



**ENVIRONMENTAL HEALTH SCIENCES**  
**School of Public Health**

**2020-2021**  
**STUDENT GUIDEBOOK**

**MPH, MS, PHD**

SCHOOL OF  
**PUBLIC HEALTH**

UNIVERSITY OF MINNESOTA

## Welcome to the University of Minnesota School of Public Health!

This guidebook contains important information about SPH and University policies and resources that enable students to better navigate their academic journey and get the most out of their student experience. By combining this Guidebook with your program-specific Student Guidebook you will have a comprehensive reference that will answer most questions about academics, the University environment, policies, expectations, and the many resources available to students. Please note that this guidebook augments and is not a substitute for other sources of information. There are many additional resources available to graduate students that are listed throughout this handbook.

Refer to your Guidebook to ensure that you are informed of the essentials of student life but remember that your University-assigned student email account is the School's official means of communication. You are responsible for managing all information sent via the student email account.

All advising faculty have access to this guidebook. Please work with your adviser when making important decisions relating to your program.

Links to many policies and procedures can be found by clicking on the "Current Students" link at [sph.umn.edu/current/resources/](http://sph.umn.edu/current/resources/).

*The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.*

This publication can be made available in alternative formats for people with disabilities. Direct requests to the Student Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware Street SE, Minneapolis, MN 55455; (612)626-3500 or (800)774-8636.

**7/2/2020**

# TABLE OF CONTENTS

<b>Section 1</b>	<b>The School of Public Health</b>	<b>6</b>
1.1	About the School SPH Faculty List	6
1.2	School of Public Health Student Services Center	7
1.3	Mentor Program	8
1.4	SPH Student SPHere	8
1.5	Applied Practice Experience Agreement	9
1.6	Minors	9
1.7	Online Learning and E-Learning Resources	9
1.8	Surveys	9
1.9	Your Advising Team	10
1.10	Expectations for Class Participation	10
1.11	Commencement Eligibility	11
<b>Section 2</b>	<b>The University of Minnesota</b>	<b>11</b>
2.1	U of M Basics	11
2.2	University of Minnesota Calendars	13
2.3	Campus Services	13
2.4	Health and Well-Being	14
2.5	Diversity	16
2.6	Academic Resources	18
2.7	Campus Safety	19
2.8	Additional Resources	19
<b>Section 3</b>	<b>Registration</b>	<b>19</b>
3.1	Full-Time Status	19
3.2	Registration Process	20
3.3	Grade Option Changes, Course Additions, Withdrawals, Evaluations, and Equivalency Exams	21
3.4	Transfer Credit	24
3.5	Equivalency Exams	24
<b>Section 4</b>	<b>Tuition, Fees, Billing, and Finances</b>	<b>27</b>
4.1	My Finances Tab on MyU	27
4.2	Tuition and Fees	27
4.3	Billing	27
4.4	Financial Aid and Scholarships	27
4.5	Graduate Assistantships	28
<b>Section 5</b>	<b>Guidelines, Policies, and Compliance</b>	<b>28</b>
5.1	Student Responsibility and Conduct	28
5.2	University of Minnesota Policies	29
5.3	Complaints and Grievances	32

5.4	Privacy	33
5.5	International Student Requirements	33
5.6	Compliance	34
<b>Section 6</b>	<b>Groups, Associations, and Societies</b>	<b>35</b>
6.1	Student Groups	35
6.2	Public Health Related Associations and Agencies	36
6.3	Alumni Societies	37
<b>Section 7</b>	<b>Environmental Health</b>	<b>38</b>
7.1	Introduction	38
7.2	Overview of Degree Programs and Areas of Emphasis	38
7.3	Advising Roles	39
<b>Section 8</b>	<b>ENHS MPH Degree Program Requirements</b>	<b>39</b>
8.1	Applied Practice (AP) Experience	40
8.2	MPH Integrative Learning Experience (ILE) Requirements	45
8.3	Progress Review/ Annual Review	46
8.4	MPH Study Plan and Degree Clearance	46
8.5	Course Transfer, Substitutions and the Petition Process	47
<b>Section 9</b>	<b>MS Requirements and Program Curriculum</b>	<b>47</b>
9.1	Course Transfers, Substitutions and the Petition Process	48
9.2	Graduate Planning and Audit System (GPAS) and Annual Review Requirement	48
9.3	Responsible Conduct of Research	48
9.4	MS Completion Steps, Checklist, Degree Completion and Forms	49
9.5	Time Frame	49
9.6	Finishing, Examining Committees, Degree Clearance	49
<b>Section 10</b>	<b>PhD Timeframe, Satisfactory Progress, Requirements and Annual Review Requirements</b>	<b>50</b>
10.1	PhD Academic Advising	50
10.2	Program Curriculum, Milestones and Minors or Supporting Fields	51
10.3	Course Transfer, Substitutions, Petitions and Waivers	51
10.4	Preliminary, Written and Oral Exams	52
10.5	One Credit FTE Registration (PubH 8444)	54
10.6	Final Oral, Committees, Dissertation, Formatting, Degree Clearance	54
<b>Appendix A</b>		<b>55</b>
	MPH Competencies	
<b>Appendix B</b>		<b>56</b>
	Annual Progress Review Form	
<b>Appendix C</b>		<b>57</b>
	Graduation Checklist	
<b>Appendix D</b>		<b>58</b>
	Annual Progress Review Form for MS Degrees	

<b>Appendix E</b>	<b>59</b>
Annual Review End of Year Self-Assessment Report Form	
<b>Appendix F</b>	<b>60</b>
EHS Division A	
Herbert M. Bosch Award	
Faculty Excellence Award	
Delta Omega Honorary Society in Public Health	

# 1. THE SCHOOL OF PUBLIC HEALTH

## 1.1 ABOUT THE SCHOOL

Through excellence in education, research, and community engagement, the University of Minnesota School of Public Health advances health, from scientific discovery to public impact, by enhancing population health and preventing disease in the United States and globally.

In 1874, Charles Hewitt, the secretary of the Minnesota State Board of Health, began offering a class at the University of Minnesota covering topics in personal and community hygiene, epidemic diseases, and physiology. In the following decades, various University departments created programs in public health disciplines, such as biostatistics, environmental health, and epidemiology. In 1944, the University brought all these activities together under one roof and created the School of Public Health.

Today, our school ranks ninth in the nation, serves more than 1,600 students to help meet the increasing demand for a public health workforce. We were the first in the country to grant a master's degree in hospital administration, establish a doctoral program in epidemiology, and, in 1950, launch a graduate program in maternal and child health.

At the School of Public Health, we leave no stone unturned as we tackle the world's most critical public health problems. Our faculty, staff, and students bring innovative thinking and concrete action to emerging and persistent challenges, including structural racism, gun violence, our expanding aging population, and a changing climate. As one of the premier schools of public health in the world, we prepare some of the most influential leaders in the field, and provide the knowledge health departments, communities, and policymakers need to make the best decisions about population health.

### Proven Impact — our research has led to:

- Creation of the mathematical models that help guide Minnesota's response to COVID-19
- Minnesota's first report card for quality of life in nursing homes
- Fully accessible buildings for people with disabilities
- The first comprehensive definition of childhood abuse and neglect
- Restrictions of tanning bed use by people 18 years of age and younger
- Legislation to cover doula care through Medicaid
- Life-saving treatment protocols for HIV-positive people
- A nationwide model to track foodborne illness outbreaks
- A standard for reading ECGs in a universally acceptable way
- A model to predict probability of complications from radiation therapy.

### School of Public Health Faculty List

For a listing of faculty, research and specialties refer to <https://directory.sph.umn.edu/>.

### Health Sciences

The Health Sciences is home to six colleges and schools (including the School of Public Health), more than 150 centers and institutes, hospitals and clinics. About 70 percent of Minnesota's health care providers received their training at the University of Minnesota.

The School of Public Health is one of only three schools of public health nationwide with the support structure of a health sciences education center. This means that our health professionals and students work and learn together and take a skilled systems approach to some of the top health issues facing the world today. Doctors train with pharmacists, public health workers partner with veterinarians, and nurses collaborate with dentists.

### Accreditation

The School of Public Health is accredited by the Council on Education and Public Health (CEPH). The benefits of accreditation are many [ceph.org/constituents/students/benefits-of-accreditation/](http://ceph.org/constituents/students/benefits-of-accreditation/). CEPH accreditation serves multiple purposes for different constituents. In general, specialized accreditation attests to the quality of an educational program that prepares for entry into a recognized profession.

- For the public, accreditation promotes the health, safety and welfare of society by ensuring competent public health professionals.
- For prospective students and their parents, accreditation serves a consumer protection purpose. It provides assurance that the school or program has been evaluated and has met accepted standards established by and with the profession.

- For prospective employers, it provides assurance that the curriculum covers essential skills and knowledge needed for today's jobs.
- For graduates, it promotes professional mobility and enhances employment opportunities in positions that base eligibility upon graduation from an accredited school or program.
- For public health workers, it involves practitioners in the establishment of standards and assures that educational requirements reflect the current training needs of the profession.
- For the profession, it advances the field by promoting standards of practice and advocating rigorous preparation.
- For the federal government and other public funding agencies, it serves as a basis for determining eligibility for federally funded programs and student financial aid.
- For foundations and other private funding sources, it represents a highly desirable indicator of a program's quality and viability.
- For the university, it provides a reliable basis for inter- and intra-institutional cooperative practices, including admissions and transfer of credit.
- For the faculty and administrators, it promotes ongoing self-evaluation and continuous improvement and provides an effective system for accountability.
- For the school or program, accreditation enhances its national reputation and represents peer recognition.

MPH Competencies, established and required from the Council on Education for Public Health (CEPH), can be found in Appendix A. [intranet.sph.umn.edu/wp-content/uploads/2019/01/foundational-ceph-competencies-sept-5.pdf](http://intranet.sph.umn.edu/wp-content/uploads/2019/01/foundational-ceph-competencies-sept-5.pdf).

## 1.2 SCHOOL OF PUBLIC HEALTH STUDENT SERVICES CENTER

**Location:**

Mayo Memorial Building, Room A395

**Email:** [sph-ask@umn.edu](mailto:sph-ask@umn.edu)

**Office Hours:**

Monday – Friday, 8:00 AM - 4:30 PM

**Mailing Address:**

Student Services Center  
 School of Public Health  
 MMC 819, Rm A395 Mayo Bldg  
 420 Delaware Street SE  
 Minneapolis, MN 55455-0381

**Telephone:** (612) 626-3500 or (800) 774-8636

**Fax:** (612) 624-4498

### School of Public Health Student Services Center

The Student Services Center (SSC) is a school-wide office that assists students with all phases of their academic journey. The SSC staff works closely with each academic division and program to administer school-wide services and policies.

The Student Services Center is dedicated to serving a diverse community of future and current SPH students by enhancing the student experience, supporting the achievement of educational and career goals, and empowering future public health leaders.

We coordinate many functions including:

- |                                   |                                                              |                    |
|-----------------------------------|--------------------------------------------------------------|--------------------|
| • Student Organization Support    | • Registration                                               | • Commencement     |
| • Diversity, Equity & Inclusion   | • Degree Clearance                                           | • SPH Apparel Sale |
| • Career & Professional Education | • Applications and Admissions                                |                    |
| • Mental Health Advocacy          | • Applied Practice Experience/<br>Criminal Background Checks |                    |
| • SPH Scholarships                |                                                              |                    |

Meet the staff and learn about the services provided at the SSC by clicking [here](#).

### Career and Professional Development

The Career and Professional Development Center offers a variety of services and resources to assist you in your efforts to pursue advanced education and to locate and apply for professional positions. Our Center believes that every individual has unique potential and should have the opportunity to pursue a meaningful and fulfilling career. Our goal is to facilitate the career and professional development process with you to ensure you have the confidence in conducting a competitive job search and help you maximize your career potential. We do so by offering one-on-one career coaching, programming, and online resources.

The Career and Professional Development website at [www.sph.umn.edu/careers/](http://www.sph.umn.edu/careers/) has many links to help you start your new career, including:

- **One-on-One Career Coaching:** You can schedule individual appointments with one of our award-winning, evidence-based career coaches, Vic Massaglia and Darren Kaltved, to discuss any career or professional development topics, from creating a top-notch resume to ideas for field experiences, interviewing, and presentation skills. Appointments are also available via video or phone. To schedule an appointment, please visit <https://sphcareers.appointments.umn.edu> or email [sphcareers@umn.edu](mailto:sphcareers@umn.edu).
- **Jobs & Internships:** Our online job posting system includes listings for internships, graduate assistantships and fellowships, volunteer, part-time, and full-time career opportunities: <https://z.umn.edu/sphjobs>.
- **Career Resources:** General career-related links, guides, and tip sheets on a variety of job-search related topics: [www.sph.umn.edu/careers/students/](http://www.sph.umn.edu/careers/students/).

### 1.3 MENTOR PROGRAM

Our mentor program connects public health students to public health professionals to help with career and professional development. Mentoring relationships benefit both mentors and mentees. For mentees, the program can have a key impact on future career choices. For mentors, helping the next generation of public health leaders can be rewarding and impactful.

The School of Public Health boasts the largest mentor program of any school of public health, serving approximately 400 students and mentors annually with special events and helpful resources for mentor pairs. We work to provide students with diverse professional experiences and recognize the role that mentors have in training future public health leaders.

For more information, visit <https://www.sph.umn.edu/current/mentor/>.

### 1.4 SPH STUDENT SPHERE

Make use of the SPH Student SPHere to relax or study with your student colleagues. All students enrolled in an SPH degree program have access to the SPH Student SPHere (Mayo A-150) via their U Card. The SPHere has the following amenities:

- **Locker Room:** Free lockers are assigned in the Student Services Center (Mayo A-395). Students are able to renew their locker each year and need only provide their own lock.
- **Kitchen Area:** Tables, chairs, microwaves, refrigerators, and a sink are all accessible in the student kitchen. As this is a shared space, students are expected to pick up after themselves and clean any mess created during personal food preparation.
- **Lounge Area:** Couches, chairs, and wireless internet all create a perfect place for students to meet, study, or simply relax.
- **Study Room:** White boards, tables, chairs, computers with internet connectivity, Microsoft Office, SAS and STATA software and a printer are all freely available to SPH students.

Please report any issues with computer systems, printers, trash, or other problems to [sph-ask@umn.edu](mailto:sph-ask@umn.edu), or stop by Mayo A-395.

Please work together to ensure that the SPHere is a comfortable and safe place.

- Keep all areas of the SPHere clean in consideration of others.
- Please protect the security of access. Do not allow anyone to enter behind you that you do not know to be a SPH student. Never prop the door open for any reason. The student commons is for SPH students only.
- If you are aware of a breach of security or if you see something in the commons that needs repair, please report it to the SSC (A-395 Mayo) as soon as possible.
- Avoid being alone in the commons during the evening or early morning.
- If you believe you are in danger or see any improper activity in progress, call 911.

#### Printing in the SPHere

The School of Public Health (SPH) provides \$100 worth of printing (1,000 pages) for each Fall and Spring semester on your U Card. This value can only be used in the SPHere computer lab (Mayo A-151) and is not valid in any other campus computer lab, including the libraries.

When you swipe your card at a print release station, UniPrint will show a balance on the screen. This balance is a combination of the print value given to you by SPH and your Gopher GOLD balance. In order to determine how much



print value you have left, you need to subtract your Gopher GOLD balance from the balance shown on screen. Once the \$100 SPH Print Value is exhausted, printing costs will be deducted from your Gopher GOLD account. To view your current balance and transaction history or to add value to your Gopher GOLD account online, please visit [ucard.umn.edu/umtc/deposit](http://ucard.umn.edu/umtc/deposit). If you experience any printing issues or need to request a refund, please contact the lab attendant or call the SPH Student Services Center at (612) 626-3500.

## 1.5 APPLIED PRACTICE LEARNING AGREEMENT

All students pursuing a required Applied Practice (AP), or summer residency must complete an online learning agreement prior to beginning the experience. The online form provides a streamlined process that is comprehensive for you, your preceptors, your faculty advisor and your program coordinator. Please refer to the current student website for this and other resources related to the AP [sph.umn.edu/current](http://sph.umn.edu/current). Students exploring international AP opportunities need to begin the process six to eight weeks before departure and need to be aware of requirements specific to international travel.

More detailed information about AP can be found in the program portion of the guidebook.

## 1.6 MINORS

### Minors

SPH students pursuing an MHA, MPH, MS, or PhD are eligible to declare a minor in other areas. For a listing of graduate level minors please visit [onestop2.umn.edu/pcas/viewCatalogSearchForm.do](http://onestop2.umn.edu/pcas/viewCatalogSearchForm.do).

A current listing of SPH-related minors and instructions for declaring can be found online [www.sph.umn.edu/academics/degrees-programs/minors/](http://www.sph.umn.edu/academics/degrees-programs/minors/).

## 1.7 ONLINE LEARNING AND E-LEARNING RESOURCES

Students can access their online courses, as well as support sites for hybrid and face-to-face courses at [myu.umn.edu](http://myu.umn.edu). All students taking SPH courses are welcome to enroll in the SPH E-Learning Resources course site at [z.umn.edu/sphelearningresources](http://z.umn.edu/sphelearningresources). You will have access to a variety of resources to support you in navigating University resources, such as the Libraries and Center for Writing. You must have a university ID in order to access Canvas.

Students in online courses will receive a welcome email approximately one week before the semester begins, which will detail when you can access the course sites. If you have questions, please contact [sph-elarningsupport@umn.edu](mailto:sph-elarningsupport@umn.edu).

## 1.8 SURVEYS

### Graduate Student Experience in Research University

The Graduate Student Experience in the Research University (SERU) is the only comprehensive survey of graduate and professional students at the University of Minnesota. This survey provides a powerful way for students to tell us about what's working well, and what not so well, in classrooms, labs, and campus life.

