of Arts (BA) in Wellness and Health Promotion Practice: emphasis areas in health and wellness, aging and population health, and health education
- Master of Public Health (MPH): concentration areas in Biostatistics, Environmental and Occupational Health, Epidemiology, Family and Child Health, Health Behavior Health Promotion, Health Services Administration, One Health, Public Health Policy and Management, and Public Health Practice
- Master of Science (MS): Biostatistics, Environmental Health Sciences, and Epidemiology
- Doctor of Philosophy (PhD): Biostatistics, Environmental Health Sciences, Epidemiology, Health Behavior Health Promotion; and
- Doctor of Public Health (DrPH): concentration areas in Maternal and Child Health and Public Health Policy and Management.

Comprehensive information about all of the College's Tucson, Phoenix and online academic degree programs and certificates can be found in the College of Public Health Academic Curriculum Guide.

Our graduates have established careers locally, nationally, and internationally. Of note, they include the 17th Surgeon General of the United States, Dr. Richard Carmona, as well as a state public health veterinarian, an assistant commissioner of the Chicago Department of Health, a program manager for an intertribal council, a Fellow in the Centers for Disease Control, a research director for violence-prevention program, and a health educator for a local AIDS program, to name just a very few. We are proud of the contribution we are making to build and maintain a competent public health workforce!

MEZCOPH MISSION STATEMENT

MEZCOPH is dedicated to promoting the health of 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 graduate students about MEZCOPH resources and operations, student organizations, events, and financial assistance. University and Graduate College rules are reiterated when appropriate. The information in this section is applicable to all students in MEZCOPH's graduate programs. 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. **Much effort goes into communicating changes to students but it is the student's responsibility to be aware of these policies and to adhere to them.** Additionally, it is intended that faculty refer to this handbook when mentoring and advising students. This handbook works to promote expectations that are shared by students, faculty, and staff.

The staff members of the MEZCOPH Office of Student Services and Alumni Affairs look forward to helping students work toward their degrees. Although the Office of Student Services and Alumni Affairs is here to support student progression through our degree programs**, keep in mind that completion of all degree requirements and paperwork is ultimately the responsibility of the student seeking the degree.**

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

COMMUNICATING WITH ONLINE STUDENTS

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

UA NetID: Your UA NetID is your personal identifier for a number of online services at the University of Arizona. Some of the systems requiring a NetID include:
- CatMail (University E-mail)
- UAccess
- D2L Online Classroom
- Centralized Student Center – College of Public Health, The Hub.

Click https://netid.arizona.edu/newid.php to create your UA NetID.
*Note: Your UA NetID is **not** your student ID number. Your UA NetID is considered your UA username.*

Email Set-Up
As a student, you will be granted a university email account. The University will use this as your primary email. In order to confirm your Catmail email address, your NetID will need to be setup. (example: **netid**@email.arizona.edu). To go directly to your mail: http://catmail.arizona.edu/.

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

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

General announcements for all students related to academic business, e.g., speakers of interest, conferences, seminars, new courses, etc., should be sent to the Assistant Dean for

Student and Alumni Affairs for distribution. Graduate Coordinators also make every effort to reduce e-mail redundancy by compiling and sending out digest e-mails over the listservs. Expect to receive weekly communication from the Online MPH Program Coordinator <u>every Friday</u>.

UAccess Portal
UAccess is a password-protected system that allows students to access personal and academic information and transact university business via the web. A UA NetID and password are required for login. *Note: Your student ID number is your SID. This can be found on your University of Arizona acceptance letter and UAccess student center.*

Students are highly encouraged to log into UAccess before the start of the term to confirm plan of study (p. 25) progress, verify course enrollment, and review tuition.

This system has dozens of useful features, some of which are listed below:
- Academic
  - Under this section, you may view your academic records for past and current semesters, including class schedule, grades, transfer course evaluations, class standing, and book lists. This section also allows you to view your math and second language placement status.
- Registration
  - 'Notices and Holds' including advising or financial blocks that might block registration access, can be found here.
- Personal Information
  - This section allows you to update your personal contact information, which is critical in order to ensure that university mail and phone calls are received. You are also able to place restrictions on what personal information can be released to the public. Some student data is considered to be directory information and can be shared with any outside party unless access is restricted via UAccess Student.

As of Summer 2020, the UAccess Student Modernization project is live. The platform updates include easier navigation, increased accessibility, and optimization for mobile devices and tablets. More information and how-to videos can be found on the <u>UAccess Student Modernization webpage</u>.

College of Public Health Social Media Guidelines
The College of Public Health strives to support a vibrant, respectful conversation and asks that all users of the College's social media platforms treat each other with respect and abide by the rules and responsibilities of each social media platform. **MEZCOPH reserves the right to block or unsubscribe abusive users, and remove comments that:**
- Are hateful, threatening, malicious or discriminatory
- Are libelous
- Harass, bully, or intimidate any user
- Engage in commercial activities not approved by the appropriate authority
- Contain profanity, nudity, or graphic or gratuitous violence
- Condone or encourage illegal activity

- May be considered spam or are irrelevant to the primary contents of the page
- Are repetitive (multiple identical or substantially similar posts by the same user)
- Cannot be translated into English using free online translation software
- Could compromise the safety of a member of the public or the individual who created the comment, post or discussion
- Reveal information in conflict with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable laws or regulations

Student Intranet (Hub)

A student intranet, the Student Hub, on the College's website, has been developed to assist students in locating information that is relevant to their role in the college. It is important, therefore, to check this site frequently for information regarding events, college developments, and student news. The Hub serves as an electronic student community and presenting diverse information, such as student calendars, forms, deadlines, policies and processes. A UA 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, internship postings, and fellowship announcements are posted on the MEZCOPH Student Hub.

STUDENT SERVICES and RESOURCES

Office of Student Services and Alumni Affairs

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

Career Advising

An integrated approach to career advising continues to provide appropriate career exploration services and support related to finding a public health career position. These services utilize the expertise of the University of Arizona Student Engagement and Career Development Office, professionals within the MEZCOPH Office of Student Services and Alumni Affairs, and public health faculty and practitioners. 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.

Various events and services occur on an ongoing basis. Most recently, these events have included résumé writing workshops at both the undergraduate and graduate levels, and the establishment of an Alumni Panel each semester that introduces students to alumni working in various areas of public health. The Office of Student Services and Alumni 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 Services and Alumni Affairs.

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

In the Online MPH program, depending on the issue, students should reach out to the course instructor, Online MPH Program Coordinator, or the Director of Online Education. These staff can then engage the Assistant Dean for Student and Alumni Affairs or other administrators at the College as needed.

Students who are experiencing difficulties of a sensitive or confidential nature may also make an appointment with the Assistant Dean of Student and Alumni Affairs who can provide assistance and guidance or will work with the student to find additional resources to solve the problem.

Students may also speak with the Graduate College. Please review the Graduate College's Summary of Grievances webpage for more information.

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

When the design of the academic and campus experiences present barriers, accommodations may be necessary. At the DRC, students will find information on accommodations and other

important campus resources to increase access on campus and enhance the overall UA experience. Disabilities appear in many forms (visible or invisible) and each pre-qualified student can discuss accommodations with an assigned Disability Access Coordinator. Accommodations are available to any pre-qualified student (undergraduate or graduate including masters and doctorate). Accommodations may involve flexibility with test taking times, test locations, note taking, or course substitutions. For more information, contact the DRC or visit their website. Please visit the DRC's website for more information on connecting with resources: https://drc.arizona.edu/students/connect-drc.

Library Access
The Library web-site is: http://ahsl.arizona.edu/. There is one librarian who serve as direct liaisons to the MEZCOPH:
Jean McClelland
520-626-7508
E-mail: jmcc@email.arizona.edu

24/7 Helpdesk Support
Students can contact the Helpdesk via 855-424-0280, Option 1, or through http://arizona.echelp.org/. Helpdesk Support contact information is also found under the "Support" tab in D2L. The Support Portal provides students access to chat with a representative and submit a web form/email 24/27, 365 days a year.

Veteran Programs
The Veteran Services Office at UA works in partnership with the Veteran's Administration to assist veterans and dependents eligible to participate in the Montgomery GI Bill.
Below is the contact for the Main Campus:

    Veterans Services
    Student Union Memorial Center, Room 404
    Phone: 520-621-9501
    Email: REG-veterans@email.arizona.edu
    Fax: 520-621-3665

Arizona Online Resources
In addition to the resources already listed, Arizona Online, in partnership with MEZCOPH and other University of Arizona departments, have a variety of online student support services. All services are available via the D2L Launch Pad for Arizona Online Students. Upon complete acceptance of the Online MPH admissions, you will be added to the D2L Launch Pad, such resources include:
- Library: https://new.library.arizona.edu/online
- SOS – Support. Outreach. Success.: https://sos.arizona.edu/
- Think Tank Online: https://thinktank.arizona.edu/online-services
- Counseling & Psych Services: https://health.arizona.edu/counseling-psych-services

Helpful Student Resources

In addition to the information presented in the *New Student Guide,* distributed at New Student Orientation, the College has developed a list of Helpful Student Resources to assist students in navigating their life and time here at the University. Both the New Student Guide and the Helpful Student Resources are found on the Student Hub.

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, with the exception of the Promotion & Tenure Committee and the admissions committees. Students are encouraged to complete the university-administered Teacher and Course Evaluations, where students are encouraged to fully access all aspects of a course. 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 as a way to build their own leadership and collaborative skills. Students are invited to complete a Committee Membership Interest Form, on it indicating the committee(s) that they may wish to join. All attempts are made to accommodate as many committee membership requests from interested students as are received. If interested in joining a committee, please email the Online MPH coordinator for more information.