The University of Minnesota takes the results seriously in order to enhance programs and curricula, improve student services and policies, strengthen research and scholarship opportunities, and ensure a vibrant and supportive environment for all students.

To ensure confidentiality, gradSERU is hosted by the [Social & Economic Sciences Research Center \(SESRC\)](#). Neither the University of Minnesota Graduate School nor colleges/programs have access to identifiable response data. To verify eligibility, students are required to log-in to the survey using their Student ID number.

### SPH Student Engagement Survey

Students are also strongly encouraged to evaluate and comment on the school and its programs through our annual SPH Student Engagement Survey. The survey covers many aspects of the student experience including field placements, career services, financing, and overall service. Students in EMHA and EPHAP will receive the Student Engagement Survey during the fall term; all other students will receive the survey during the spring term.

## Career Survey

Recent graduates are required to complete the Career Survey. The survey captures important employment information, follows up on educational plans, compensation norms, and contact information. The School is required to collect this information as it relates to both accreditation standards and program improvement.

To complete the SPH Career survey go to [https://umn.qualtrics.com/jfe/form/SV\\_doRfMjgZueRCpNP](https://umn.qualtrics.com/jfe/form/SV_doRfMjgZueRCpNP).

## 1.9 THE ROLES OF YOUR ADVISING TEAM

The School of Public Health provides advising that promotes collaboration among students, staff, and faculty to enhance students' academic and professional development in the field of public health. The School's goal is to promote educational and experiential excellence that prepares students for successful careers improving the health of populations.

### Defining Advising

The School of Public Health is committed to creating and sustaining high quality advising in the following four areas:

1. **Administrative Advising:** Advising on course planning and scheduling, policies, procedures, and benchmarks of the degree program, SPH, and the University. Your program coordinator is your first point of contact for these questions.
2. **Academic Advising:** General guidance on topics related to program/major including, but not limited to, program focus (may include identifying appropriate coursework options), project selection and career planning. Students find their faculty advisors, coordinators, and career services staff helpful in answering these questions.
3. **Applied Practice/Internship/Practicum Advising:** Specific and targeted advising for Applied Practice, internship, and practicum development, placement, and completion. Your faculty advisor can assist you as you select the type of Applied Practice that best matches your goals.
4. **Masters Project/Thesis/Plan A&B/Dissertation Advising:** Specific and targeted direction on a master's project or a PhD dissertation including, but not limited to: development, completion, and in some cases publication. Your faculty advisor will assist you in developing a direction for your project or dissertation.

### Advising Expectations for Students

SPH students are expected to:

- Regularly read and respond to University email; email is the official mode of communication at the University of Minnesota.
- Review program objectives and educational documents at least once per semester, or when directed by program coordinator or program director/Director of Graduate Studies; students are responsible for knowing the requirements of the degree program.
- Actively contribute to a welcoming and supportive student climate.
- Initiate meetings with advisors at least once per semester; regularly communicate with faculty advisors and/or program coordinators about program progress.
- Respond to inquiries from faculty or staff in a timely manner.
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

## 1.10 EXPECTATIONS FOR CLASS PARTICIPATION

"Good discussion involves people trying to build on, and synthesize comments from others, and on showing appreciation for others' contributions. It also involves inviting others to say more about what they are thinking."  
- Dr. Stephen Brookfield of St. Thomas University, Minneapolis, MN

Employers expect their employees to work effectively on teams and this has led to a competency required for an MPH degree: "Perform effectively on interprofessional teams." Thus, a portion of your grade in class may be based on quality participation in group-based activities. We are providing the following examples\* to let you know what we expect for all communications in the class. These apply to in-person or online discussions and to interactions between both students and members of the faculty and staff.

- Imagine your interactions are with colleagues in a workplace.

- Show you are interested in what another person wrote or said.
- Encourage another person to elaborate on something they have already said.
- Provide a resource (a reading, web link, video) not covered in the syllabus that adds new information/perspectives to our learning.
- Summarize conversations so far and/or suggest new directions and questions to be explored in future.
- Summarize several people's contributions and reflect a recurring theme in the discussion.
- Comment that you found another person's ideas interesting or useful; be specific as to why.
- Paraphrase, at least partly, a point someone has already made.
- Seek assistance from others in understanding course content.
- Offer your explanations or solutions to others seeking help in understanding course content.
- Be succinct; avoid extraneous information.
- Address the point of the discussion; stay on topic.
- Provide constructive criticism where feedback or a critique is required.
- Avoid sarcasm, particularly in an online environment where it can create confusion.
- Avoid vitriol, this can create a hostile environment and does not add information.
- Keep your communication professional and refrain from using rude or offensive language.

\*We thank Dr. Brookfield of St. Thomas University, Minneapolis, for some of these tips.

## 1.11 COMMENCEMENT ELIGIBILITY

Students enrolled in MPH, MHA, or MS programs are eligible to participate in the May Commencement Ceremony if they are on track to complete course credit requirements by the end of the spring or summer semester or have completed the necessary course credit requirements the previous summer or fall semester.

Exceptions may be granted on an individual basis per review by the program coordinator and program director. To seek an exception, please contact your program coordinator.

## 2. THE UNIVERSITY OF MINNESOTA

### 2.1 U OF M BASICS

#### University Identification Numbers and Accounts

[umn.edu/initiate](http://umn.edu/initiate)

All students and employees at the University of Minnesota are issued two unique identifiers. One is a seven digit student ID number which is sent to students in their acceptance letter, the other is an Internet ID (sometimes referred to as your "X500"). Your U of M Internet ID is the key to online services such as your University email account, Google apps, registration, library access, tuition, billing statements, and more.

Your ID number and Internet ID stay the same on all coordinate campuses and through any role changes (student to staff, staff to student, faculty to staff, etc.) and they will never be reassigned to another person. Each student attending the University of Minnesota must set up a student internet/email account by going to [www.umn.edu/initiate](http://www.umn.edu/initiate) or by calling the Technology Help Line at (612) 301-4357 (1-HELP).

#### Email

[gmail.umn.edu](mailto:gmail.umn.edu)

The University provides students with an email account upon the student's matriculation to the institution. Your University email address is: [your Internet ID]@umn.edu. This account is free of charge and is active as long as you remain active as a student. The Office of Information Technology posts information on their website about end of life account policies. Please see <https://z.umn.edu/5law>. A University-assigned student email account is the University's official means of communication with all students. Students are responsible for all information sent to them via their University assigned email account. Course lists, immunizations, billing statements, financial aid updates, and other important information will be sent via the U of M student email address.

The School of Public Health relies heavily on email notices to students, staff, and faculty. To keep current on upcoming events, job announcements, new course announcements, scholarships, internships, the SPH newsletter, and good opportunities, students should check their email regularly.

If a student chooses to forward the provided University email account, the student is responsible for all information, including attachments, sent to any other email account. Because of this, it is strongly recommended that students use their U of M email account and do not transfer it to a personal email account.

## Duo Security

The University of Minnesota is taking meaningful action to help students, faculty, and staff safeguard themselves against cybercrime. Duo Security, or two-factor authentication, is required at the University of Minnesota Sign-in page. The Sign-in page is the University's gateway to applications such as MyU, Gmail, Calendars, Docs, Canvas, and many other programs.

Enroll Now:

- Visit [my-account.umn.edu](https://my-account.umn.edu) and choose Password Management from the self-service menu on the left.
- Select reset your UMN password. Follow the instructions on the page.
- As soon as you've reset your password, you will be guided through the Duo enrollment process.

If you use Duo Security to sign in to University applications, you are strongly encouraged to set up back-up devices in Duo Security so that you are prepared in the event that your primary Duo device is unavailable. Learn about back up devices at [it.umn.edu/duo-use-backup-device](https://it.umn.edu/duo-use-backup-device).

As a Duo user, it is your responsibility to come prepared to sign in to applications necessary for class activities, including exams and quizzes. If you are unable to sign in, you may lose points for the class activity. Failure to bring your Duo device or a back-up is not an excused absence or a valid reason for make-up work.

Learn more about Duo Security at <https://z.umn.edu/5ktd>.

## One Stop

[onestop.umn.edu](https://onestop.umn.edu)

One Stop Student Services is a resource for how things work at the University. One Stop falls under the umbrella of Academic Support Resources (ASR), which supports many functions for the University of Minnesota system campuses and Twin Cities Graduate School and Professional Schools. ASR also includes the Office of the Registrar, the Office of Student Finance, Office of Classroom Management, ASR- IT, and Continuity and Compliance.

The One Stop website is your source for general information about registration, financial aid, tuition and billing, grades and transcripts, dates and deadlines, financial wellness, veteran's benefits, and many other University resources.

One Stop counselors are also available to help you in-person at any of their three service centers: on the East Bank in Bruininks Hall, in the West Bank Skyway, or on the St. Paul campus in Coffey Hall. They provide walk-in services to students, no appointments necessary. You can also get your questions answered by calling or emailing One Stop. One Stop Counselors are certified financial managers and are available for confidential, one-on-one financial wellness appointments that cover a range of topics from budgeting, spending plans, credit, and much more. Call or email One Stop to learn more about this free service.

## MyU

[myu.umn.edu](https://myu.umn.edu)

While you can contact One Stop or visit the One Stop website to seek out information, you will use the MyU website to complete your University business. MyU is the official University of Minnesota web portal, personalized for you. It is where you'll register for classes, manage financial aid and billing, maintain your personal info, and much more.

## U Card

[www.umn.edu/ucard](https://www.umn.edu/ucard)

Your U Card can give you access to campus buildings and different accounts based on your role or status at the University. Your first U Card is free and can be obtained at the U Card Office. Bring your driver's license, state ID, or passport and be prepared to have your picture taken.

### Accounts on the U Card

- Meal Plan
- Student Account
- Gopher GOLD Account
- FlexDine Account
- Library Account
- Department/College Printing
- TCF U Card Checking Account (Optional)

### Additional services with your U Card

- Parking and Transportation Services (Bus & Metro Pass) - Purchase pass after you get your U Card
- Discounts
- Attendance verification card

### Building Access with U Card

- Residential Halls
- Recreation and Wellness Center
- Secured Buildings

## 2.2 UNIVERSITY OF MINNESOTA CALENDARS

The official University Calendar can be found at [onestop.umn.edu](http://onestop.umn.edu). Refer to this resource for academic calendars, drop/add deadlines, and other scheduling-related needs.

Additional calendar resources:

- School of Public Health-specific events, <http://www.sph.umn.edu/events-calendar/>.
- Health Sciences resource hub, <https://health.umn.edu>.
- Zoom is used for remote meetings and academic instruction. To learn more about zoom function and usage visit <https://z.umn.edu/5lb2>.

## 2.3 CAMPUS SERVICES

### Parking and Transportation

[pts.umn.edu](http://pts.umn.edu)

The University's Parking and Transportation website has a wealth of information concerning getting to and around campus. Parking is extremely limited on campus and we encourage students to bus, bike, or walk if possible.

- **Campus Shuttle Buses:** Campus shuttle buses run at no charge between the East Bank, West Bank, and St. Paul campuses with varying routes and times. Current schedule information is posted on the above listed website as well as various locations throughout the Twin Cities campus.
- **Metro Transit and the U Pass:** Take advantage of the deeply discounted Metro Transit bus pass. U-Pass is the ultimate transit pass that provides unlimited rides 24 hours a day. It is valid on all regular bus and light-rail train routes, as well as express, local, limited-stop, or Downtown Zone routes. It may not, however, be used on some special event services. Information can be found at [www.pts.umn.edu/bus/upass](http://www.pts.umn.edu/bus/upass).
- **Parking:** Contract parking for students is sold through a lottery system each semester. Locations may vary but include spaces on the East Bank, West Bank, and St. Paul campuses. Hourly parking is available in several University public facilities. Parking rates vary depending on proximity to campus and the facility type. Visit the Parking and Transportation website, [www.pts.umn.edu](http://www.pts.umn.edu), or call (612) 626-PARK (7275) for more information.

The Motorist Assistance Program offers free services (unlocking vehicles, jump-starts, changing flat tires, and referral to a service station) to all customers parked in U parking facilities. Hours are Monday through Thursday from 7:00 AM to midnight, Friday from 7:00 AM. to 10:00 PM. (Service is not available on weekends or official University holidays). Call (612) 626-PARK for any motorist assistance needs.

Disability parking is available in many parking facilities and metered areas. Use of these designated spaces requires a state-issued permit or license plate. For additional information, call the State of Minnesota at (651) 296-6911 or review the UMN Disability Parking content online at [www.pts.umn.edu/park/disability](http://www.pts.umn.edu/park/disability).

### Housing

[housing.umn.edu](http://housing.umn.edu) & [ocl.umn.edu](http://ocl.umn.edu)

The University's Office of Housing & Residential Life is the best resource for finding housing on or near campus. Additionally, Off-Campus Living provides a variety of services and programs intended to meet the practical, social and advocacy needs of students living off campus.

### Maps

[campusmaps.umn.edu](http://campusmaps.umn.edu)

Find the way to any University building.

## Digital Signage

The School of Public Health has two different digital signs that provide information specific to the public health students. These can be found on the third floor of the Mayo building near the Dean's office in Mayo A-302 and the third floor of the West Bank Office Building (WBOB).

## Dining

[dining.umn.edu](http://dining.umn.edu)

University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus.

## 2.4 HEALTH AND WELL-BEING

### University-Sponsored Student Health Benefit Plan

[shb.umn.edu](http://shb.umn.edu)

The University requires all students to have health care coverage to ensure they have access to medical care and can maintain good health, which is essential for academic success. This requirement is University-wide and not specific to the School of Public Health.

The Office of Student Health Benefits (OSHB), a unit of the Office for Student Affairs, administers health, dental, and other benefits and enrollment for all eligible University students, residents, fellows, and interns.

All students who are admitted to a degree program and registered for six or more credits per semester (or three or more credits during summer term) that count towards the automatic assessment of the Student Services Fee are required by the University of Minnesota to have health plan coverage. Students who meet both criteria are automatically enrolled in the University-sponsored Student Health Benefit Plan (SHBP). The Student Health Benefit Plan is a cost-effective, comprehensive health plan designed to meet the unique needs of students. Students may choose to waive the University-sponsored Student Health Benefit Plan by providing proof of enrollment in an alternative Eligible Health Plan. Please contact the Office of Student Health Benefits to determine your exact eligibility status.

Graduate Assistants (GA), Teaching Assistants (TA), and Research Assistants (RA) may be eligible for the Graduate Assistant Health Plan (GAHP), which is different from the standard SHBP. Please consult the OSHB for more details.

The University also requires all international students and their dependents to purchase the University-sponsored Student Health Benefit Plan unless they are eligible for a waiver. International scholars visiting the University for more than 31 days are also required to enroll in the University-sponsored Student Health Benefit Plan. Scholars who will be at the University for 31 days or less may choose not to enroll in the University-sponsored Student Health Benefit Plan, but are required to carry their own health plan coverage for the duration of their visit to the University and must meet J-1 U.S. Federal regulation requirements.

### Long Term Care Disability Insurance Fee

[shb.umn.edu](http://shb.umn.edu)

Health Sciences students, which includes the School of Public Health, enrolled in a qualifying Health Sciences program will be automatically covered under a group Long Term Disability plan while a student. This coverage is not optional. They will see a charge for this coverage on their student account once at the beginning of each fall and spring semester. Payment of this fee for two consecutive semesters provides year around coverage until graduation from their program.

### Questions and More Information

Office of Student Health Benefits  
University of Minnesota  
410 Church Street S.E., N323  
Minneapolis, MN 55455

Phone: (612) 624-0627 or 1 (800) 232-9017  
Fax: (612) 626-5183 or 1 (800) 624-9881  
E-mail: [umshbo@umn.edu](mailto:umshbo@umn.edu)  
[www.shb.umn.edu](http://www.shb.umn.edu)

### Boynton Health

[boynton.umn.edu](http://boynton.umn.edu)

Located on the University of Minnesota Twin Cities campus, Boynton Health (BH) is a primary healthcare clinic serving University students, staff, and faculty. BH accepts clients from most health insurance plans.

Boynton provides quality, comprehensive health care services, counseling, and education, beyond the scope of most primary health care clinics:

- Primary and urgent care
- Mental health services
- Dental and eye clinics
- Pharmacy needs
- Women's health
- Physical and massage therapy
- Health promotions such as flu shots and nutrition services

### **Student Mental Health Resources**

[mentalhealth.umn.edu](http://www.mentalhealth.umn.edu)

As a student you may experience a range of issues that could result in barriers to learning such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating, and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. University of Minnesota services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website at <http://www.mentalhealth.umn.edu>.

This website helps connect students to crisis help, counseling services, support groups, and offers tips on helping others who are experiencing stressful events and/or mental health challenges.

**If you or someone you know is having a mental health crisis and/or is in immediate danger, please call 911.**

**If the mental health crisis you are experiencing is not dangerous, but you wish to talk to someone immediately for assistance about what to do next, call or text this 24-hour helpline:**

#### **Crisis Connection**

(612) 301-4673 (or from a campus phone 1-4673)

#### **U of M Textline**

Text "UMN" to 61222

### **SPH Mental Health Advocates**

For non-urgent, confidential situations where consultation is desired, the School of Public Health also has several trained Mental Health Advocates who are available to chat about any concerns you as a student are experiencing, or you can consult with them about a colleague or classmate who you believe may need assistance or resources. This consultation can be found in the Student Services Center, Mayo A-395. Drop-in to see if an advocate is available or to make an appointment. You can also email questions to [sph-ask@umn.edu](mailto:sph-ask@umn.edu) with a subject of "Mental Health Advocate", or you can call (612) 626-3500 and ask to see if an advocate is available or to make an appointment.

### **Smoke-free University**

The University of Minnesota, Crookston, Duluth, Rochester, and Twin Cities are smoke- and tobacco-free campuses. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of everyone on campus. All members of the University community are responsible for enforcing this policy. Students, faculty, staff, and visitors who violate this policy should be reminded of the policy and asked to comply. Repeated violation of this policy may be cause for disciplinary action in accordance with applicable student or employee codes of conduct. Visitors who refuse to comply with this policy may be asked to vacate campus property.

### **The Aurora Center**

[umn.edu/aurora](http://www.umn.edu/aurora)

The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victims and survivors of sexual and relationship violence, harassment, and stalking. The staff and volunteers are also available to provide prevention training and education on a variety of issues.

### **Lactation Spaces**

[lacsaces.umn.edu](http://www.lacsaces.umn.edu)

Spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to pump and store breast milk. If you have questions and concerns about lactation spaces or resources, please contact Susan Warfield at [warfi002@umn.edu](mailto:warfi002@umn.edu).

## Recreation & Wellness Center

[recwell.umn.edu](http://recwell.umn.edu)

The University Recreation and Wellness Center, commonly referred to as the RecWell, is a free resource for all students. Located on the University of Minnesota's East Bank Campus, the facility serves between 3,000 and 5,000 patrons on an average weekday during the academic year. The Department of Recreational Sports also offers opportunities for the following activities:

- Aquatics
- Fitness
- Golf
- Intramurals
- Outdoor Recreation
- Sport Clubs
- Wellness
- Youth Programs

## 2.5 DIVERSITY

The University of Minnesota is committed to achieving excellence through equity and diversity. We believe that a diverse student body enhances the academic and social environment for all students and prepares students to thrive in an increasingly diverse workforce and society. Equitable access to education is critical to preparing students for the responsibilities of citizenship and civic leadership in a heterogeneous society. The University strives to provide equitable access and opportunity in its programs, facilities, and employment. The University will also establish and nurture an environment for faculty, staff, students, and visitors that actively acknowledges and values difference and is free from racism, sexism, ageism, homophobia, and other forms of prejudice, intolerance, or harassment.

The global, population-based nature of public health demands that the School of Public Health (SPH) seek and train students of all racial, ethnic, economic, and educational backgrounds. We believe such diversity enriches the learning experience and helps build excellence in public health leadership. The SPH is dedicated to providing our students with a supportive and welcoming academic experience in and out of the classroom. The student led Diversity Matters, and faculty led Health Equity Work Group organizations are designed to address and explore issues of diversity that impact both our school and society at large.

We also strive to create a community that is actively engaging in the areas of diversity and inclusion to create an excellent educational environment. The SPH defines inclusion as all-embracing of the fullness of humanity. Our goal is to recognize differences, address disparities, and to help cultivate understanding within the SPH community. This sense of inclusiveness recognizes that diversity is not limited to a select number of categorical elements of a person but encompasses all of a person's attributes as well as their intersections.

The Associate Director of Equity, and Inclusion, Lauren Eldridge, works with students, staff, faculty, and community members to advance equity and diversity within the SPH. Her office is in A395-3 Mayo Memorial Building and she can be contacted at [leldridg@umn.edu](mailto:leldridg@umn.edu) or at (612) 624-9970.

For more information please visit:

- University policy on Equity & Diversity: <https://z.umn.edu/5ktj>
- Office for Equity and Diversity: <https://diversity.umn.edu/>
- SPH info and resources for Diversity & Inclusion: [sph.umn.edu/about/diversity-inclusion/](http://sph.umn.edu/about/diversity-inclusion/)

In addition, the University has several offices across campus whose purpose is to support underrepresented students and promote diversity. The following is a list of some of those offices:

### Disability Resource Center

[diversity.umn.edu/disability](http://diversity.umn.edu/disability)

Location: 108 McNamara Alumni Center, 200 Oak Street SE (East Bank)  
Phone: (612) 626-1333 (Voice/TTY)

Disability Resource Center promotes access and equity for students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assists the University in achieving its mission to provide optimal educational opportunities for all students as well as obligations under federal and state statutes. Students are responsible for contacting Disability Services for more information or to arrange accommodations.

### Graduate School Diversity Office

[grad.umn.edu/diversity](http://grad.umn.edu/diversity)

Location: 333 Johnston Hall, 101 Pleasant Street SE (East Bank)  
Phone: (612) 625-6858

The Graduate School Diversity Office coordinates and leads the University's initiatives in the recruitment, funding, retention and graduation of a diverse graduate and professional student body. The office is situated within The Graduate School and works with other units connected to diversity and multiculturalism.



### **The Gender and Sexuality Center for Queer and Trans Life**

[gsc.umn.edu](http://gsc.umn.edu)

Location: 46 Appleby Hall, 128 Pleasant Street SE (East Bank)  
Phone: (612) 625-0537

The Gender and Sexuality Center for Queer and Trans Life is dedicated to transforming campus climate for University of Minnesota students, staff, faculty, alum and community members by developing and supporting more inclusive understandings of gender and sexuality through education, advocacy, outreach and support.

### **International Student and Scholar Services**

[iss.umn.edu](http://iss.umn.edu)

Location: 109 Hubert H. Humphrey School, 301 19<sup>th</sup> Avenue S (West Bank)  
Phone: (612) 626-7100

International Student and Scholar Services (ISSS) is the office dedicated to serving the University's international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources. Services include:

- Counseling and advising
- Immigration and visa regulation advising
- Newsletters
- Career services
- Academic opportunities for university students
- Tax return information

### **Multicultural Center for Academic Excellence**

[mcae.umn.edu](http://mcae.umn.edu)

Location: 140 Appleby Hall, 128 Pleasant Street SE (East Bank)  
Phone: (612) 624-6386

The Multicultural Center for Academic Excellence (MCAE) is a campus-wide resource that promotes an inclusive atmosphere to foster and enrich multicultural understanding among all members of the University community. MCAE's commitment to creating such a climate is driven by a student-first culture in which students are the highest priority.

### **Office of Equity and Diversity**

[diversity.umn.edu](http://diversity.umn.edu)

Location: 432 Morrill Hall, 100 Church Street SE (East Bank)  
Phone: (612) 624-0594

The mission of the Office of Equity and Diversity (OED) is to leverage the transformative power of equity and diversity to advance excellence in teaching, research and community engagement at the University of Minnesota. OED envisions a University where equity and diversity are:

1. Integrated into the work and lives of every student, faculty and staff member.
2. Recognized as core institutional values, and will inform thinking, policies and practices throughout the University.
3. Inherently intertwined with academic excellence and the development of leaders for a globally inclusive society.

### **Office of Equal Opportunity and Affirmative Action**

[eoaa.umn.edu](http://eoaa.umn.edu)

Location: 274 McNamara Alumni Center, 200 Oak Street SE (East Bank)  
Phone: (612) 624-9547

The Office of Equal Opportunity and Affirmative Action (EOAA) was founded in 1972 to ensure that all University community members uphold federal and state civil rights laws and regulations, as well as University equal opportunity policies. The EOAA Office envisions a University community that is equitable, one that values the diversity of its workforce and student body and is free from discrimination and harassment.

### **Student Conflict Resolution Center**

[sos.umn.edu](http://sos.umn.edu)

Location: 254 Appleby Hall, 128 Pleasant St. SE (East Bank)  
Phone: (612) 624-7272

The Student Conflict Resolution Center (SCRC) offers informal and formal conflict resolution services to resolve students' University-based problems and concerns. An ombudsman provides confidential, neutral, and informal options. An advocate is available to assist students in formal grievance or disciplinary proceedings.

#### **Women's Center**

[womenscenter.umn.edu](http://womenscenter.umn.edu)

Location: 64 Appleby Hall, 128 Pleasant Street SE (East Bank)  
Phone: (612) 625-9837

The Women's Center advances equity for women students, staff, faculty, and alumni across identities. The Women's Center increases connections for women's success, cultivates socially responsible leaders, and advocates for organizational culture change toward excellence for all.

#### **Bias Response & Referral Network**

[bias-response.umn.edu](http://bias-response.umn.edu)

The Bias Response and Referral Network (BRRN) responds to reports of bias incidents on the Twin Cities campus. The BRRN's goal is to contribute to a campus climate that is welcoming, inclusive, and respectful for all. The BRRN provides support resources to impacted parties, promotes education and dialogue, and affirms the University's commitment to equity and diversity, free speech, and academic freedom.

## **2.6 ACADEMIC RESOURCES**

#### **University Libraries**

[hsl.lib.umn.edu/biomed](http://hsl.lib.umn.edu/biomed)

The Bio-Medical Library is located in Diehl Hall and contains materials in the areas of allied health, medicine, mortuary science, nursing, pharmacy, public health, and the basic life sciences. In addition, the library provides numerous resources and services such as library instructional classes, research workshops, reference consultations, library mediated searches, and citation clarification. The Mathematics library (<https://www.lib.umn.edu/math>), located in Vincent Hall, contains materials in the area of mathematics and statistics.

Information on other University libraries and collections can be found at [www.lib.umn.edu](http://www.lib.umn.edu).

The Subject Librarian for the School of Public Health is Shanda Hunt. Please email [hunt0081@umn.edu](mailto:hunt0081@umn.edu) or call (612) 301-1318 to set up an appointment.

#### **Bookstore**

[bookstores.umn.edu](http://bookstores.umn.edu)

The University of Minnesota Bookstores, located in Coffman Union, sells course materials for all Public Health courses. Course materials can also be ordered online.

#### **Center for Educational Innovation**

[cei.umn.edu](http://cei.umn.edu)

The Center for Educational Innovation (CEI) was created in 2014 to strengthen instructional and academic technology collaboration and support across the University. By combining the Center for Teaching and Learning and the Office of eLearning, the CEI provides expertise that supports curricular and pedagogical innovation in campus classrooms and in online courses and programs.

#### **Center for Writing**

[writing.umn.edu](http://writing.umn.edu)

The Center for Writing provides free writing instruction for all University of Minnesota students at all stages of the writing process. In collaborative consultations, they help students develop productive writing habits and revision strategies. Assistance can be found via appointments or online.

The Online Writing Center offers online tutoring to students taking Writing-Intensive courses at the University of Minnesota. Online tutoring is conducted via the Web and consists of comments and feedback offered by experienced writing tutors.

Tutors are trained in fields such as composition, speech communication, scientific and technical communication, and rhetoric, and many of them are instructors at the university. Tutors review the writing you submit by offering comments and suggestions for improvement; however, they will comment mainly on the areas students specify.

## Information Technology

[it.umn.edu](http://it.umn.edu)

Technology Help is your first point of contact for hardware, software, and internet support. You can contact Technology Help for assistance even if you are not yet on campus.

[IT@umn.edu](mailto:IT@umn.edu) can help you initiate and manage your student internet account, get connected to Wi-Fi on campus, explore discounted or free devices and software available to students, as well as show you how to keep your computers, mobile devices, and data safe, both at home and at the University.

## 2.7 CAMPUS SAFETY

### U of M Police Department

[publicsafety.umn.edu](http://publicsafety.umn.edu)

The University of Minnesota has a full-service police department; in the event of an emergency dial 9-1-1.

### University Security

[publicsafety.umn.edu/home/security](http://publicsafety.umn.edu/home/security)

University Security offers a walking and biking escort service to and from campus locations and nearby adjacent neighborhoods. This service is available at no charge to students, staff, faculty, and visitors to the University of Minnesota – Twin Cities campus. To request an escort by trained security personnel, please call (612) 624-WALK (9255) shortly before the desired departure time and walk safe.

### Safe-U Emergency Notification

[safe-campus.umn.edu](http://safe-campus.umn.edu)

The safety of students, faculty, staff, and visitors is of highest priority at the University of Minnesota. A multi-pronged, collaborative effort is in place to promote on-campus safety, while working with our community partners to ensure proper resources are dedicated to making off-campus neighborhoods safe as well.

[Safe-U text messaging system](#) provides students, faculty, and staff timely emergency notifications so that our community can stay informed about critical campus safety issues.

Safe-U will be used infrequently and specifically for real emergency situations.

### Campus Wide Emergency Alert System

The Campus Wide Emergency Alert System includes 21 outdoor loudspeakers mounted on poles and rooftops on the West Bank and East Bank and in St. Paul. The system will project an alert tone and vocal instructions in the event of a campus emergency.

## 2.8 ADDITIONAL RESOURCES

### Post Office

[sua.umn.edu](http://sua.umn.edu)

A full-service U.S. Post Office is located on the ground floor of Coffman Union.

### Copies/Fax Machines

[printing.umn.edu](http://printing.umn.edu)

A University Copy Center is located in Mayo D104 as well as other locations throughout the University.

### Student Legal Service

[sls.umn.edu](http://sls.umn.edu)

University Student Legal Service (USLS) provides legal representation and legal advice to eligible students on the Twin Cities campus.

## 3. REGISTRATION

### 3.1 FULL-TIME STATUS

All SPH students need to register for at least six credits in fall and spring semester to be considered full-time. In the summer, MHA and MPH students must be registered for six credits to be considered full-time and three credits to be considered half-time.

Note: The Office of Financial Aid or external agencies may require students to be registered for more than three or six credits to be considered full-time; check with these agencies to verify their requirements.

## 3.2 REGISTRATION PROCESS

### How-To Guides

The University of Minnesota provides how-to guides for many common procedures on the [One Stop website](#), including registering and enrolling for classes. These guides provide visuals as well as text.

#### Step One

Select courses for the term with your advisor before registering. Please make an appointment at the earliest convenient time. To view available courses:

1. Log into [MyU](#).
2. Select the **My Academics** tab, then the **My Classes** sub-tab.
3. Click on **Class Search** (in the Enrollment Tools section).
4. Determine search criteria; you must select your campus (Institution), term, and at least two additional criteria. Students in the School of Public Health will find the majority of their courses listed under the subject "PUBH".

Note: 5000- through 8000-level courses are considered graduate-level. 1000- and 3000-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances, with approval of the student's academic advisor, 4000-level courses may also be applied toward a degree as long as they are taught by a member of the graduate faculty.

5. View your search results. To see only classes that are open, select Show Open Classes Only.
6. To continue searching, click **New Search** or **Modify Search**. If you hit the back button, you will lose your search results. Click the class number to see more details. You can search for a subject by entering subject code or clicking **Select Subject**. For more search options, expand **Additional Search Criteria**. When you are satisfied with your criteria, click **Search**.

#### Step Two

After selecting your courses, run through the checklist below before registering. Frustrating delays can be avoided by following these hints:

- If instructor consent is necessary for any of your selected course(s), get a permission number from the course instructor or his/her designee before registering. This number permits registration for the course through the second week of the semester; after the second week, it expires. Note that the number is specific to the student it is given to and the course requiring instructor consent. Once a number is used to register, it becomes invalid and cannot be used for another course or by another student.
- You will not be able to register if you have any holds on your University record. Notice of any hold, including the name of the department or office where it may be cleared, is available at [myu.umn.edu](#).
- You can find your registration queue date and time on the web at [myu.umn.edu](#).
- You will need your Internet ID (x.500) and password to register. If you have forgotten your password, call 612.301.4357 to have your password reset. You can also call this number if you have problems logging in to register.

#### Step Three

Register via the web at [myu.umn.edu](#) or go to One Stop Student Services Center in 333 Robert H. Bruininks Hall on the East Bank Campus to register in person. Students having difficulty with self-registration should contact the registration help-line at (612) 624-1111 (M-F 8:00-4:00) or email [onestop@umn.edu](mailto:onestop@umn.edu). You may also contact your Program Coordinator or the School of Public Health Student Services Center at (612) 626-3500. Please note the following when registering:

- Most courses give the option of either an A/F or S/N (pass/fail) grading option. Be sure to select the grade option desired for the course. Note that there may be a limit to the number of credits a student can take S/N (pass/fail); see the program guidebook for more information. Stricter policies may be enforced by individual programs. There is a strict and early deadline for when grading options can be changed.
- Some courses have variable credits. Before selecting the number of credits, students should make sure they agree with the instructor as to the number of credits appropriate for the work proposed.

### 3.3 GRADES, COURSE ADDITIONS, WITHDRAWAL AND EVALUATIONS

#### Change of Grade Option

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. After that, grading options cannot be changed. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at [onestop.umn.edu](http://onestop.umn.edu). For more information about grading policies, see the University Senate [Grading and Transcripts: Twin Cities, Crookston, Morris, and Rochester Policy](#).

#### Grading Scale

The University uses plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following, and you can expect the grade lines to be drawn as follows:

Grade	GPA	
A	4.000	A = achievement that is outstanding relative to the level necessary to meet course requirements.
A-	3.667	
B+	3.333	B = achievement that is significantly above the level necessary to meet course requirements.
B	3.000	
B-	2.667	
C+	2.333	C = achievement that meets the course requirements in every respect.
C	2.000	
C-	1.667	
D+	1.333	D = achievement that is worthy of credit even though it fails to meet fully the course requirements.
D	1.000	
F	0	F = failure because work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (Incomplete).

- S = achievement that is satisfactory, which is equivalent to a C- or better
- N = achievement that is not satisfactory and signifies that the work was either 1) completed but at a level that is not worthy of credit, or 2) not completed and there was no agreement between the instructor and student that the student would receive an I (Incomplete).

#### Other Transcript Symbols

- **Incomplete [I]**
  - There shall be a temporary symbol "I", **incomplete**, awarded to indicate that the work of the course has not been completed. The "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an "I" requires a written contract between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. The Incomplete contract can be found at <http://secure.ahc.umn.edu/publichealth/sphgrades/>.
  - For graduate/professional students, an "I" is to remain on the transcript until changed by the instructor or department.
  - When an "I" is changed to another symbol, the "I" is removed from the record.