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

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.

TUITION & FINANCIAL AID

Tuition

Tuition is typically due by the close of business on the first day of class. Student's UAccess Bursar's account tab will provide an exact date for the corresponding semester. UA offers a Tuition Payment Plans are available for the Fall and Spring semesters only. Students can spread their tuition payments over 3 installments. There is a $75.00 per semester non-refundable enrollment fee for tuition payment plans. (A $125 per semester non-refundable enrollment fee will be assessed to students if they are automatically enrolled in the Tuition Payment Plan for unpaid tuition.) The Tuition Payment Plan includes tuition, program fees/tuition differentials, course fees and mandatory fees. All other charges are payable within the standard Payment Policies.

Tuition listed for the online MPH as of Fall 2021 is $950/credit. In addition, students will be assessed an AFAT fee that will be added to online students' accounts. If enrolled in 6 or less units the fee is $24/semester, and a when enrolled in 7 or more units the fee is $50/semester.

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 onlinefinancialaid@email.arizona.edu.

Qualified Tuition Reduction Benefit

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.

Financial Aid FAQs

Financial Aid Eligibility: Please ensure you review the Satisfactory Academic Progress Policy, which is monitored at the Graduate level. To maintain Financial Aid eligibility, student must:
➔ Admitted as degree seeking graduate student at the University of Arizona
➔ U.S. Citizen or Permanent Resident

➔ The minimum number of units required to receive aid is 5 units for EACH TERM that aid will be disbursed (fall, spring, and summer).
➔ Maintain satisfactory academic standing (3.0+ GPA)

1. **I get tuition benefits from my employer, but it doesn't cover all of my tuition charges. Can I apply for financial aid to cover the rest?**
   Yes, but it must be coordinated with federal financial aid.

2. **How can I check the status of my financial aid?**
   To verify a Federal Direct Loan was offered and ready to be accepted, check UAccess under Student Services Center and then click "View Financial Aid" for the current school year award.

3. **Do I have to re-apply for financial aid at any point?**
   The FAFSA must be completed *each year*. For Fall 2015, Spring 2016 and Summer 2016, the 2015-16 FAFSA is required.

4. **I have been in repayment on previously borrowed student loans. Can I go into deferment?**
   Yes. The Registrar's Office can verify enrollment.

5. **Since this is a modular program (two sessions with one drop deadline per session), how is financial aid disbursed?**
   Financial aid is disbursed once at the beginning of the regular fall semester and again at the beginning of the regular spring semester. There will be no extra disbursements for modular programs. Students who drop courses from one or both modules may have to pay back some or all of their disbursed aid depending on when they drop.
   For up-to-date Financial Aid information, visit the Office of Scholarships and Financial Aid site.

6. **Are Online MPH Student eligible for College of Public Health Scholarships?**
   No. At this time, Online MPH student are not eligible recipients of MEZCOPH Scholarships or other College-managed funding.

Payment Options

Use UAccess for payment information and to select the right option to pay for your term bill.

By Internet:
Log on to UAccess
The University of Arizona accepts American Express, MasterCard, and Visa credit or debit card payments through UAccess. Effective May 5, 2014, credit and debit cards will be processed by a

third-party vendor, Nelnet. When a credit or debit card payment is made, Nelnet will charge a 2.5% service fee, in addition to the University of Arizona payment amount.

- Click on Go to Quickpay
- Choose Pay by Check - CheckPay accepts personal checking or savings accounts only.
- Payment is available on UAccess 7 days a week

By Mail:
- Make your check payable to: The University of Arizona. Write your 8-digit student identification number on the front of the check, and mail it to the Student Payment Address or Overnight Address.
- IMPORTANT: Be sure to use the correct address for mailing payments. Delays in posting your payment may result!

Do not make a credit/debit card payment for any balance you anticipate will be paid with financial aid, scholarships, waivers, stipends, or other awards.

Please ensure you review the Payment Deadlines for important dates.

SECTION II:
MPH Program Specific Information and Policies

New Student Activities

The *Online MPH New Student Orientation* course will introduce you to D2L, the University of Arizona's course management system. The orientation will help you to successfully navigate your courses, access important course documents and instructional content, participate in discussions with your peers, and complete your learning activities and assignments. It will also familiarize you with resources that will be available to you throughout the program.

Students will be added to the student orientation by a generated email from D2L. Please login to D2L and complete the **mandatory** New Student Orientation prior to classes starting. Dates and deadlines for completing all orientation items are listed on the New Student Orientation D2L course page.

Registration

Students enroll themselves into the courses per the student's plan of study, except for internship units. Students enroll themselves each semester in both the first and second session courses (term A and term B) unless there is an approved change in their plan of study. Course enrollment will not process if there are holds on a student's UAccess account. All holds must be cleared before the open enrollment date, in order to be registered for courses.