- A student does not need to be registered at the University in order to complete the work necessary to convert an "I" to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.
- **Interpretation of Policy on Incompletes for Students Called to Active Military Duty**
  - When appropriate, instructors may prefer to arrange for the student to take an incomplete. Senate policy requires that an incomplete be made up within one calendar year of the end of the term in which the incomplete is given. When students are called to active military duty and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s). Complete policies and procedures are available in the SPH Student Services Center.
- **Transfer [T]**
  - There shall be a symbol "T", **transfer**, posted as a prefix to the original grade, to indicate credits transferred from another institution or from one college or campus to another within the University when reevaluation is required.
- **Withdrawal [W]**
  - If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student's transcript. There shall be a symbol "W", **withdrawal**, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus\*. The "W" will be entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions). Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must be extenuating non-academic circumstances justifying late withdrawal.
- **Continuation [X]**
  - There shall be a symbol "X", indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor shall submit a grade for each "X" when the student has completed the sequence.
- **In Progress [K]**
  - There shall be a symbol "K", assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.

### Grade Submission

All grades for all courses each term shall be submitted to the Office of the Registrar no later than 72 hours after the last final examination for that term. Students can view their grades online at [myu.umn.edu](http://myu.umn.edu) 24 hours after they are posted by the course instructor.

### Grade Point Average

Students must achieve a grade point average of no less than 3.0 (B) across their entire program to receive the graduate or professional degree.

### SPH Incomplete Policy

The maximum time allowed for a student to fulfill incomplete course requirements is one year or as specified on the incomplete contract, agreed upon by the instructor and student. Students who fail to meet incomplete contract deadlines as determined by instructor and student will receive a grade of F or N (depending on grade option) to be entered by the SPH Student Services Center. Instructors are notified via email that an F or N was submitted due to failure in meeting the incomplete contract deadline.

Students can initiate an electronic Incomplete Contract form using the SPH Grades portal found here:

<https://publichealth.ahc.umn.edu/sphgrades/>.

The information needed for each contract is:

- Student ID
- Course number
- Course section
- Instructor name

- Reason for the Incomplete Contract
- Outstanding Assignments
- Deadline

Graduating students who, in consultation with their academic advisor and course instructor, determine not to finish course requirements may request that the incomplete permanently remain on their official transcript (if the course is not required for graduation).

### **Graduate Planning and Audit System (GPAS)**

The Graduate Planning & Audit System (GPAS) allows graduate and professional students to plan future coursework and view student degree progress. You only need to add coursework that you plan on taking because the audit (advisement report) will already track completed coursework and requirements. If you want to add or remove a graduate minor, you will need to submit a separate form.

GPAS allows Program Coordinators, Program Directors, and Director of Graduate Studies to approve students' coursework plans electronically.

Students will work closely with their academic programs to complete and submit GPAS for review and approval. [onestop.umn.edu/academics/gpas](http://onestop.umn.edu/academics/gpas).

### **Probation**

At the end of the semester, the Director of Academic and Student Affairs identifies all SPH students with a cumulative GPA of less than 3.0 enrolled in an SPH program. Students will receive a letter of scholastic probation prepared by the Director of Academic and Student Affairs, to be approved and signed by the Associate Dean of Education & Student Engagement. The terms of this letter are the following: students will be placed on probation and informed that they must maintain a term GPA of 3.0 for each subsequent term. Students must achieve letter grades for all courses (incompletes are unacceptable while on probationary status) they are enrolled in during that semester. This written notice will inform the student that the GPA must be raised to a minimum of 3.0 to be removed from probationary status and to be awarded a degree. Students on probationary status who do not receive at least a 3.0 GPA for each subsequent term will be dismissed from the program by the Associate Dean.

Students who have been dismissed from the SPH and are interested in reapplication to the School are allowed to do so 12 months after the date of dismissal. The dismissal becomes part of the reapplication and is considered in any admission decision.

### **S/N Grade Option**

Students may take no more than 20% of their coursework on an S/N grading basis, exclusive of those topics, seminars, and experience courses offered only on an S/N basis.

### **Adding a Course after It Starts**

No approval is required to add a course during the first week of classes. Instructor approval is required during week two. After the second week of classes, instructor and college scholastic committee approval is required. Deadlines for adding a course for other terms (i.e. summer and half-semester) can be found at [onestop.umn.edu](http://onestop.umn.edu).

### **Registration Requirement and Exceptions**

Students are required to register for at least two semesters and 20 credits in the School of Public Health.

Students must complete a formal request to change their registration (e.g., add, drop, change your grade basis) after a deadline or to register for more than 18 credits. Students must consult with their program coordinator prior to submitting any forms. Approval is not automatic.

### **Course Cancellation and Withdrawal**

Students should refer to the Refund and Drop/Add Deadlines for the particular term at [onestop.umn.edu](http://onestop.umn.edu) for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Student Services Center at [sph-ask@umn.edu](mailto:sph-ask@umn.edu) for further information.

## Course Prerequisites

Any college or campus may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, and other purposes they deem appropriate.

## Time Frame for Degree

The maximum time allowed by the School of Public Health completion for a *master's degree is eight years*. The eight-year period begins with the first term of enrollment after admission to a degree program within the School of Public Health. If you have the flexibility to take a full-time course load, it is possible to complete the curriculum in a shorter amount of time depending upon the program requirements.

The maximum time allowed by the School of Public Health and the Graduate School for a *doctoral degree is eight years*. The eight-year period begins with the first term of enrollment after admission to a degree program within the School of Public Health.

## Course Evaluations

Student feedback on course content and faculty teaching skills are an important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered. The SPH collects student course evaluations electronically through the U of M Office of Measurement Services called Explorance Blue <http://srt.umn.edu/blue>. The system will send email notifications to students when they can access and complete their course evaluations. All students will have access to their final grades through OneStop two weeks after the last day of the semester.

Note: Responses will remain anonymous and will not be released to the course instructor until after final grades have been submitted. This is a School of Public Health procedure, not a University-wide policy, and therefore applies to Public Health courses only.

## 3.4 TRANSFER CREDIT

### Course Credit Transfer Policy

Course credits may be used to satisfy public health core or other program requirements as jointly approved by the Program Director and the Associate Dean of Education. No course credits older than 5 years from the date of the student's matriculation will be accepted for transfer. A grade of "B-" or better is required for each course requested for transfer credit.

SPH students who have completed graduate-level coursework at the University of Minnesota or another college or university may petition to transfer those courses toward their SPH degree. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution.

Higher standards of achievement and stricter policies may be enforced by individual programs.

MPH and MHA students must:

1. Meet with their academic advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the Academic Policy Petition form and attach an official transcript on which the final grade has been posted.
2. Submit the Academic Policy Petition form to the Program Coordinator for processing. The Academic Policy Petition form can be found at [www.sph.umn.edu/current/resources/](http://www.sph.umn.edu/current/resources/).
3. The Program Coordinator will forward the petition to the Program Director for approval and signature and then to the Student Services Center for the Associate Dean of Education for final evaluation and/or approval.

The Academic Policy Petition forms may be used for other academic reasons. Students are encouraged to discuss petition issues with their academic advisor or Program Coordinator to determine the appropriate process and procedure.

MS and PhD students must contact their program coordinator for detailed information on transferring coursework.

## 3.5 EQUIVALENCY EXAM AND INFORMATION

### Equivalency Exams

MPH students must satisfy competency requirements in the seven core areas of public health: administration, behavioral science, biostatistics, environmental health, epidemiology, ethics, and foundations. Courses designated as



part of the public health core can only be taken for a letter grade (A-F). Students are required to achieve no less than a B- grade in each course taken on an A-F basis. Students may retake public health core courses with the exact same numbered course only once.

Students have the option of taking the equivalency exams in any of the following core areas; however, students can only take the exam one time in each core area. Students who pass the exam(s) are waived from taking the required course and must make up the credits per their area of study and degree requirements. Students who do not pass the exam(s) are required to take the appropriate core course area to satisfy the competency requirements.

#### **Administration**

PubH 6751 Principles of Management in Health Services Organizations (2 cr)

#### **Behavioral Science**

PubH 6020 Fundamentals of Social and Behavioral Science (2 cr)

PubH 6050 Community Health Theory and Practice I [CHE students only] (3 cr)

PubH 6914 Community Nutrition Intervention [PubH Nutr students only] (3 cr)

#### **Biostatistics**

PubH 6414 Biostatistical Literacy (3 cr) [Fall 2018 and beyond] **AND** a programming class from the following list [students must check with their program advisor or coordinator to ensure they are taking the correct required programming course]

PubH 6107 Excel and Access in Public Health Settings (1 cr)

PubH 6123 Violence Prevention and Control: Theory, Research and Application (2 cr)

PubH 6325 Data Processing with PC-SAS (1 cr)

PubH 6420 Introduction to SAS Programming (1 cr)

PubH 6470 SAS Procedures and Data Analysis (3 cr)

PubH 6755 Planning and Budgeting for Public Health (2 cr)

PubH 6813 Managing Electronic Health Information (2 cr)

PubH 6845 Using Demographic Data for Policy Analysis (3 cr)

PubH 7200 Fundamentals Exploring and Visualizing Data in R (1 cr)

PubH 7461 Exploring and Visualizing Data in R (2 cr)

#### **OR**

PubH 6450 Biostatistics I (4 cr)

#### **Environmental Health**

PubH 6102 Issues in Environmental and Occupational Health (2 cr)

#### **Epidemiology**

PubH 6320 Fundamentals of Epidemiology (3 cr)

#### **OR**

PubH 6341 Epidemiologic Methods I (3 cr)

#### **Ethics**

PubH 6741 Ethics in Public Health: Professional Practice and Policy (1 cr)

#### **Foundations**

PubH 6250 Foundations of Public Health (2 cr) – equivalency exam not available

Equivalency examinations are given at least twice each year (January and August). Equivalency exams satisfy competency requirements for the following core courses only:

#### **PubH 6020 Fundamentals of Social and Behavioral Science**

Contact: Toben Nelson at [fnelson@umn.edu](mailto:fnelson@umn.edu)

Number of questions on exam	4
-----------------------------	---

Type of questions	Essay
Open or closed book	Open

**PubH 6751 Principles of Management in Health Services Organizations**

Contact: Jim Begun at [begin001@umn.edu](mailto:begin001@umn.edu)

Number of questions on exam	32
Type of questions	25 multiple choice, 3 essay, 1 case analysis with 4 questions
Open or closed book	Closed

**PubH 6102 Issues in Environmental and Occupational Health**

Contact: Matt Simcik at [msimcik@umn.edu](mailto:msimcik@umn.edu)

Number of questions on exam	1
Type of questions	Systems Map
Open or closed book	Open

**PubH 6320 Fundamentals of Epidemiology**

Contact: Rachel Widome at [widom001@umn.edu](mailto:widom001@umn.edu)

Number of questions on exam	31
Type of questions	Multiple choice, show-your-work problems
Open or closed book	Open

**PubH 6450 Biostatistics I**

Contact: Sally Olander at [brown198@umn.edu](mailto:brown198@umn.edu)

Number of questions on exam	60-75
Type of questions	Multiple choice, short answer, and show-your-work problems
Open or closed book	Open

**PubH 6741 Ethics in Public Health: Professional Practice and Policy**

Contact: Sarah Gollust at [sgollust@umn.edu](mailto:sgollust@umn.edu)

Number of questions on exam	10
Type of questions	Short answer
Open or closed book	Open (no internet access)

## 4. TUITION, FEES, BILLING, AND FINANCES

### 4.1 MY FINANCES TAB ON MY U

The My Finances tab in MyU.umn.edu is where you'll find information about billing, payment, and financial aid.

The My Finances tab allows you to view account charges and billing statements. It is also where you can submit an online payment using the preferred and free e-check method. Don't forget to sign up for Direct Deposit. For residents of Wisconsin, North Dakota, South Dakota, and Manitoba, remember to apply for reciprocity through your home state or province so your bill will have the correct amounts.

OneStop hosts "how-to guides" for common transactions. You can find financial how-to guides here: [onestop.umn.edu/how-guides#accord-3](http://onestop.umn.edu/how-guides#accord-3).

### 4.2 TUITION AND FEES

Please go to [onestop.umn.edu/](http://onestop.umn.edu/) for complete tuition and fee information.

### 4.3 BILLING

Your billing statement details your amount due (tuition, fees, housing, books, and other campus charges) and your payment due date. You will receive a notice in your University email account when it is ready to view. If you have account charges on more than one campus, you will receive separate billing notices for each campus.

You may opt into a payment plan when your first bill is available, which will divide your payments over three billing periods throughout the semester. Make sure you always pay your bills on time to avoid late fees or cancellation of future class registration

Your billing statement is a snapshot of the charges and credits applied to your account as of the date the statement was created. For the most up-to-date account activity information, you can check your student account on the My Finances tab in MyU.

#### Third Party Billing

[onestop.umn.edu/finances/third-party-billing](http://onestop.umn.edu/finances/third-party-billing)

When an organization, not owned by you or a family member, makes a commitment to pay your educational expenses, they are considered a third-party sponsor by the University of Minnesota. When payment is due on your student account, the sponsor is billed by the University. This payment process is termed "third party billing."

Sponsor's payments are subject to the same federal reporting requirements as other financial aid. Some sponsorships don't require a billing invoice and are administered by the University through One Stop Student Services.

Whether you are a student or a sponsor, you will find answers in the frequently asked questions about how the third-party billing processes these payments at the links on the left. In addition, you can view current tuition and fee information.

If you have more questions or need further information, please contact the third-party billing office at [tpbill@umn.edu](mailto:tpbill@umn.edu) or (612) 625- 8559.

### 4.4 FINANCIAL AID AND SCHOLARSHIPS

A variety of resources to assist students in financing their education can be found at [www.sph.umn.edu/prospective/tuition-finances/paying-for-your-education/](http://www.sph.umn.edu/prospective/tuition-finances/paying-for-your-education/). Scholarships specific to SPH Divisions and/or Programs can be found in the Division and/or program guidebook.

Information on financial aid can be found at [onestop.umn.edu](http://onestop.umn.edu) (Finances tab) or by emailing [onestop@umn.edu](mailto:onestop@umn.edu).

Students having questions about the status of their financial aid should refer to the appropriate contact below:

AID TYPE	CONTACT	EMAIL ADDRESS
Division/Program Specific Awards and Traineeships, Division-related donor scholarships, Dean's Scholarship	Your Program Coordinator	
Medical Scholarships, MN Tuition Scholarship, General donor funded scholarships.	SPH Student Services	<a href="mailto:sph-ask@umn.edu">sph-ask@umn.edu</a>
Federal Loans, Financial Aid Package	Liz Holm - Office of Student Finance	<a href="mailto:holmx029@umn.edu">holmx029@umn.edu</a>

### Loan Deferment

A temporary postponement of loan payments is available only under certain conditions. Students requesting a loan deferment can get their form signed by One Stop Student Services [onestop.umn.edu](http://onestop.umn.edu).

### Financial Aid Exit Counseling

Exit counseling sessions are required of all borrowers of federal and University-administered student loan programs. Exit counseling provides you information regarding the rights and responsibilities of a borrower and a lender/servicer. You learn about repayment, deferment, and cancellation of your loan. These sessions prepare you to be responsible and effective in repayment of your educational loans.

**You are required to complete exit counseling when you:**

- Are about to graduate
- Leave the University (even if it is just temporary)
- Drop your registration below half-time enrollment
- Transfer to another school
- Leave for a National Student Exchange (NSE) experience

Once you have been selected for the exit process, you will receive an email with instructions to complete your exit counseling online. Make sure you respond by completing your exit counseling in a timely manner! A hold will remain on your student record until your exit counseling is complete, delaying your diploma, preventing registration, and preventing access to your transcripts.

For more information about student loan exit counseling, contact Student Account Assistance at [onestop.umn.edu](http://onestop.umn.edu).

## 4.5 GRADUATE ASSISTANTSHIPS

Many SPH students use graduate assistantships to help finance their education. These are campus working/learning positions that take the form of research, teaching, or administrative appointments. Degree-seeking students in the SPH registered for six or more credits, including international students, are eligible to apply for an assistantship on campus. Because many assistantships are funded by grants, the research activity of SPH faculty may result in numerous opportunities across the school; you are encouraged to check with your faculty to see if, or when, they may be posting new grant-related assistant positions.

Graduate assistantships include an hourly wage, tuition benefits, subsidized insurance coverage, and may include resident tuition rates for students and dependents.

For graduate assistant policies and benefits, go to [www1.umn.edu/ohr/gae](http://www1.umn.edu/ohr/gae).

The tuition benefits are particularly attractive to students. Graduate assistants who work at least 25% time from the beginning to the end of the official semester appointment dates are eligible to receive tuition benefits (tuition remission and resident rates) during that semester.

## 5. GUIDELINES, POLICIES, AND COMPLIANCE

### 5.1 STUDENT RESPONSIBILITY AND CONDUCT

Students are ultimately responsible for the level of success that they achieve in their program of study and for the time it takes to complete that program. Students should:

- Attend SPH orientation and understand the information distributed.
- Understand and follow University, School of Public Health, Division, and Program rules and procedures for completion of degree requirements.
- Read email messages frequently for announcements from the Program Coordinators, Program Directors and Director of Graduate Studies, Student Services Center, and Career Center. These announcements may involve changes in the University, School or Division rules, and procedures for completion of degree requirements; students are responsible for reading and understanding these announcements.
- Contact a Program Coordinator, Program Director, or Director of Graduate Studies if they are not getting reasonable assistance from their academic and/or master's project/thesis advisor.
- Initiate and maintain contact each semester with their academic advisor to review progress toward the completion of their degree.
- Complete the degree in a timely fashion.

The School of Public Health emphasizes three principles of student conduct in all of its degree programs:

1. **Respect Others:** Students are expected to behave in a respectful and professional manner with other students, faculty, and staff in the classroom and on campus.
2. **Honor Privacy:** Every student's course grades are private and are not to be shown to anyone else. This also applies to the grades of students in courses for which you are a Teaching Assistant.
3. **Present Your Work Honestly:** Plagiarism is defined as the presentation of another's writing or ideas as your own. For a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/sources/definitions.html>. Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to <https://www.lib.umn.edu/howto/citationguides>.

The Associate Dean of Education & Student Engagement is responsible for managing all School of Public Health issues and investigations of academic misconduct.

## 5.2 UNIVERSITY OF MINNESOTA POLICIES

As part of the larger University of Minnesota community, students in the School of Public Health are responsible for abiding by the Board of Regents policies and other University-wide administrative policies. These policies can be found in full at [policy.umn.edu](http://policy.umn.edu).

This policy library holds policies that apply to the entire University system (all five campuses), as well as policies that apply to the Twin Cities campus. The site also displays Board of Regents policies, which are managed through the Board office.

In an effort to avoid potential duplication, omission, or transcription errors, we direct SPH students to read the policies at the original source. We encourage you to particularly become aware of the following:

### Student Conduct Code

This policy governs the expected standards of behavior for students and applies to all students and student organizations at the University of Minnesota, whether or not the University is in session.

The Office for Community Standards is the unit of the university that works to educate the community about the policies governing student behavior and resolve reported violations of the Student Conduct Code. The process they follow is designed to resolve issues in a way that is fair to all community members.

<https://communitystandards.umn.edu/>

Below are the Student Conduct Code's guiding principles:

1. The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
2. The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.
3. The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.

4. The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
5. The University is dedicated to the rational and orderly resolution of conflict.
6. Students are entitled to the rights and responsibilities of other citizens with regard to freedom of speech, peaceable assembly, and right to petition. Students are entitled to exercise their rights to inquire and dissent, speak freely, and peaceably assemble and protest to the extent permissible under both the First Amendment and the Student Conduct Code.
7. Students are entitled to due process and procedural fairness protections, including the prompt notification of charges, the opportunity to respond, the right to an advocate of choice, and the right to the resolution of a case within a reasonable period of time.

Any student or student group found to have committed, attempted to commit, or assisted or abetted another person or group to commit the following misconduct is subject to appropriate disciplinary action under this policy:

- Scholastic Dishonesty
- Disruption of the Academic Environment
- Falsification
- Refusal to Identify and Comply
- Attempt to Injure or Defraud
- Harm to Person
- Bullying
- Sexual Misconduct
- Disorderly Conduct
- Illegal or Unauthorized Possession or Use of Weapons
- Illegal or Unauthorized Possession or Use of Drugs or Alcohol
- Providing Alcohol to Minors
- Unauthorized Use of University Facilities or Services
- Theft, Property Damage, or Vandalism
- Unauthorized Access
- Disruptive Behavior
- Hazing
- Rioting
- Violation of University Rules
- Violation of Local, State, or Federal Laws or Ordinances
- Persistent Violations

### **Scholastic Dishonesty and Plagiarism**

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the Office for Community Standards.

The University's Student Conduct Code defines scholastic dishonesty as "plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis."

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- Representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- Producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author's; and
- Borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements, including group work and internet use. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work."

Serious, intentional plagiarism will result in a grade of "F" or "N" for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <https://communitystandards.umn.edu/>

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to [www.lib.umn.edu/instruction/tutorials](http://www.lib.umn.edu/instruction/tutorials) and click on "Organizing and Citing Research."

In addition, original work is expected in all coursework. It is unacceptable for students to hand in assignments for any course for which they received credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

All issues relating to academic misconduct in the School of Public Health are referred to the Associate Dean of Education.

### **Sexual Harassment, Sexual Assault, Stalking and Relationship Violence**

This policy governs the commitment to the prevention and awareness of and response to sexual harassment at the University of Minnesota.

The University of Minnesota and the School of Public Health are committed to creating a respectful community that is free of harassment. If you see or experience sexual misconduct during a divisional, school, or university related event, or at a professional event (such as at a conference), please consult with a University employee with whom you feel comfortable, or directly report to the Office of Equal Opportunity and Affirmative Action (EOAA) so that they can review the situation. The EOAA will work with you to determine the best course of action to prevent any further misconduct or retaliation.

If you would like more information about sexual misconduct or would like to talk through an experience, The Aurora Center, Student Counseling Services, and Boynton Health provide confidential services and resources to help you better understand your rights and the resources available on campus.

### **Research Involving Human Subjects**

This policy governs all research involving human subjects conducted at the University of Minnesota or by University faculty, staff, or student researchers.

Any research you conduct while a student at the University of Minnesota may be subject to review and approval by the University's Institutional Review Board (IRB) for the protection of human research subjects. This applies to projects conducted inside or outside the University. For research conducted outside of the University, students may still need IRB approval from the University even if approval has been obtained from an external agency. Any research involving human subjects must be reviewed by the IRB.

The IRB is a committee of faculty, students, and community members that follows federal regulations and ethical principles in order to protect human research subjects.

If your proposed research project is subject to IRB review, you must submit an application to the IRB before you begin. **You cannot begin any regulated research until you have IRB approval.** This includes sending out recruitment flyers or emails, accessing private data, or doing any aspect of your research. You may not be permitted to use any data that was collected without prior IRB approval. The IRB does not have the authority to approve a study *after* it has begun.

The IRB approval process may take as little as one week, but **can take up to 2 months or longer.** "Last minute" approvals are not possible, so it is important to plan ahead. Applications for international research, research with children, research about illegal or stigmatizing behavior, research with vulnerable populations, or research that incorporates deception often require more review time.

#### **IRB Contact Information**

(612) 626-5654

[irb@umn.edu](mailto:irb@umn.edu)

[research.umn.edu/units/irb](http://research.umn.edu/units/irb)

Projects that are not subject to IRB review include studies that rely on existing publicly available data, such as US Census data. If you are only doing an analysis of publicly available data (i.e., data you can download from a public website) you do not need IRB approval to use it. Technically, such work is research but does not involve living individuals from whom you collect information. On the other hand, an oral history study may not require IRB because it is not a systematic investigation designed to contribute to generalizable knowledge. However, there are many grey areas, so students proposing such work are strongly encouraged to contact the IRB to determine whether their project requires approval.

Additional guidelines for students involved in international fieldwork

If you plan to use data collected as part of your international field experience for your culminating experience project, you are strongly encouraged to contact the IRB before your field experience begins to ensure that your project is approved in a timely manner. You will not be allowed to take data out of the host country without IRB approval.

### **Grading & Transcript Policy**

This policy covers University-wide grading standards and the meaning of transcript symbols. A standard grading system establishes a common understanding of the meaning of grades and promotes uniformity in assigning them. Defining grades and their associated meaning (grade points and assessment of achievement) allows for comparison and for computation of the term and cumulative grade point average.

### **Leave of Absence**

Graduate students who experience circumstances that prevent them from maintaining active status through continuous registration (excluding summer term), and who, through consultation with their Director of Graduate Studies (DGS), Program Director, advisor(s), and relevant offices determine that a leave of absence (LOA) is appropriate, must request a LOA from their college office using this form. Graduate students must receive approval for an official Leave of Absence.

Forms must be submitted to the School of Public Health Student Services Center, A395 Mayo Memorial Building, MMC 819, 420 Delaware Street SE, Minneapolis, MN 55455.

## **5.3 COMPLAINTS AND GRIEVANCES**

The SPH seeks to be aware of and responsive to student issues and complaints. There are numerous ways for you to channel your academic and student life concerns:

- Provide comments on the yearly student survey released every March.
- Meet with your advisor and/or program coordinator.
- Raise the issue with your program director or director of graduate studies, either individually or in a meeting set up for this kind of feedback.

The SPH takes all student concerns seriously and we welcome your input in any of these ways. If the matter is not handled satisfactorily by any of these methods, or if the issue is particularly widespread or serious, please make an appointment with Dr. Elizabeth Wattenberg, Associate Dean of Education at [watte004@umn.edu](mailto:watte004@umn.edu).

The School of Public Health is committed to ensuring that all of our students experience high-quality instruction, and a positive and supportive environment in which to work and learn.

If you have a concern about your academic experience (e.g., grading, advising, instructional) and/or you believe a member of the University community has violated an official University rule, policy and/or established practice, please refer to the University's Board of Regents policy and related informal and formal resolution processes.

The University's process encourages efforts to address concerns at the local level whenever possible. For assistance, students may contact the SPH Student Services staff or the SPH associate dean for education; for a confidential consultation, students may contact the Student Conflict Resolution Center (SCRC).

For discrimination, harassment, or sexual violence complaints the appropriate unit to contact is the Equal Opportunity and Affirmative Action Office.

The University provides resources as well. Report incidents of bias, discrimination, or harassment to the University Office of Equal Opportunity and Affirmative Action at [eoaa.umn.edu](http://eoaa.umn.edu). For student issues that are not resolved through SPH channels or for which you seek external support, the Student Conflict Resolution Center will assist in resolving campus-based problems or concerns [sos.umn.edu](http://sos.umn.edu).

### **Bias Grievance Process**

**Purpose:** The School of Public Health strives to value and respect all that our students bring to the SPH community. However, events or conflicts may occur both in and out of the classroom that are deemed inappropriate and inconsistent with this value. Students have a right to report these concerns or incidents of bias. In order to address student reports in a confidential and supportive manner, the SPH developed a basic process that is outlined below. Specifically, if you are a student within the SPH, and feel you have been a victim of discrimination or bias based on your identity or beliefs; please reach out to the Associate Director of Diversity, Equity, and Inclusion.

**Intent:** Students may not know all the resources available on campus to address bias-related issues, or they may not feel comfortable reporting these issues or concerns to university offices. Moreover, students may simply wish to talk through an experience before making any other decision. The Associate Director of Diversity, Equity and Inclusion (DEI) can serve as this point of discussion and referral.



**Process:** Below is a set of process points related to addressing grievances. This is not an exhaustive list of steps, but an outline of critical pieces, meant to give both students and administrators an understanding of what may happen.

1. The Associate Director of DEI, or another SPH administrator, will meet with the aggrieved student to collect information regarding an incident or issue.
2. The Associate Director or other SPH administrator, may then talk with faculty, staff, or other students to ascertain the context of the incident, as well as the intent and impact of the situation as a whole. It is our intent to move expeditiously, but this process may take several days depending on the schedules of the involved parties.
3. Consult with related office(s). The Associate Director of DEI will use all of the available information to help determine whether the situation should be handled by another office or individual (ex: Equal Opportunity and Affirmative Action).
4. Where applicable, the Coordinator will identify and recommend options for resolution.
5. The Associate Director will consult back with students and communicate next steps. These may include (but are not limited to) referral to another campus office or administrator, offer for facilitation or mediation, or a class change.

Our hope is to find reasonable resolutions that will make the aggrieved party/parties feel heard, understood, and continuously welcomed in the SPH community. The coordinator can also provide informal support while the student works with another office to find a resolution.

Note regarding retaliation: The University of Minnesota and the School of Public Health prohibit retaliation against anyone who raises concerns about discrimination, harassment, sexual violence, or nepotism; opposes such practices; or participates in an investigation. Retaliation may include intimidation or harassment. If you feel you have been a victim of retaliation in regards to a report please communicate with the Associate Director of DEI or another administrator in the School of Public Health.

## 5.4 PRIVACY

The School of Public Health is committed to protecting the privacy of students, staff, and research participants. Students have privacy rights that assure confidentiality of their student records. In addition, research participants have many rights that guarantee their safety and privacy.

Often School of Public Health students work as Teaching Assistants or Research Assistants; both roles may require access to confidential or private information. Please be aware of privacy laws, complete assigned/required privacy training, and act with the highest honor towards all private information.

For further information, go to <https://www.healthprivacy.umn.edu/>.

### **FERPA (Family Educational Rights and Privacy Act): Student Records**

FERPA grants four specific rights to a post-secondary student:

1. To see the information that the institution is keeping on the student.
2. To seek amendment to those records and in certain cases append a statement to the record.
3. To consent to disclosure of his/her records.
4. To file a complaint with the FERPA Office in Washington.

In addition:

- U of MN Faculty and Staff have a legal responsibility, under FERPA, to protect the confidentiality of your student educational records.
- Student educational records are considered confidential and may not be released without written consent of the student.
- Student information stored in electronic format must be secure and available only to those entitled to access that information.

## 5.5 INTERNATIONAL STUDENT REQUIREMENTS

Note: International student requirements may change over time. For up-to-date information go to [iss.umn.edu](https://iss.umn.edu/).

## International Student Preparation Course

The International Student Preparation Course is a tool to help new international students prepare for their arrival at the University by learning about certain expectations and requirements. Students are required to complete the International Student Preparation Course at least one week before their Immigration Check-In. More information can be found by visiting <https://iss.umn.edu/new/online.html>.

## Immigration Check-In

All new international students must visit the University of Minnesota International Student & Scholar Services office (ISSS) shortly after arrival in Minnesota. See [iss.umn.edu](https://iss.umn.edu) for directions, office hours, and services. ISSS will review immigration documents, register new students for the International Student Orientation Program, and provide information on how to release registration holds. These processes are mandated by the Department of Homeland Security (DHS); formerly known as Immigration and Naturalization Service (INS).

International students are allowed to enter the U.S. only within 30 days of their program start date. Regulations and SEVIS requirements provide strict guidelines regarding this date, to coincide with the term of admission.

## Student and Exchange Visitor Information System (SEVIS)

SEVIS is an electronic reporting system that provides the Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. This internet-based record-keeping system maintains electronic data on all international students. The system tracks entries into and departures from the U.S.

In addition to the information routinely reported on I-20 and DS-2019 forms, other information is reported, including but not limited to: academic status, employment, and residential address.

For more information on SEVIS requirements, including those listed below, go to [iss.umn.edu](https://iss.umn.edu).

## Academic Status

International students must maintain full-time status. MPH students must register for at least six credits each semester. Under special conditions, students may apply for an exemption from the full-time status rule at the ISSS office. Students must apply for the exemption before registering for less than a full course of study.

## Address Change

International students MUST update their address within ten days of a change of address to maintain their legal immigration status. For more information go to [iss.umn.edu/INSGen/address.html](https://iss.umn.edu/INSGen/address.html).

# 5.6 COMPLIANCE

## Immunizations

[boynton.umn.edu/immunization-requirement](https://boynton.umn.edu/immunization-requirement)

According to OSHA regulations, CDC guidelines, and University of Minnesota policy, Health Sciences students are required to have a health clearance as a condition of enrollment. You must complete this requirement by the 6th week of the semester or a registration hold will be placed on your student account. In addition, Internship or Applied Practice Experience locations may require additional immunizations based on the location and/or work being performed. Finally, international experiences may also require other immunizations; international requirements are listed here: [Travel](#)

More details and the downloadable Student Immunization Record form are available from Boynton Health at [boynton.umn.edu/immunization-requirement](https://boynton.umn.edu/immunization-requirement). You can also stop by Boynton Health to schedule services, click here for more information [boynton.umn.edu](https://boynton.umn.edu).

## HIPAA (Health Insurance Portability and Accountability Act)

HIPAA is a federal law related to the privacy of an individual's health care information.

All students in the Health Sciences, including School of Public Health students, must complete the University's online HIPAA Privacy training. The University of Minnesota provides online training courses on proper handling of health information and information security; everyone must complete this training, even if they don't work directly with Protected Health Information. This is because students may have incidental contact with Protected Health Information, and because students may encounter HIPAA violations, and are required to know how to respond to these violations.

This training consists of two separate training courses that you may complete online: (HIP016) HIPAA Training; and (ISA17) University Information Security Awareness Training.

Login to <https://training.umn.edu/> and select **My Training** to see if you have been assigned the training, or click **Course Catalog** and enter the course name or number above.

### **Criminal Background Checks**

Students should be aware that Minnesota law may require certain facilities to conduct a criminal background check for all personnel with direct, and/or unsupervised client contact. Facilities that are covered by this law include hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, board/lodging establishments providing health supervision services, and work with minor aged children. Students seeking internships or Applied Practice may be required to undergo a background check as well, depending on the agency or facility's internal policies. The School will assist students with these requirements; students should call the Student Services Center at (612) 626-3500, email [sph-ask@umn.edu](mailto:sph-ask@umn.edu), or go to A-395 Mayo for assistance.

### **Community Engagement Agreement**

Many students in the School of Public Health volunteer in the community. Liability insurance is available through the University provided that the student registers for PUBH 0020 (a zero-credit class) and has the approval of their academic faculty advisor. Registration for PubH 0020 will be officially documented on the student's transcript; however, the zero-credit course has no tuition, no fees, no credits, and no grades. It is important to understand that a zero-credit registration for a community engagement activity is not a substitute for a required course or field experience.

Prior to registration, students are required to provide information about the experience by completing the Community Engagement Agreement available at [secure.ahc.umn.edu/publichealth/sphcommunity](https://secure.ahc.umn.edu/publichealth/sphcommunity). The agreement is complete once it has been approved by the student's advisor and the Registrar and Director of Academic and Student Affairs.

To complete the Student Engagement Agreement a student must provide the following information:

- Name of the organization
- Address
- Organization phone number
- Supervisor within the organization
- Description of the activity
- Description of how this activity relates to their development as a public health professional
- Semester and date of experience
- Electronic signature of academic advisor

When the agreement is approved, the student will be contacted by email and provided with a registration permission number.

### **Health Insurance Requirement for Health Sciences Students Participating in Applied Practice/Clerkship/Practicum Experiences**

**School of Public Health students are expected to have health insurance coverage while participating in their Applied Practice, clerkship, or practicum experiences. This is a University of Minnesota Health Sciences requirement. A school/program or site may ask a student for proof of health insurance while participating in their AP, clerkship, or practicum experience. If the student cannot provide proof of health insurance, indicating they are not in compliance with this requirement, they will be pulled from the experience.**

The complete policy can be found on the Health Sciences Education website.