Overview of MPH Courses

The Online MPH program is on a "carousel" model with courses taken in a specifuc order depending on a student's start term (i.e. fall, spring, summer). **If you step off the carousel, you will need to wait until that course comes back around in order to complete the course.** Online MPH courses are only offered once a year. If students stay on the specified carousel, the program can be completed in 6 semesters or 2 years.

Coursework consists of 18 units of core coursework, 18 units of concentration coursework, a 5-unit internship, a 1-unit integrated learning experience, and additional degree requirements that include the internship workshop and interprofessional education activities.
Five of the six core courses are to be completed prior to beginning concentration-specific course work or internship units.

Concentration-Specific Course Sequencing Policies

Students are advised to follow the course sequencing noted within the plan of study. In cases where plans of study need reconfiguration, the following policies are to be followed.

Applied Epidemiology:
- EPID 573A and BIOS 576A are pre-requisites for EPID 573B, EPID 573D, and BIOS 576B.
- EPID 573B and EPID 573D are best taken during the same semester.

Health Behavior Health Promotion:
- HPS 532P and HPS 532E are best taken during the same semester.

If a student wishes to complete a degree requirement different thanspecified in current Online MPH policies, discussion with with the Online MPH Program Coordinator is required to gather information and to clarify implications for regarding student expectations and degree completion/timeline.

Online Student Advising

The College of Public Health has adopted a centralized model for advising MPH students. Students will receive advising regarding their plan of study, course sequencing of core and concentration courses, and general programmatic policies and procedures from the Online MPH Program Coordinator. The Online MPH Internship Advisors assist students with n conceptualizing their internship project, provide guidance and approvals of internship plans and forms, and will assess the quality of the completed internship deliverables. . Please see the MPH Internship section of the handbook for more information. The Director of Online Education is part of the Online MPH team and is part of the online admissions team, approves plans of study, works with online faculty and staff, supports students experiencing academic challenges and is a resource for any online student.

THE MPH INTERNSHIP

Purpose of the Internship

The internship is the culminating experience in MEZOCPH's MPH Program. The internship requires the MPH student to synthesize, integrate and apply knowledge acquired in coursework to a project in a professional practice setting. Faculty members use the internship to determine whether the student has mastered the body of public health knowledge and can demonstrate proficiency in the skills the program has determined to be necessary. Furthermore, the internship provides an opportunity for the student to obtain additional applied experience working in the public health field and further clarify career goals.

The MPH Internship is also known as the *Applied Practice Experience*. You may hear the internship referred to as both, do note that it is in reference to the same component of the Online MPH Curriculum.

Early internship planning will increase confidence as students move towards this culminating experience in the program It's important to maintain frequent contact with the Internship Advisor when drafting the internship plan and working with a preceptor to clarify deliverables.

Internship Opportunities

Current opportunities are posted on the D2L Internship Prep course, MEZCOPH Student Hub and sent to publichealthinternships@list.arizona.edu. Students must request to be added to this listserv. Please email the Online MPH Program Coordinator, Samantha Pierce, to receive internship opportunities information.

Mandatory Online MPH Internship Prep Course

The *Online MPH Internship Prep Course* is posted on **D2L**. The internship prep course provides support and resources in preparation for the MPH internship. This internship prep course is not for course credit, but must be completed **prior** to submitting the internship plan or beginning any work that will be applied towards internship requirements or completion. Students who are not enrolled in internship units or actively making progress within their internship will be added to the D2L online MPH internship prep course.

MPH Internship Process

It is recommended that the MPH internship be completed during the final three semesters (second year) of the program. Students will have access to the internship course on D2L once their internship plan has been approved by the Online MPH Internship Advisor and the student has been added to their concentration's corresponding internship units. The D2L internship prep course will provide more details regarding internship documentation, dates and deadlines, and processes for each internship semester.

- **EPID/HPS/PHP 909 – Section 201**: The first of three required internship courses for the online MPH program. This course requires 75 hours of field During this semester, students are typically enrolled in **two units** of internship.

- **EPID or HPS or PHP 909 – Section 204**: The second of three required internship courses for the online MPH program. This course requires 75 hours of field. During this semester, students are typically enrolled in **two units** of internship.
- **EPID or HPS or PHP 909 – Section 205**: The third of three required internship courses for the online MPH program. This course requires 75 hours of field placement.   During this semester, students are typically enrolled in **one unit** of internship.

The number of enrolled units a student takes does not necessarily correlate to hours completed each semester. It is recommended that students complete 75 hours per semester, over three consecutive semesters. As long as there is continuous and significant progress towards the student's internship completion, the exact distribution of the 225 required hours can vary. If the student wants to configures their internship differently than described above, then there must be consultation with the Online Graduate Coordinator and Online Internship Advisor.

Individual concentration areas have specific requirements related to the final internship report and these requirements are found within the **D2L Internship Prep Course** and **D2L Internship Courses**. The Hub also provides planning tools and a list of past internships completed by online MPH students.