## **6. GROUPS, ASSOCIATIONS AND SOCIETIES**

### **6.1 STUDENT GROUPS**

#### **School of Public Health Student Senate**

[sph.umn.edu/current/senate/](https://sph.umn.edu/current/senate/)

The Student Senate is composed of graduate students from within the School of Public Health: it strives to serve as a representative body for students in SPH. The Student Senate provides a voice for students and allows them to get involved in university government, plan social activities, network with departments, work with faculty, demonstrate leadership skills, assist student organizations in hosting school-wide events, and develop creative solutions to new challenges. Student Senate also provides various grants to students and SPH student groups.

## **Professional Student Government**

[gopherlink.umn.edu/organization/PSG](http://gopherlink.umn.edu/organization/PSG)

The professional student governance on the Twin Cities campus of the University of Minnesota rests with the Professional Student Government (PSG). All currently registered professional students at the University of Minnesota are members of PSG.

PSG represents and serves students in the Carlson School of Management, Law School, Medical School, Dental School, School of Nursing, College of Pharmacy, School of Public Health, College of Veterinary Medicine, College of Education and Human Development, and Humphrey School of Public Affairs. PSG is a resource for its 10-member Councils, the primary contact point for administrative units, a professional student policy-making and policy-influencing body, and as a center of inter- and intra-collegiate interaction among professional students.

## **Council of Graduate Students (COGS)**

[cogs.umn.edu](http://cogs.umn.edu)

The Council of Graduate Students (COGS) is the official student governing board of the Graduate School, representing all Graduate Students at the U of M. The U administration looks to COGS for consultation and direction on all matters pertaining to the Graduate School experience, including Graduate Assistant issues.

## **Center for Health Interdisciplinary Programs (CHIP)**

[chip.umn.edu/](http://chip.umn.edu/)

The Center for Health Interdisciplinary Programs (CHIP) is a department of the Office of Education in the Health Sciences Senior Vice President's Office. The CHIP Student Center serves all Health Sciences students. CHIP exists to foster interdisciplinary relationships and teamwork between Health Sciences students. CHIP provides educational, leadership, and service opportunities for students.

## **Minnesota International Student Association (MISA)**

[facebook.com/misa.umn/](https://facebook.com/misa.umn/)

The Minnesota International Student Association (MISA) is a non-profit organization that aims at working in the interest of international students at the University of Minnesota. MISA represents the international community of the University of Minnesota Campus. There are over 6000 international students on this campus, whose length of stay varies from three months to several years. MISA plays a vibrant role in students' social lives, by being the forum for international students on the U of M campus and by organizing events throughout the year.

## **Other Groups**

[sua.umn.edu/groups/](http://sua.umn.edu/groups/)

SPH is home to a number of student organizations. Some are registered campus groups and others are more focused on a division or program. In addition, there are more than 900 student groups on campus registered with the University's Student Unions and Activities Office, including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

If you want to know more about current SPH groups or are interested in forming a group within the School of Public Health, please contact [sph-ask@umn.edu](mailto:sph-ask@umn.edu).

## **6.2 PUBLIC HEALTH RELATED ASSOCIATIONS AND AGENCIES**

### **American College of Healthcare Executives**

[ache.org](http://ache.org)

The American College of Healthcare Executives is an international professional society of more than 30,000 healthcare executives who lead hospitals, healthcare systems and other healthcare organizations.

### **American Public Health Association**

[apha.org](http://apha.org)

The American Public Health Association (APHA) is the oldest and largest organization of public health professionals in the world, representing more than 50,000 members from over 50 occupations of public health.

### **Association of Schools and Programs of Public Health**

[aspph.org](http://aspph.org)

The Association of Schools and Programs of Public Health (ASPPH) is the only national organization representing the deans, faculty, and students of the accredited member schools of public health and other programs seeking accreditation as schools of public health.

### **Centers for Disease Control and Prevention**

[cdc.gov](http://cdc.gov)

The Centers for Disease Control and Prevention (CDC) is recognized as the lead federal agency for protecting the health and safety of people - at home and abroad, providing credible information to enhance health decisions, and promoting health through strong partnerships. CDC serves as the national focus for developing and applying disease

prevention and control, environmental health, and health promotion and education activities designed to improve the health of the people of the United States.

#### **Council on Education for Public Health**

[ceph.org](http://ceph.org)

The Council on Education for Public Health (CEPH) is an independent agency recognized by the US Department of Education to accredit schools of public health and public health programs offered in settings other than schools of public health.

#### **Commission on Accreditation of Healthcare Management Education**

[cahme.org](http://cahme.org)

The Commission on Accreditation of Healthcare Management Education (CAHME) is the only organization that accredits individual academic programs that grant master's degrees in healthcare management in the United States and Canada.

#### **Minnesota Public Health Association**

[mpha.net](http://mpha.net)

Founded in 1907, the Minnesota Public Health Association (MPHA) is a statewide professional organization actively serving Minnesotans, our members, and the public health profession through its efforts and activities. MPHA is an affiliate of the American Public Health Association.

#### **National Institutes of Health**

[nih.gov](http://nih.gov)

Originally a one-room Laboratory of Hygiene in 1887, the National Institutes of Health today is one of the world's foremost medical research centers, and the Federal focal point for medical research in the U.S.

#### **National Board of Public Health Examiners**

[nbphe.org](http://nbphe.org)

National Board of Public Health Examiners (NBPHE) established in 2005 as an independent organization, the purpose of which is to ensure that public health professionals have mastered the foundational knowledge and skills relevant to contemporary public health.

## **6.3 ALUMNI SOCIETIES**

#### **School of Public Health Alumni Society**

<https://www.sph.umn.edu/alumni/sph-alumni-society/>

The University of Minnesota School of Public Health Alumni Society has members around the world. Consisting of 12,000+ alumni, the SPH Alumni Society plays a key role in the School and public health community as they continue to shape public health policy, conduct ground-breaking research, lead innovative public health solutions and contribute to the future of public health.

Since its inception in 1982, the School of Public Health Alumni Society has worked to serve alumni and students, promote excellence in programs and serve the needs of the School. Membership is automatically conferred upon all graduates, former students who have completed a minimum of 12-18 credits, faculty and administrators of the school.

The SPH Alumni Society is committed to building relationships with students through various activities, including the SPH Mentor Program, partnering with SPH Student Senate, and bringing alumni to students to provide professional development opportunities to students.

#### **MHA Alumni Association**

[sph.umn.edu/alumni/mha/](http://sph.umn.edu/alumni/mha/)

The Minnesota MHA Alumni Association was established in 1948 to facilitate ongoing support of the Healthcare Administration program and to continue fellowship among alumni. With 3200+ alumni members, the Association supports MHA students through scholarships, professional connections, and learning opportunities, and strives to provide MHA alumni with ongoing opportunities for education, engagement and philanthropy.

# 7. ENVIRONMENTAL HEALTH

## 7.1 INTRODUCTION

All students are responsible for knowing the rules and policies that govern their academic program. To this end, we are providing you with this guidebook which covers your specific academic program requirements. Please refer to it often.

Many School of Public Health processes have changed in the last year or two. Please stay in touch with your program coordinator as some paper processes have converted to electronic processes.

In addition, you are responsible for knowing University of Minnesota and Graduate School policies and procedures that pertain to all students. Links to these policies and procedures can be found by clicking on the “Current Students” link at <http://www.sph.umn.edu/current/resources/>.

### **EnHS Student Mailboxes – 1215-1 Mayo Building**

Student mailboxes are located in the interior hallway of Room 1215 Mayo.

#### **Division of Environmental Health Sciences**

**Administrative Contacts** (note: please use email until we are fully back on campus)

Interim Division Head – Craig Hedberg, PhD

(612) 626-4757

[hedbe005@umn.edu](mailto:hedbe005@umn.edu)

Director of Graduate Studies (MS & PhD) – Silvia Balbo, PhD

(612) 624-4240

[balbo006@umn.edu](mailto:balbo006@umn.edu)

Program Director (MPH) – Matt Simcik, PhD

(612) 626-6269

[msimcik@umn.edu](mailto:msimcik@umn.edu)

Program Coordinator – Khosi Nkosi

(612) 625-0622

[nkosi001@umn.edu](mailto:nkosi001@umn.edu)

## 7.2 OVERVIEW OF DEGREE PROGRAMS AND EMPHASIS AREAS

Environmental Health offers MPH, MS, and PhD degrees and several emphasis areas.

- General (MPH, MS, PhD)
- Environmental Chemistry (MS, PhD)
- Environmental and Occupational Epidemiology (MPH, MS, PhD)
- Environmental Infectious Diseases (MPH, MS, PhD)
- Exposure Sciences (MS)
- Food Safety (MPH, MS, PhD)
- Global Environmental Health (MPH)
- Industrial Hygiene (MPH, MS, PhD)
- Injury and Violence Epidemiology and Prevention (MPH, MS)
- Occupational and Environmental Health Nursing (MPH, PhD)
- Occupational and Environmental Medicine (MPH)
- Occupational Injury Prevention Research Training (PhD)

- Regulatory Toxicology and Risk Assessment (MPH, MS)

## 7.3 ADVISING ROLES

*Student refer to section 1.9.*

# 8. ENHS MPH DEGREE PROGRAM REQUIREMENTS

## **School of Public Health MPH Core Requirements**

*Students should refer to section 3.5 Master's Degree Structure: Building Blocks for Your MPH Degree in Environmental Health.*

### **Course Numbers and Graduate Credit**

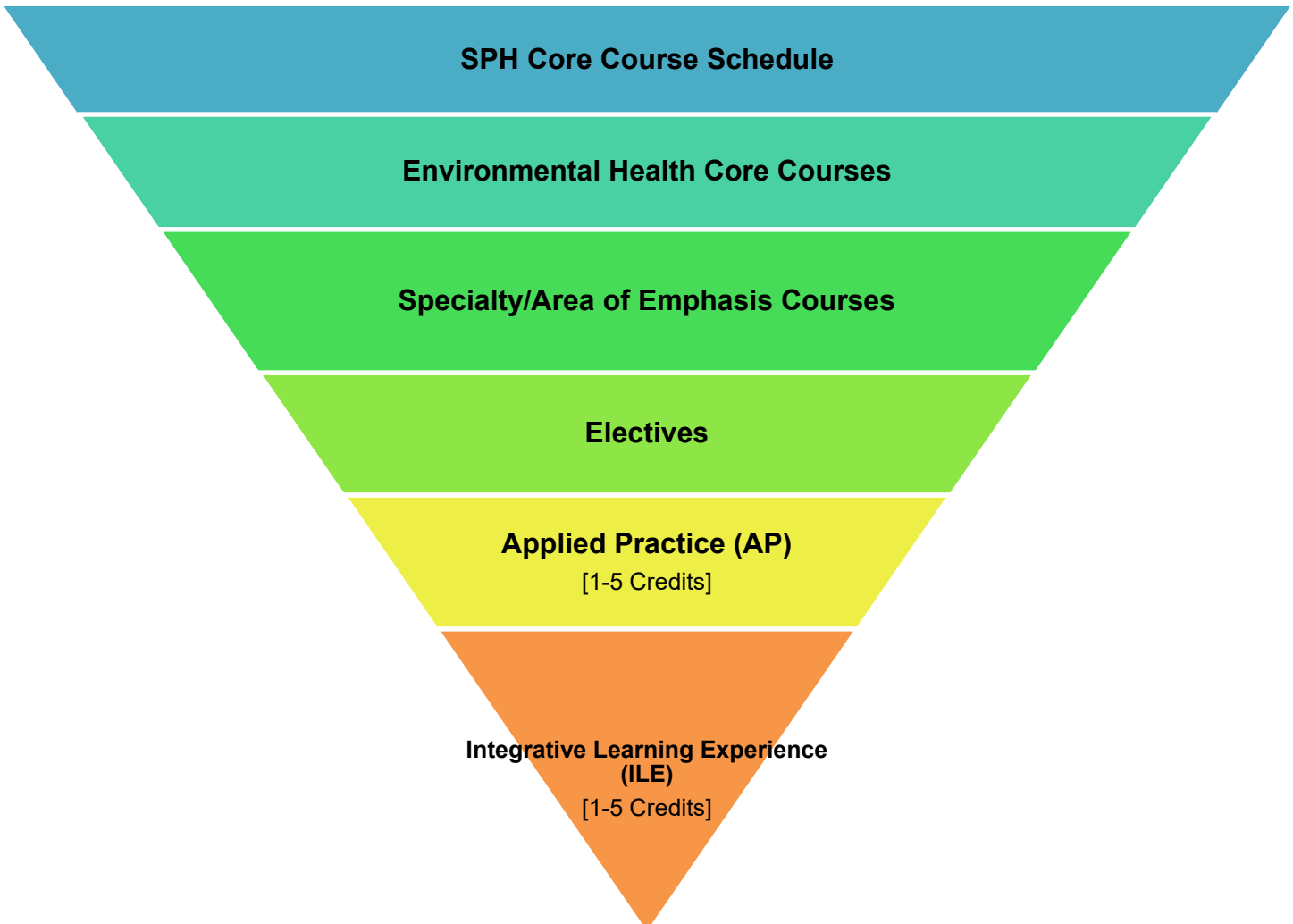
5xxx, 6xxx, 7xxx and 8xxx-level courses are considered graduate-level. 1xxx and 3xxx-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances – with approval of the student's program director – 4xxx level courses may also be applied toward an MPH degree. Courses taken before the awarding of a baccalaureate degree cannot be applied toward an MPH degree.

## 8.1 APPLIED PRACTICE (AP) EXPERIENCE REQUIREMENT LEARNING AGREEMENT ONLINE MODULE - MPH STUDENTS

### What is an Applied Practice?

The applied practice is a hands-on opportunity to implement your public health knowledge and skills in a real-world setting. The goal of the AP is to demonstrate the application or practice of at least five public health competencies, as established by the Council on Education for Public Health (CEPH). At least three of the competencies must be foundational. The other two competencies may be specific to your program. For program-specific competencies, please contact your program advisor. For general information about the applied practice requirement and help with finding an AP or how to complete the online Learning Agreement and for a suggested timeline visit the AP homepage. <https://www.sph.umn.edu/current/applied-practice/>

To show application or practice of these competencies, you are required to submit two products developed as part of your AP.



### What should I know before I start my Applied Practice?

The AP can be completed through a combination of experiences. You should consult with your faculty advisor to determine which options are most appropriate for you, and whether your program has any specific requirements or restrictions for the AP.

All MPH students must complete an AP while enrolled in their degree program. Prior work/volunteer activities or coursework that begins before the learning agreement is approved will not be accepted. Waivers are not accepted.

You will work with your preceptor/supervisor and faculty advisor to make sure that the AP benefits both the practice site and you.



Dual/Joint degree students (e.g. MPH/JD) should consult with their programs to determine if the AP can fulfill requirements for both degree programs.

The AP may be completed at the student's current workplace, if applicable, but must begin after the learning agreement is approved. An AP can be paid or unpaid.

### What qualifies for the AP?

The AP may be fulfilled through any combination of the following options. Consult with your advisor to determine which options are most appropriate for you, and whether your program has any specific requirements or restrictions for the AP:

- A practicum or internship completed during a summer or academic term while enrolled in their degree program.
- Completion of an AP-designated course.
- Co-curricular experiences (e.g., service and volunteer opportunities, such as those organized by a student association).

**IMPORTANT:** The following do not qualify as an AP

- Mission trips
- Clinical work
- Prior work/volunteer activities or coursework that begins before the learning agreement is approved

### How do I find an Applied Practice?

An AP can be completed in:

- Governmental agencies
- Non-governmental agencies
- Non-profit agencies
- Industrial organizations
- For-profit settings
- Appropriate university-affiliated practice-based settings; university-affiliated settings must be primarily focused on community engagement, typically with external partners. University health promotion or wellness centers may also be appropriate sites.

Students may use many different resources and strategies to locate AP opportunities and connect with organizations. Below are some resources and tips.

- Visit the Applied Practice Experience Module, which allows you to search for past applied practice.
- Visit the Career and Professional Development Center's website.
- Complete a required Competency Assessment Tool (CAT) which can provide a listing of prospective organizations for your AP
- Visit the SPH job posting system which allows you to search for applied practice experience opportunities and part-time opportunities that may meet the applied practice experience requirement.
- Visit the Resources page for additional information as you decide which competencies you want to practice, and work on locating an applied practice.
- Start networking with faculty, staff and peers who work in your area of interest (specific position, organization, industry).
- Request an informational interview with an organization you would like to work with. They are one of the best ways to learn about industries, careers and organizations and possibly applied practice experience opportunities not advertised.
- Connect with SPH Alumni through alumni community events, the SPH Mentor Program, and the University of Minnesota School of Public Health LinkedIn Group to contact alumni to do an informational interview.

## **What are AP products and how do I document them?**

The products are created as part of the AP to benefit the practice site. The products must demonstrate that the student has applied specific competencies. The student must submit a minimum of 2 products for the AP. Each product does not need to demonstrate application of all five competencies. For example, one product (e.g., a written assignment) may demonstrate 3 competencies and the second product (e.g., a video presentation) may demonstrate the other 2 competencies. As another example, students may include five products in their portfolio if each one demonstrates a competency.

Competencies and products may differ from student to student. Students will upload the products to the Applied Practice Experience learning agreement for their advisor, preceptor and program coordinator to review and approve.

While students may complete experiences as individuals or as groups in a structured experience, each student must present documentation demonstrating individual competency application or practice.

### **Product examples include, but not limited to:**

- Written assignments
- Journal entries that document activities that demonstrate practice or application of a competency
- Completed tests
- Brochure
- Flyer
- Training manual
- Policy brief
- Videos
- Multi-media presentations
- Spreadsheets
- Grant proposals
- Budgets
- Site-specific reports
- Health promotion materials
- Training course curriculum
- Program evaluation reports
- Surveys
- Websites
- Posters
- Photos
- Other digital artifacts of learning

If proprietary information is part of the student's experience, a student will not have to submit that information, but instead can summarize the project in a journal entry.

### **The Learning Agreement**

The AP learning agreement directs you to complete the required Competency Assessment Tool (CAT), and start a learning agreement for your AP. In the AP learning agreement, you will provide the demographic data: where, when, who, etc., identify the competencies that will be fulfilled and at the end of your experience, and upload your AP product(s) for your adviser to review.

Note: You are required to enroll in applied practice credits(s) and submit the agreement before beginning the AP. You may only begin the AP after you are registered for the credit(s) and the transcript shows registration for AP

credit(s). Ideally you will complete the AP during the term for which you are registered, but if necessary, a portion of your AP can be done in a subsequent term.

At least three of the competencies must be foundational; the remainder may be foundational or program specific. CEPH competencies are listed in Appendix A. The following is a list of environmental program competencies:

1. Recognize hazards in various environments
2. Describe factors that influence the presence and magnitude of hazards
3. Identify pathways of exposure to environmental hazards
4. Integrate exposure and health effects knowledge to investigate health risk and inequity
5. Propose risk management strategies, such as education, policy, and technology, directed toward environmental health stakeholders, including government, industry, and community groups.

#### **Instructions:**

1. Fill out the Competency Assessment Tool (CAT). This tool is designed to help you identify which competencies you plan to address through the AP. Discuss the results with your advisor.
2. Discuss the five competencies you will address through the AP and the two products that will result from the experience with your preceptor prior to starting the learning agreement. Meet with your advisor to review the competencies and products you agreed on with your preceptor. It is important that you and your preceptor agree on the expectations for the AP.
3. You will document the five competencies in the Learning Agreement.
4. Initiate and submit the online Learning Agreement prior to beginning the experience.
5. Your Preceptor approves AP learning agreement.
6. Then your advisor approves the AP learning agreement.
7. Then your program coordinator approves the AP learning agreement
8. Once the agreement is signed, register for the appropriate course number and credits. You will need to obtain a permission number from your advisor.
9. Begin your experience.

#### **Learning Objectives:**

- Learn first-hand about the organization, operations, and special activities of selected agencies, institutions, and industries concerned with environmental health (EnHS) or related programs.
- Gain insight into programs, personnel management, governmental and public relations, legislative support and, particularly, knowledge of special investigations conducted by these organizations.
- Participation in activities of EnHS programs external to the University adds a dimension of experience to the curriculum that enriches the student's training and will be beneficial in seeking employment.

**Applied Practice (AP):** All students matriculating in the MPH program must complete a formal, supervised applied practice experience. The AP requires close extensive discussion and pre-approval before registration is allowed. Credits can range from 1-5 credits (S/N grade option only). Registration will be under your academic advisor's section of PubH 7196.

Please be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. You can contact the student services center at [sph-ask@umn.edu](mailto:sph-ask@umn.edu) if you need a background check.

1. All MPH programs are required to complete the AP as part of their degree program (also encouraged for MS students).
2. Students, in consultation with their advisor, should select the particular organization with which they wish to work. Selection of the organization, contact with it and the designation of a preceptor in the organization may be arranged any time during the academic year.
3. AP can be a minimum of 1 credit and up to 5 credits. These credits may be taken during one semester, or divided among several semesters. As a guideline, a minimum effort of 45 hours per credit is expected.
4. A maximum of 5 credits (with advisor's consent) earned for the agency experience may be applied toward the fulfillment of degree credit requirements as determined by the School of Public Health.

5. To be eligible to register for, PubH 7196, a student should first complete a learning agreement form, available [online](#).
6. The form routes electronically to be signed by the person the student will work with at the agency, and the student's advisor as soon as arrangements are completed for the agency assignment. The form is intended to avoid misunderstandings concerning expectations on the part of all parties involved.
7. Students must submit an applied practice evaluation/report(s) to their academic advisor to obtain a grade. The nature and extent of the report(s) is determined by the advisor. If an agreement is not completed that semester, the advisor will assign a grade of "K" to be changed to "S" or "N" once the evaluations are in.
8. Some students may find certain aspects of the agency activity of sufficient interest to do a "Plan B or Plan C" project while assigned to the agency. This requires study that is more extensive, an appropriate literature review, and an expansion of the subject beyond the AP. The ultimate feasibility of such arrangements should be decided jointly by the student, the advisor, and the preceptor. This applies to also to a student wishing to use their place of employment to do a master's project.
9. Grades for PubH 7196 are submitted when the academic advisor has accepted and approved the report(s) applied practice.
10. All MPH students must complete a [Learning Agreement online](#): This includes all domestic and international experiences. International experiences require more planning time and more steps than domestic ones – at least 3-4 months of planning ahead. Travel to countries on the U.S. State Department travel warning list: University policy requires students, and faculty/staff leading students, traveling to countries on the U.S. Department of State's travel warning list to [seek special permission](#) from the University's International Travel Risk Assessment and Advisory Committee.

#### **Timing:**

The AP should complement the Environmental Health Sciences training and therefore is recommended after completion of PubH 6102 "Issues in Environmental and Occupational Health." Most students will elect to do their AP during summer semester between their first and second years, although there may be flexibility for individual situations; these should be discussed with the AP Faculty Advisor.

The EnHS AP opportunity provides students with a means of gaining additional insight into programs, personnel management, governmental relations, public relations, legislative support and, particularly, knowledge of special investigations conducted by these organizations. Participation in the activities of EnHS programs external to the University adds a dimension of experience to the curriculum that enriches the student's training and will be beneficial in seeking employment.

Various governmental units are involved with EnHS programs in the Twin Cities metropolitan area. Some examples of agencies with which students might seek affiliation for the AP include but not limited to:

- Minnesota State Health Department
- Minnesota Pollution Control Agency
- Environmental Quality Board
- Minnesota State Planning Agency
- US Food and Drug Administration
- Minnesota Department of Natural Resources
- St. Paul Water Department
- Metropolitan Council
- Minneapolis Water Department,
- Metropolitan Waste Control Commission

There may also be possibilities for assignments with local health department units of the cities of Minneapolis, Bloomington, Edina, St. Louis Park, Fridley, and Richfield, or with the Anoka, Ramsey, or Scott County Health Departments, etc. In some cases, students may wish to select affiliation with an EnHS program in a local industry or with a hospital facility. A number of out of state positions are also available during the summer.

#### **Additional requirements for international applied practice**

Students who want to complete an international AP must complete the University of Minnesota [university purpose travel registration process](#). Once these requirements are complete, they will pre-populate on the Applied Practice learning agreement.

Note: Students must discuss self-identified travel plans (international experiences that are not promoted by the University) with an appropriate Education Abroad Office, University faculty and/or staff member prior to confirming travel plans. To familiarize yourself with student expectations and definitions while abroad, visit the Student Travel and Education Abroad: Health and Safety Policy.

International Students: If you plan to complete an AP outside the USA please consult ISSS to make sure you can travel outside the USA while on your student visa. You may have additional permissions and requirements.

IMPORTANT: The Applied Practice Experience Coordinator has to also sign off on learning agreements that are international. Feel free to contact the coordinator Mercedes Taneja at [estra021@umn.edu](mailto:estra021@umn.edu) if you have additional questions. The preceptor, student, and student's advisor need to agree on the competencies before the AP begins.

## 8.2 MPH INTEGRATIVE LEARNING EXPERIENCE (ILE) REQUIREMENTS

Students should register for the PubH 7194 Integrative Learning Experience (1-5 cr). - Students will need to obtain a permission number from their advisor. Students register under their advisor's PubH 7194 section.

### Approval Process (before requesting a permission number to register for PubH 7194 Integrative Learning Experience):

In order to maximize the benefit from the advisor's input, students must have their topic approved by their faculty advisor. Approval must be received in writing before work can begin on the project proposal. After receiving the advisor's approval on the topic, the student should begin to develop the project proposal. The Masters' Project Proposal Form is considered a useful guide for proceeding with an agreed upon approach to the master's project. The proposal sets up a guiding framework for the project and establishes a timeline for completion that is mutually satisfactory to students and their advisor.

### Completion of the Integrative Learning Experience (ILE)

Students must keep in touch with their academic advisor during the course of the Masters' Project. The advisor should specify how they prefer to work with the student. The advisor and the student are expected to work through a process of review and revision until the final, well-written document is produced. The final document must be evaluated by the advisor and a second committee member, who is also on the faculty.

Students will receive their final grade for PubH 7194 once the final document has been reviewed, evaluated, and approved by the advisor and second committee member.

### ILE Guidelines

- 1 - 5 credit(s) of PubH 7194
- The ILE must address at least three competencies that include both foundational and program-specific competencies
- The ILE is a culminating experience that can take many forms including:
  - practice-based project
  - capstone course
- The outcome of the ILE must be a high-quality written product
  - The ILE product must demonstrate the student's proficiency with written communication
  - The ILE product must demonstrate that the student can write a well-developed, logical, thoughtful document that communicates clearly
  - To achieve these goals, it is expected that the ILE product will go through a process of review and revision
- Students write a brief ILE proposal that will be reviewed and approved by the advisor, and identifies the following:
  - At least three competencies, which include both Foundational and Environmental Health competencies
  - A proposed ILE through which they will synthesize the competencies
  - A proposed ILE product
- Two faculty members will evaluate, assess, and approve the final ILE product
- Students may use the same product for their AP and ILE, but the products must meet the requirements that are specific for the AP and the ILE

- The ILE may be based on the AP, but not an AP product. For example, an ILE product may be a written report on the experience or activities at the practice site, but the report does not need to be written as part of an activity or to benefit the practice site
- Examples of ILE products
  - program evaluation report
  - research paper based on data analysis or literature review
  - training manual
  - policy statement
  - legislative testimony with accompanying supporting research
  - white paper
  - logic model with a report for its use
  - case study integrated with the literature
  - opinion/editorial piece
  - pamphlet that communicates information to the public

### 8.3 PROGRESS REVIEW/ ANNUAL REVIEW

All students are required to meet with their advisor for annual review. Please see the Appendices for details.

MPH Students see Appendix B

MS Students see Appendix D

PHD Students see Appendix E

### 8.4 MPH STUDY PLAN AND DEGREE CLEARANCE

The MPH degree clearance process requires:

Step 1) Completion of a Study Plan that is submitted to the academic advisor and program coordinator for approval ONE SEMESTER BEFORE the semester of graduation.

Study Plan is available here: [http://sph.umn.edu/site/docs/degrees-programs/mha/MPH-MHA\\_StudyPlan.pdf](http://sph.umn.edu/site/docs/degrees-programs/mha/MPH-MHA_StudyPlan.pdf)

Step 2) Students login to MyU after Step 1 to submit an electronic Graduate Planning and Audit System (GPAS) form online as a second step to degree clearance.

Students should only submit their GPAS once they've officially registered for their final semester and are in progress of completing **all** remaining program requirements. Unauthorized changes in coursework that occur after the GPAS is submitted may affect degree requirement completion.

To review your requirements and submit your GPAS:

- Access GPAS through the MyU Portal, Academics tab, Degree Progress tab, Click GPAS link at the bottom of the page.

MyU Key Links Campus Info Resources Favorites University Student

NEWS  
TEACHING  
ACADEMICS  
MY FINANCES  
MY TIME  
MY PAY  
MY BENEFITS  
PURCHASING  
MY INFO

MY CLASSES REGISTRATION **DEGREE PROGRESS** GRADES

## Degree Progress

Milestone	Level	Status	Institution	Career	Program	Major
Graduate Degree Program		Not Completed	Twin Cities/Rochester	Graduate	College of Biological Sciences	Plant and Microbial Biology Ph D
Grd start term and end term	Admitted Spring 2013 or after	In Progress	Twin Cities/Rochester	Graduate	College of Biological Sciences	Plant and Microbial Biology Ph D

Questions About Degree Progress? [SEE HELP OPTIONS](#)

[View Transfer Credit Report](#) **GPAS** [Student Center](#) [APAS](#) [Graduation Planner](#) [Unofficial Transcript](#)

Review your GPAS

- Students may review their program requirements by accessing the “Plan by MyU Requirements” tab under the University of Minnesota Coursework tab. From this tab, students may review completed and remaining requirements.
- Students who have submitted petitions and received approval notices, completed equivalency exams, transferred credits, or taken elective courses not currently listed will view these courses in the “Courses Not Allocated” at the bottom of the page.

The program coordinator is responsible for allocating courses to meet the proper requirements. Any questions about courses that are not allocated may contact the program coordinator.

## 8.5 COURSE TRANSFERS, SUBSTITUTIONS AND THE PETITION PROCESS

Refer to section 3.4

## 9. MS REQUIREMENTS AND PROGRAM CURRICULUM

MS Students are responsible for closely following the degree completion steps listed here:

<https://onestop.umn.edu/academics/degree-completion-steps>

- Students who entered the MS program in Fall 2018 or later will use the Graduate Planning and Audit System (GPAS)
- All requirements for the master’s degree must be completed and the degree awarded within 5 years.

Two options for the Master’s Degree are offered:

- Plan A (only used in rare occasions, involves a formal thesis): Register for 10 credits of PubH 8777
- Plan B: Register for 3- 5 credits of PubH 7195
- Both Plan A and Plan B require a final oral exam

Students must complete a minimum of 30 credits, which includes at least 3 credits for Plan B project (PubH 7195) or 10 credits of PubH 8777 for Plan A.

All MS students must have a broad introduction to public health, which is defined as learning the 12 public health knowledge domains defined by the Council on Education for Public Health (CEPH).

There are three options for MS students to fulfill this requirement.

- Complete PubH 6250 Foundations of Public Health
- Prior undergraduate degree or minor in public health
- Prior graduate degree in Public Health

MS students must be registered fall and spring semester each year to remain active in the program; students must remain active until they complete all degree requirements and graduate. z

- Grad 999 is not automatically available for EnHS students to maintain their active status. Students within three months of graduation, may request permission to register for Grad 999 from the DGS. Students are typically allowed to register for Grad 999 once. Students who do not finish the semester that they registered for Grad 999 are expected to remain active by registering for a regular credit.

## 9.1 COURSE TRANSFERS, SUBSTITUTIONS AND THE PETITION PROCESS

With approval of the advisor and DGS, students may transfer credits from another graduate program. For the Plan A, students must complete at least 12 credits while enrolled as a degree-seeking student in the MS program. For the Plan B, students must complete at least 20 credits while enrolled as a degree-seeking student in the MS program: <https://policy.umn.edu/education/gradcreditdegree>

To make substitutions or changes, students can use the graduation registration exceptions request: [https://wfgen.umn.edu/wfgen/show.aspx?QUERY=START&P=ASR\\_GRAD\\_REG\\_EXCEPTIONS&BACKURL\\_SUBMIT=https%3A/wfgen.umn.edu/wfgen/wfapps/webforms/thankyouconfirmation.aspx](https://wfgen.umn.edu/wfgen/show.aspx?QUERY=START&P=ASR_GRAD_REG_EXCEPTIONS&BACKURL_SUBMIT=https%3A/wfgen.umn.edu/wfgen/wfapps/webforms/thankyouconfirmation.aspx).

To petition a policy or course, the student can use the academic policy petition: [https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr218\\_graduate\\_academic\\_policy\\_exception\\_request\\_jan2015.pdf](https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr218_graduate_academic_policy_exception_request_jan2015.pdf).

## 9.2 GRADUATE PLANNING AND AUDIT SYSTEM (GPAS) AND ANNUAL REVIEW REQUIREMENT

- Students must follow the degree completion steps listed here: <https://onestop.umn.edu/academics/degree-completion-steps>
- Students who entered the MS program in Fall 2018 or later will use the Graduate Planning and Audit System (GPAS)
- Satisfactory Progress: Meet with your advisor at least once a semester. Complete the annual self-assessment report and submit that to your advisor, program coordinator and DGS (see the Annual Review End of Year Self-Assessment Report Form in the appendix). Ask for an annual review letter from your advisor. Maintain a 3.0 cumulative GPA, finish milestones in a timely manner.
- Select electives in consultation with your advisor.

## 9.3 RESPONSIBLE CONDUCT OF RESEARCH

*Refer to section 5.2*

The Graduate School requires all MS and PhD students to receive training in the responsible conduct of research. This includes exposure to the concepts and issues surrounding conflict of interest, authorship, code of conduct, use of animal and human subjects in research, data management, intellectual property and copyright, history of ethics in research, plagiarism, fiscal responsibility, mentorship, environmental health and safety, and social responsibility. This training must occur once during the student's degree program. Taking PubH 6742 will satisfy the Graduate School requirement. However, students are also required to file a proposal with the IRB office in order to determine if an IRB is required to conduct the intended research. Read more [here](#).

The IRB reviews all activities that meet the federal definition of human research or clinical investigation. See the [Human Research determination worksheet](#) for more information.



## 9.4 MS COMPLETION STEPS, CHECK LIST AND DEGREE COMPLETION AND FORMS

Degree completion steps are requirements that you need to complete as part of your degree progress. Check with your program coordinator for detailed information about graduation requirements.

- Students must follow the degree completion steps listed here: <https://onestop.umn.edu/academics/degree-completion-steps>

## 9.5 TIME FRAME

### Suggested Timeline:

#### Year 1

- Plan for and register for courses in consultation with your advisor.

#### Year 2

- Plan for and begin working on your master's project at least two semesters before graduation. Discuss with your advisor whether you should complete a Plan A or a Plan B project.
- Register for and complete master's project course; PubH 7195 for Plan B (highly recommended and most preferred option); PubH 8777 for Plan A.
- Complete course requirements
- Select examining committee in consultation with advisor and form online form: <https://onestop.umn.edu/academics/examination-committees>
- Complete master's project paper and present findings during your oral exam. Submit electronic copy to program coordinator.