POLICIES AND PROCEDURES

Academic Integrity Code

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

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

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

Student Code of Conduct

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

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 and included in orientation packets.

Course Substitutions | Transfer Credits

Per Graduate College policy, transfer of credits toward an advanced degree may be considered if the grade earned was A or B, and if it was awarded, graduate credit at an approved and accredited university. Credit for correspondence courses or extension work from other institutions will not be accepted for graduate credit. Grades of transfer work will not be used in computing the student's grade-point average.

In the MPH program, no more than 20% if the minimum number of units required for the degree can be transferred from other accredited institution (up to 9 credits for the MPH degree).

If a student has already completed a course similar to a program required course, then the student can apply to have the course substituted for the required course. **A course substitution can only be approved by the University professor/instructor of the required course**.

All students interested in substituting a course or applying a transfer credit towards the online MPH degree, must communicate with the Online MPH Program Coordinator regarding transfer credit documentation, plan of study updates, and the official UA approval.

The student must transfer credits during the **first semester of the MPH program**.
Two (2) forms must be completed for complete transfer credit approval:

1. The Course Substitution/Transfer Credit form must be completed and submitted to the Online MPH Coordinator. In addition, students must submit the course syllabi of the petitioned course. The form and syllabi will be forwarded to department faculty and used to evaluate the course for content and appropriateness, related to UA College of Public Health Curriculum.
    a. Courses petitioned for transfer credit are not guaranteed approval.

2. A. If the course substitution/transfer credit is **approved** by the college, the student must also complete the Graduate College's Transfer Credit form via GradPath (see p. 24) forms in UAccess,. The purpose of the Graduate College evaluation is to verify that the requested transfer credit is from an approved and accredited institution. More

information on submitting the Graduate College Transfer Credit form can be found here: https://grad.arizona.edu/gsas/degree-requirements/masters-degrees#transfer-credit

2. B. If the transfer credit is **not approved** by the college, the student must update their plan of study to reflect that all courses not approved for transfer will be taken during the corresponding semester it is offered.

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

Concentration Change Policy
Students may change their concentration post-admission after completing all core courses, or while completing the final 2 core courses (students within the third semester of the program) of the online MPH degree.

MPH students may apply to change concentrations by completing the Request for Change in Concentration form. In addition, to the complete form, students will be required to submit a statement of purpose reflecting the interest in the new concentration.

Concentration faculty will consider the student's request to switch and suitability for the concentration in the same manner that new applicants are chosen for admission. Admission to the concentration is only considered if space permits and program prerequisites for admission have been met.

Add/Drop Procedure
Students in the Online MPH program who wish to add or withdraw from courses must communicate with the Online MPH Program Coordinator to remove the course for the semester's course schedule.

All students who request to withdraw from a course will be required to update their plan of study. Updates should be made on the GradPath Plan of Study, and the MEZCOPH, Online MPH Plan of Study document
- The Online MPH Program Coordinator will be able to drop a course from the student's course schedule, if the student places the request, **prior** to the last day for coordinators to administratively drop courses.
- For students who request to drop the course **after** the last day that coordinators are able to administratively drop courses, must complete the Change of Schedule form.

1. Complete the Change of Schedule form in its entirety
2. Email completed form to the course instructor for their signature
3. Email completed form with instructor's signature to the Registrar's Office
   a. Email: REG-reghelp@email.arizona.edu

b. Be sure to copy the Online MPH Coordinator in the email

Students will receive 100% refund of tuition for all classes taken in a given semester, if they complete the drop request prior to the last day for a refund. Please refer to the **Important Term Dates** for more information. Courses dropped after the deadline are not eligible for refunds.

Students are expected to monitor email for confirmation of changes to the schedule. If no email confirmation is received, the student must follow up with the Online MPH Program Coordinator.

Dates and Deadlines
Online MPH Courses are 7 weeks, the Online MPH Program follows the Office of the Registrar's calendar for 7-week courses.

To access this information
1. Visit the Office of the Registrar's Dates and Deadlines website.
2. Select the term you wish to view specific date/deadline information. Remember to verify the information is correct for the semester (fall, spring, summer), the session (fall A vs. fall B // fall 1 vs. fall 2), and the duration (7- or 8-weeks, depending on the semester).

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 (i.e. internship workshop, annual progress report)
- Complete required courses satisfactorily – no grades of D or E (Fail)

Continuous Enrollment

According to Graduate College Policy, graduate students must be continuously enrolled each fall and spring semesters in a minimum of 1 graduate units from original matriculation date until all degree requirements are met.

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

If a student has completed all course requirements and is only finishing the internship, she/he must be enrolled in at least 1 unit of 909, Master's Report, during their final semester(s) in the program. Students need to be aware that this decision has implications for financial assistance, loan repayment, and/or visa status since enrolling in just 1 unit means that the student is not full-time. It is the responsibility of the student to verify this with the Office of Financial Aid and Scholarships before requesting/finalizing enrollment with the online MPH Coordinator.

Minimum GPA

In accordance with Graduate College standards, all degree program students must take at least 3 credits or more per semester and maintain a B (3.00) grade point average (GPA). Failure to maintain a B average 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, he or she should contact the Online MPH Program Coordinator and/or the Director of Online Education to address next steps and update the student's plan of study.

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 the second term's course to offset the C grade to remain at a 3.0 GPA. Additionally, all courses required for the online MPH 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 count towards 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 or higher to graduate. Students who fail required coursework are at risk for dismissal from the program.

If a grade of F is received in any internship course (EPID/HPS/PHP 909 units), the student will automatically be placed on a retention plan. Retention plans will consist of completing all corresponding documentation, meeting with the Director of Online Education/Faculty mentor, and meeting all components noted within the retention plan.

Program Steps and Milestones to Completion

Progress towards milestones to degree completion is assessed annually. When it is determined that a student is not making timely progress, the student and Director of Online Education will meet to create a Remediation Plan using the MEZCOPH form, *Graduate Student Retention Plan for Failing to Meet Satisfactory Academic Progress.*

Continued Program Progress and Annual Progress Report

Of major importance to program faculty and 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 during the third semester of the online MPH program. The online MPH Coordinator will notify students of the process and deadlines related to the Annual Progress Report. In a timely manner, students are responsible for completing the report and saving a copy for their records. Students are asked to attach a resume and a copy of the current plan of study (either draft or final version) when submitting the annual progress report. If needed, students are encouraged to schedule an appointment with the Program Director to review program progress and concerns.

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 the Online MPH Director. These students are at risk for potential penalties from the program.

When academic progress issues are identified, the program staff, in consultation with the student, will provide the student with a retention plan. A copy of the Annual Progress Report with online MPH staff recommendations will be kept within the student's files. 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 online MPH staff.

Failure to Meet Satisfactory Academic Progress – Retention Planning
Student who are identified as not making satisfactory academic progress through the Student Annual Progress Report process is due to: failing a required course, being placed on academic probation, or not meeting other guidelines as specified by the program handbook. The student will be notified in writing by either the Online MPH Program Coordinator or Director of Online Education. The student is then required to schedule a time to discuss with the Director of Online Education and complete the MEZCOPH *Graduate Student Retention Plan for Failing to Meet Satisfactory Academic Progress* form found on the Hub.

When a student has been identified as not making progress, the student will be notified in writing via the student's official UA email account, using the college's Graduate Student Retention Plan form. The Online MPH Program Coordinator should be copied on that communication. According to Graduate College guidelines, students must be given an opportunity to appeal or rebut items of unsatisfactory progress. The Graduate Student Retention Plan form will outline the means by which the student is not meeting satisfactory academic progress, provide the student with the opportunity to explain the situation, and allow the student and the Director of Online Programs , time to determine an agreed upon retention plan and timeline of completion. Signatures of agreement from the student, online MPH 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. The Graduate College then decides whether or not to dismiss the student.

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

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

Lapse in Enrollment
Students who have an interruption in their enrollment of one semester or more in the program and have not been approved for a Leave of Absence (LOA), will be required to apply for readmission upon resumption of coursework.

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 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 the Online MPH program must submit the following items via the College of Public Health's Reapplication form:
- Statement of Purpose outlining why you left the program, why you wish to return, how the degree will enhance your career plans and a proposed timeline for completion.
- Updated CV/Resume
- Transcripts from any schools attended since leaving the UA
- Letters of Recommendation – suggested for students who have been away for multiple years.

The readmission materials will be sent to and reviewed by the Online Programs Director. Readmission is not guaranteed.

If recommended for admissions, you will need to complete the UA Graduate College application. Note that per Graduate College policy, the student may be required to pay retroactive registration fees for all missed semesters.

Leaves of Absence
All Leaves of Absence (LOA) are petitioned via GradPath forms on UAccess. Refer to the Graduate College's Leave of Absence website for more information: https://grad.arizona.edu/policies/enrollment-policies/leave-absence

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

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

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

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 an LOA. 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. An LOA is not a pause in the allowed maximum time to completion.

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the Continuous Enrollment policy requirements. For directions on navigating UAccess and submitting an LOA, visit the Graduate Petition and Graduate Petition User Guides website.

Time Limitation
Per Graduate College Policy, all requirements for the graduate degree must be completed within a 6 year period. This includes coursework transferred from other institutions. "Time to degree" commences with the first course applied to the degree, whether it be transferred in from another institution, taken in Non-Degree Seeking status, or taken after the admission date.

For students enrolled in a master's program during Spring 2020, the time limitation has been extended to 6.5 years. Work more than 6.5 years old is not accepted toward degree requirements. This extension is to accommodate COVID-19 academic disruption and is not related to funding.

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. Students will access all GradPath forms via UAccess. Step-by-step instructions on how to access and navigate GradPath can be found here: https://grad.arizona.edu/gsas/gradpath/faq?audience=35

The student will proceed from the landing page into the GradPath form's "navigation page", where the set of required forms for their degree is listed. For each form the student has three buttons: View Current, Create New and Modify. Some forms have prerequisites, thus the option to create a new form is not available. The student can open and view any form he or she has already created or submitted in GradPath – a saved form that was not submitted can be edited for submission. (The system recognizes which steps a student completed on paper, but those forms are not visible in GradPath.)

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.

Plan of Study

In the first semester of the program, each student is responsible for submitting a Master's/Specialist Plan of Study.

The plan of study identifies:

      1) Courses the student intends to transfer from other institutions.

      2) Courses already completed at the University of Arizona that apply toward the MPH degree.

      3) Additional/future courses the student intends to complete to fulfill degree requirements.

The plan of study form is completed in GradPath, which can be accessed via the student's UAccess. The plan of study requires electronic approval from the College and the Graduate College. One half of the required units must be courses in which regular grades (A, B, C) have been earned. For more information about the Master's Plan of Study, please refer to the Graduate College's Grad Path FAQ Page.

Navigating GradPath to Submit a Leave of Absence Form

1. On the main page of the *Student Center* in UAccess, click the dropdown menu in the *Academics* section and select *GradPath Forms*.
2. Click on the Leave of Absence request.
3. Select the appropriate faculty mentor as the major advisor. Then select "Leave of Absence" and click on the magnifying glass to select the semester(s) for the requested LOA(s)
4. Once the LOA is submitted, the major advisor will be notified of the petition. Future status of the LOA will be kept within the student's file.
5. The student is responsible for verifying UAccess' LOA confirmation and updating status changes.
6. If the student wishes to take an LOA for longer than a year, the student must submit an additional petition to the Graduate College. Additional LOA approvals are not guaranteed.

Graduate College Petitions

Students may petition the Graduate College if they experience extenuating circumstances which impedes their ability to comply with any University or Graduate College policies and procedures. The petition is can be accessed via GradPath and should explain all relevant facts. Such petitions must be accompanied by supporting documents (e.g., medical justification) and a letter of support from the Internship Advisor and/or Online Programs Director. Petitions concerning a course must have the instructor's signature as well. Please visit the Graduate Petition and Graduate Petition User Guides website for more information.

Exceptions to Policy and Grievance Processes

There are different policies that govern your time with us. When a student experiences an unusual situation, typically outside of their own control, and 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 the online MPH student support staff. For example:

- Program-pSpecific policies should be addressed initially with the Online MPH Program Coordinator and will be approved by the Director of Online Education.
- MEZCOPH-specific policies have a structured process and form that must be completed. Please contact the Online MPH Program Coordinator for more information regarding the process and form.
- Grade Appeals
- Graduate College policies.
- Issues related to the Registrar's Office or the Bursar's Office should be directed and addressed to that specific department.

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. The online MPH coordinator is available to help you identify the most appropriate process for your particular situation.

Complete Withdrawal from the University

A complete withdrawal from the University is defined as leaving the University by dropping all classes after having paid registration fees. Complete withdrawals cannot be initiated after the last day of classes of the semester and must be completed before the beginning of the final examination period. Students should be aware that withdrawal from all courses might adversely affect their financial aid. For this reason, students are urged to consult with their financial advisors prior to submitting the withdrawal request

Degree Completion Information

Per Graduate College policy, after all required documents have been submitted to the Online MPH Program Coordinator, and all coursework listed on the Master's Plan of Study has been completed, the Director of Online Education 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 MPH degree requirements and eligibility for that same semester graduation. Visit the Graduate College website to find Important Degree Dates and Deadlines. 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 Public Health 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. Detailed information regarding deadlines and specific documents to be submitted are sent from the MPH Coordinators.

MEZCOPH Exit Survey

The *MEZCOPH Graduating Student Exit Survey* provides a mechanism for obtaining anonymous, continuous student feedback which is used by MEZCOPH to refine and adjust its operations. The perceptions of our graduating students provide valuable feedback to MEZCOPH faculty and administration.

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. Student answers are one-way encrypted, meaning that, while the computer will recognize that a student has responded, the responses will no longer be linked to the student's email address. The Exit Survey will be available to students in the weeks leading up to graduation.

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.

Graduate Information Sheet
As part of the degree completion process, students are required to complete a Graduate Information survey, which provides the College with the student's forwarding address and future plans, if known. This survey link will be distributed via email by the online MPH coordinator.

CHANGES TO THE MPH PROGRAM EFFECTIVE FALL 2018
The Council on Education for Public Health (CEPH) recently initiated changes in accreditation criteria for MPH programs in all accredited schools and programs resulting in mandatory curriculum changes. MPH students joining the program in fall 2018 will be affected by the required curriculum changes. While specific information about these changes will be communicated to students as they are developed and finalized, the basic CEPH changes include requirements for students to complete an Applied Practice Experience, Integrated Learning Experience and Interprofessional Education Opportunity.

MPH Internship - Applied Practice Experience (APE)

Since the inception of the MEZCOPH MPH program, students have been required to complete a community-based internship, which is considered an applied practice experience. However, new CEPH accreditation criteria broadened the manner in which this requirement could be satisfied. In addition to an internship, opportunities for demonstration of competencies related to applied practice may include course and service learning-based activities, co-curricular activities and a blend of for-credit and not-for-credit activities. All MPH students will continue to be required to complete a community-based internship, fulfilling the APE requirements. Students admitted to the online MPH program in Fall 2018 or after, must adhere to the new changes. These policies do not apply to students who were admitted to the program prior to Fall 2018. Please reach out to your Online MPH Program Coordinator or Online Internship Advisor with questions as you get closer to planning your internship.

Integrated Learning Experience (ILE) – EPID or HPS or PHP 580

Students must complete an integrative learning experience that demonstrates synthesis of foundational and concentration-level competencies. This course serves as the capstone experience for MPH students and is part of the required curriculum for students who were admitted in Fall 2018 or after.

This course requires students to analyze public health cases that integrate core public health knowledge and competencies to determine the best systems, policies and programs for decreasing morbidity and premature mortality. Depending on the student's concentration, s/he will enroll in either of the integrated learning experiences: EPID 580, HPS 580, or PHP 580.

Students who were admitted to the online MPH program prior to Fall 2018 do not have this course as part of their degree requirements.

Interprofessional Education (IPE)

In public health, interprofessional activities are defined as working with professions outside of the professional disciplines of public health. These disciplines include physicians, nurses, pharmacists, physical therapists, etc. It also goes beyond health sciences to into professions like education, urban planning, public administration, and engineering.

IPE instructions and opportunities for online MPH students can be accessed on the Hub: https://hub.coph.arizona.edu/online-mph-students/ipe-opportunities. The website also includes corresponding IPE self-assessment and documentation submission form.

For students who were admitted to the online MPH Program in Fall 2018 or after, CEPH is requiring verification of the ability to perform effectively in interprofessional teams by attending and participating in designated interprofessional education activities.

Before attending or completing an Interprofessional Education activity, MPH students must read the following two documents in preparation:

1. Xyrichis A and Lowton K. (2008) What fosters or prevents interprofessional teamworking in primary and community care? A literature review. International Journal of Nursing Studies 45:140-153. 2019-2020
2. U.S. Department of Health and Human Services. Multiple Chronic Conditions Initiative. Education and Training Curriculum on Multiple Chronic Conditions. Module 4. Interprofessional Collaboration. Washington, DC. June 2015.

Current links to both documents can be found on the Interprofessional Education Requirements page on the Student Hub.

Two IPE submissions and approvals are required in order to satisfy this degree requirement.

College of Public Health Convocation

Traditional Semester (Fall and Spring) Completion
Students who finish all degree requirements in spring may participate in the May convocation ceremony. Students who will not finish all degree requirements until summer or fall semesters may participate in the December convocation.

You will receive communication from College of Public Health Office of Student Services and Alumni Affairs with more information regarding the college ceremony. You will be asked to RSVP to the link included in that communication. Please direct any questions or concerns regarding the graduation ceremony to Gisela Ochoa, ochoag@email.arizona.edu.

Non-Traditional Semester (Summer) Completion
Master's students who are planning to complete their degree requirements by the summer graduation deadline may participate in the December convocation ceremony. All students must notify the Office of Student Services and Alumni Affairs of their intent to participate in the MEZCOPH ceremony by the deadlines indicated within the email communication.

You will receive communication from College of Public Health Office of student Services and Alumni Affairs with more information regarding the college ceremony. You will be asked to RSVP to the link included in that communication. Please direct any questions or concerns regarding the graduation ceremony to Gisela Ochoa, ochoag@email.arizona.edu.

For the most up to date information regarding the upcoming College of Public Health Convocation ceremony, visit the Hub: https://hub.coph.arizona.edu/online-mph-students/graduation-information.

University of Arizona Commencement

The UA 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. A student's name will only appear in the commencement program after the student's degree has conferred

Per university rules (http://commencement.arizona.edu/eligibility-requirements), 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, **assuming there are no more than 6 credits remaining for degree completion.**

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

SECTION III:
University Policies Governing Academic Integrity, Conduct & Non-Discrimination

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

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

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

MEZCOPH students are provided with a number of online resources to assist them in understanding the concept of plagiarism and tools to build citation skills and strategies for avoiding plagiarism. University sanctions may be imposed on a student following an academic integrity infraction.

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

Disruptive Behavior in an Instructional Setting Policy
The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of

classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Please review the full description of the Disruptive Behavior in an Instructional Setting Policy.

Non-Discrimination and Anti-Harassment Policy
The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. The University encourages anyone who believes he or she has 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 one's self. 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.