## 9.6 FINISHING, EXAMINING COMMITTEES, DEGREE CLEARANCE

### 1. Review the Degree Completion Steps

- Plan B: [https://assets.asr.umn.edu/files/gssp/otr202\\_Masters\\_PlanBC\\_GDP.pdf](https://assets.asr.umn.edu/files/gssp/otr202_Masters_PlanBC_GDP.pdf)
- Plan A: [https://assets.asr.umn.edu/files/gssp/otr201g\\_Masters\\_PlanA\\_GPAS.pdf](https://assets.asr.umn.edu/files/gssp/otr201g_Masters_PlanA_GPAS.pdf)

2. Consult with your academic advisor to identify the faculty members who will serve on your examining committee. Most graduate programs require that committee members have Graduate Education Responsibilities (GER) in the field they represent (major field or minor/outside of the major field).

[Check here to verify faculty have GER in the major field and/or minor/outside of the major field.](#)

### 3. Review the master's degree committee information and policies:

<https://onestop.umn.edu/academics/examination-committees#accord-7>.

### 4. Determine who will serve as: chair of the committee, outside/minor field examiner.

- MS exam committees include three graduate faculty members. The examining committee will consist of at least two graduate faculty members from the EnHs program (typically the research advisor and academic advisor or reader) and at least one Graduate faculty member from outside the EnHs program.

### 5. Obtain the internet ID or faculty ID number for each member of your committee

- Internet IDs can be found in the [University Directory](#)
- Faculty IDs can be obtained from your graduate program

### 6. Submit and or update your master's final examination committee assignment (or update) online.

### Degree Clearance

Taking classes and passing them and completing a research paper are only part of the process of obtaining any degree. It is crucial that students understand all of the steps required to complete the degree:

<https://onestop.umn.edu/academics/degree-completion-steps>

Degrees are granted monthly. To qualify for graduation students must complete the Application for Degree Form on or before the first workday of the month before the month intended for the degree to be conferred and notify the Graduate Coordinator of their intention to graduate in order to receive up-to-date information on graduation requirements. The Application for Degree form is available in the Graduation Packet ordered online. Once this request has been filed, a Reviewers Report Form will be issued.

### **Final Oral Examination**

All master's degree candidates are required to pass a final oral examination.

Students are expected to present a 20-30 minute professional seminar on their research project(s) as part of the final oral exam.

A closed meeting between the candidate and the examining committee immediately follows the seminar. This closed meeting may include further questions on the research project(s), as well as general areas of environmental health. Upon completion of the examination, the candidate is then excused and a formal vote of the committee is taken on whether the candidate passed the examination. In order to pass the examination, the candidate must receive no more than one negative vote.

After the successful completion of the exam, committee members will sign the Final Exam Report. The signed Final Exam Report is returned to the Graduate School.

## **10. PHD TIME FRAME, SATISFACTORY PROGRESS REQUIREMENTS, AND ANNUAL REVIEW REQUIREMENT**

### **10.1 PHD ACADEMIC ADVISING**

#### **Faculty advisors will do the following:**

- Serve as academic advisors.
- Meet with advisees regularly; write an annual review letter at the end of each academic year to inform students of their progress or lack of timely towards PhD milestones.
- Respond in a timely manner to requests from advisees for meetings or responses by telephone or email.
- Provide guidance to students about coursework, fieldwork, project selection, and career planning in conjunction with the career services staff.
- Make students feel welcome to the Division.
- Act as a contact person for the student and help direct the student to the appropriate resources in the division and beyond given particular issues or problems the student may have.
- Assist students with concentration requirements, electives, prelims and dissertation guidance
- Approve electives

#### **Administrative Advisors do the following:**

- Understand College and University rules and regulations
- Provide guidance to course planning and course changes
- Assist with the petition for process for transferring courses or requests for exception
- Assist with student progress, milestones, forms and degree clearance

#### **Students Guidelines for Changing Advisors**

Once PhD students have begun work on their dissertation, changing advisors should be rare, and limited to circumstances of personality conflicts, major ethical problems, or substantial shifts in areas of interest. Students wishing to change graduate advisors should consult the DGS. Likewise, faculty who are considering a change in their role as an advisor should consult with the DGS. Changes in graduate advisors must be approved by the DGS and forwarded to the program coordinator.

#### **Maintaining Active Status in the Graduate School -Registration Requirements**

PhD students must be registered each fall and spring semester each year to remain active in the Graduate School. The Graduate School also offers a [Leave of Absence Option \(LOA\)](#) for students need to stop the clock and not be active because of extenuating circumstances.

Use of Grad 999 to maintain active status is restricted and requires DGS approval only when a student is close to finishing (requires a timeline signed by the faculty advisor). This exception is typically granted only once.

Students are advised to carefully read the Graduate School rules regarding Graduate School registration policies as they relate to active/inactive students. Active status is required for students to be able to register for courses, take exams, submit milestone forms, file for graduation, or otherwise participate in the University community as a Graduate School student. Students must then continue to register every fall and spring term until they complete all degree requirements and graduate.

It is the responsibility of each student to meet all degree requirements published by the Graduate School at: <https://onestop.umn.edu/academics/degree-completion-steps>

## 10.2 PROGRAM CURRICULUM, MILESTONES AND MINORS OR SUPPORTING FIELD

### Program Curriculum

The program curriculum is determined in consultation with the student's academic or research advisor.

All PhD students must have a broad introduction to public health, which is defined as learning the 12 public health knowledge domains defined by the Council on Education for Public Health (CEPH). See list below

There are three options for PhD students to fulfill this requirement.

1. Complete PubH 6250 Foundations of Public Health
2. Prior undergraduate major or minor in Public Health
3. Prior graduate degree in Public Health

### Graduate School Course Credits Requirement

All PhD students must complete 24 thesis credits (PubH 8888).

PhD students must complete a minimum of 24 course credits. At least 12 credits must be taken while the student is enrolled in the PhD program.

Students may transfer at least 12 credits from courses completed in another graduate program.

### Milestones

PhD Students can find a comprehensive list of the 12 milestones for degree completion at: [https://assets.asr.umn.edu/files/gssp/otr204g\\_Doctoral\\_Philosophy\\_Education\\_GPAS.pdf](https://assets.asr.umn.edu/files/gssp/otr204g_Doctoral_Philosophy_Education_GPAS.pdf)

### Overview of Requirements:

- All of the steps required to complete the PhD are listed in the following:
  - <https://onestop.umn.edu/academics/degree-completion-steps>
  - [https://assets.asr.umn.edu/files/gssp/otr204g\\_Doctoral\\_Philosophy\\_Education\\_GPAS.pdf](https://assets.asr.umn.edu/files/gssp/otr204g_Doctoral_Philosophy_Education_GPAS.pdf)
- You will complete your studies within the proposed timeline.
- 24 course credits; 12 credits must be taken while the student is enrolled in the PhD program
- 24 thesis credits (PubH 8888).
- Preliminary written exam
- Preliminary oral exam
- Final oral exam.

### Other Requirements:

- You will complete your studies within the proposed timeline.
- Consult with your advisor about specific required and elective courses.
- All requirements for the PhD must be completed and the degree awarded within 5-8 years.

## 10.3 COURSE TRANSFER, SUBSTITUTIONS, PETITIONS AND WAIVERS

Courses approved for transfer into the program must be graduate or professional degree level courses taken at an accredited institution within the last five years. Courses older than 5 years may be allowed for individuals with prior earned advanced degrees who have been actively working in their field of study as demonstrated by their current resume.

Students must complete at least 12 credits must be taken while the student is enrolled in the PhD program.

Students may transfer at least 12 credits.

With approval of the advisor and Director of Graduate Studies, at least 12 credits from courses completed in another graduate program may be transferred to the doctoral program.

Course substitution and waivers are approved by consultation with the student advisor via a petition form found [here](#).

To make substitutions or changes, students can use the graduation registration exceptions request:

[https://wfgen.umn.edu/wfgen/show.aspx?QUERY=START&P=ASR\\_GRAD\\_REG\\_EXCEPTIONS&BACKURL\\_SUBMIT=https%3A//wfgen.umn.edu/wfgen/wfapps/webforms/thankyouconfirmation.aspx](https://wfgen.umn.edu/wfgen/show.aspx?QUERY=START&P=ASR_GRAD_REG_EXCEPTIONS&BACKURL_SUBMIT=https%3A//wfgen.umn.edu/wfgen/wfapps/webforms/thankyouconfirmation.aspx).

To petition a policy or course, the student can use the academic policy petition:

[https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr218\\_graduate\\_academic\\_policy\\_exception\\_request\\_jan2015.pdf](https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr218_graduate_academic_policy_exception_request_jan2015.pdf).

Please visit the links below for up-to-date information, forms and policies and procedures. When in doubt check with your program coordinator.

<https://grad.umn.edu/current-student-toolkit>

## 10.4 PRELIMINARY WRITTEN AND ORAL EXAMS

All doctoral students are required to pass a preliminary written and oral examination. The results of the written examination are reported by the primary faculty advisor to the program coordinator as soon as the results have been determined. The preliminary oral examination is scheduled online and is initiated by the student. A form will be sent to the student after the Graduate School approves the preliminary written results and has determined that all other requirements have been met.

Guidelines for the Preliminary Written Exams varies. Work closely and in conjunction with your faculty advisor to determine how your program prefers to do this.

### I. Introduction

The purpose of the written preliminary exam is to help determine if a student is prepared to pursue independent research in Environmental Health. This exam consists of a research proposal written by the student. Individual program areas may also require a take-home exam in addition to the research proposal (additional take-home examination information is listed below).

The research proposal will be written in the format specified by a granting agency, such as the NIH, NSF, or EPA. The student and the advisor will select the appropriate granting agency. The proposal should demonstrate the student's ability to do the following: 1) Formulate a thoughtful and logical approach for investigating a research problem; 2) Understand advantages and limitations of the experimental approach; 3) Master the literature in a field of research in Environmental Health; and 4) Write a clear, well-organized research proposal.

The examining committee will consist of three members of a graduate faculty. At least two committee members must be members of the graduate faculty of Environmental Health, and at least one of these two must be a regular faculty member of the Division of Environmental Health Sciences. The thesis advisor may not be a member of the examining committee, except when the student has both an advisor and a co-advisor. In this case, an advisor or co-advisor who does not directly guide the student's research may be a member of the examining committee. While the thesis advisor may guide the student as he or she prepares the research proposal, the advisor must be careful not to write the proposal for the student. When the student's research proposal is based on the advisor's research project, the advisor should write a letter, to be included with the research proposal, that indicates which aspects of the student's research proposal are original and which are adapted from other proposals. The reviewers will evaluate the research proposal on both form and content, considering the guidelines listed in the following section. The proposal will be graded as either pass, pass with revisions, or fail. If the grade is a pass with revisions, the student will be given three months to revise and resubmit the research proposal. Students are encouraged to consult with the advisor and committee members while revising the research proposal. The revised proposal will be graded either pass or fail.

Grading will be done as follows. First, each committee member will read and grade the proposal. The reviewers are also encouraged to write constructive criticism of the proposal. Next, the committee members will meet to discuss the proposal and agree on a final grade. The thesis advisor will be present at this committee meeting and will act as a non-voting chair of the committee. As chair, the advisor is responsible for convening the committee meeting and for meeting with the student to discuss the committee's comments on the proposal and to guide the student's efforts at any revisions.

## Guidelines for Grading the Preliminary Written Exam

### A. Content

- Your proposed research addresses important questions in your field
- Does the proposal state a non-trivial, original hypothesis or research objective about an unsolved problem within the area of the student's thesis research? Does the proposal also discuss alternative hypotheses?
- Are statements in the body of the proposal adequately supported with data, citations, etc.?
- Does the student discuss data gaps?
- Is there a thorough discussion of previous research?
- Is the significance of the proposed research clear? For example, is it clear how this study will advance scientific knowledge and affect the concepts or methods that drive this field?
- Is there a clear description of methods and experimental approach?
- Is there a clear and thorough discussion of data analysis and interpretation? Is there an explanation of the most important expected results?
- Is there a demonstrated understanding of the larger perspective of how this research fits into or makes a contribution to broad fields, including public health and environmental and occupational health?
- Does the student discuss future research directions?
- B. Form Readability
- Your proposed research addresses important questions in your field.
- Is the proposal well-organized and easy to follow?
- Is the hypothesis or research objective clearly stated in the introduction?
- Is there a preview of the manner in which the hypothesis or research objective will be addressed?
- Does the background information inform the reader without overwhelming or confusing him or her?
- Is the proposal written clearly and concisely?
- Are the mechanics of writing correct (spelling, grammar, punctuation, etc.)?
- Are footnotes and references present and correctly cited?
- Are data presented clearly in figures and tables with informative figure legends?

### 2. Format

The proposal must conform to the instructions provided for each student. The student will be given instructions that will specify page limits, margins, font size, type density, line spacing, format of citations and references, etc. A copy of the instructions will also be given to the examining committee.

### 3. Tips for Students

A successful research proposal will convince your committee of the following:

- Your proposed research addresses important questions in your field.
- Your proposed research plan will address those questions convincingly.
- You know and understand the contemporary research literature in your field.
- You are well-qualified to conduct this research. For example, you have sufficient mastery of all the relevant techniques or methods needed to execute your research plan, or you have a reasonable plan to learn or develop the relevant techniques or methods; you have preliminary data to demonstrate your expertise and the likely success of the proposed research; you have consultants and collaborators to assist you in areas where you lack expertise.
- You have access to all the equipment, reagents, or other resources needed to execute your research plan.
- You will analyze and interpret your data thoughtfully and honestly.
- You will complete your studies within the proposed timeline.

Note: The written preliminary exam will have, as a minimum, the written research proposal, and in some instances (at the discretion of the thesis advisor) an additional take-home exam. The student will have to obtain a "pass" grade on

both components of the preliminary exam. This take-home exam will be coordinated by the thesis advisor, and will comprise a series of questions posed by the examining committee. The thesis advisor will also obtain clear guidelines from the examining committee on the expectations and the requirements for obtaining a pass grade for each question. Grading of each question will be done by the committee member who posed that specific question. The grades for individual questions will be synthesized by the thesis advisor into an overall grade for the take-home exam.

Criteria for Take-Home Questions:

- a. The exam would typically be of the "open-book", "take-home" variety.
- b. Questions should test the ability of the student to synthesize knowledge from the broad area of environmental health as well as more specific program areas.
- c. The question should not be confined to the prior coursework undertaken by the student, and indeed should test the student for his/her potential to become a Doctor of Philosophy. Thus, extra reading may be recommended for the student on advanced concepts that may not have been dealt with in routine coursework.

## 10.5 ONE CREDIT FTE REGISTRATION (PUBH 8444)

Students who have completed all their course requirements including passing both the prelim written exam and the prelim oral exam (have attained candidacy in their PhD program) and still need to maintain full-time status (minimum 6 cr course load) may request to register for PubH 8444 a one credit FTE registration for student with advanced standing. This is a registration exception that is overseen by the Department of Education. To be compliant a student must complete the required form "Application for ADVANCED DOCTORAL STATUS" each semester and obtain advisor and DGS signatures and file the form with the program coordinator BEFORE registering. Form can be downloaded from here:

[https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr195\\_application\\_for\\_advanced\\_doctoral\\_status\\_0.pdf](https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr195_application_for_advanced_doctoral_status_0.pdf)

NOTE: The preliminary exams MUST be completed in the previous semester in order to be eligible for this exception.

## 10.6 FINAL ORAL, COMMITTEES, DISSERTATION FORMATTING, DEGREE CLEARANCE

Students must work closely with the faculty advisor and the Graduate School to ensure that policies are being followed correctly.

The final oral exam must be completed within the approved timeline from start to finish.

Degrees are granted at the end of each month. To qualify for graduation students must complete the Application for Degree **before** the first workday of the month student intends to graduate. The Application for Degree is available by requesting the graduation packet at website <https://apps.grad.umn.edu/secure/gradpacket/>

## APPENDIX A

### MPH 22 Foundation Competencies Established and Required from the Council on Education for Public Health (CEPH) Effective Fall 2018

Note: The Foundations Competencies are met by completing the MPH core curriculum.

#### **Evidence-based Approaches to Public Health**

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

#### **Public Health & Health Care Systems**

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

#### **Planning & Management to Promote Health**

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

#### **Policy in Public Health**

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

#### **Leadership**

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

#### **Communication**

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

#### **Interprofessional Practice**

21. Perform effectively on interprofessional teams

#### **Systems Thinking**

22. Apply systems thinking tools to a public health issue

## APPENDIX B

### Annual Progress Review (Self-Assessment Report) Form

Per University policy, all students must be reviewed annually for timely progress towards the completion of their degree. Use this form to initiate a meeting with your advisor to discuss your progress and to set goals for the following year. Complete this form and return it [as a Word doc attachment] to your advisor and program coordinator before your appointment. Your advisor will write a letter to summarize your meeting. A copy of the letter must be sent to MPH program director and the program coordinator to be added to your file.

Student's Name:	ID #:
Advisor:	Degree sought:
Emphasis Area:	Credits completed:
Entry term and year:	Term #:
Cum GPA:	Anticipated graduation term/yr:
<b>MPH: Study Plan:</b> <a href="https://sph.umn.edu/site/docs/degrees-programs/mha/MPH-MHA_StudyPlan.pdf">https://sph.umn.edu/site/docs/degrees-programs/mha/MPH-MHA_StudyPlan.pdf</a>	<b>Applied Practice Experience (MPH):</b> <a href="https://www.sph.umn.edu/current/applied-practice/">https://www.sph.umn.edu/current/applied-practice/</a>

Answer questions below-use as many lines as needed and or attached additional pages if needed:

1. List below accomplishments this year:
2. List missed accomplishments this year:
3. Map timeline and goals for next year:
4. Degree program plan or study plan submitted? If not, when?
5. For PhD students: When do you plan to begin and finish taking your thesis credits (PubH 8888).
6. Comments to help your advisor give you feedback:

Attach your finished Word.doc report and email it to your advisor, DGS and program coordinator.



## APPENDIX C

### Graduation Checklist (ALL DEGREES)

You must complete the following steps or your degree clearance may be delayed by one month or more.

- ☐ MPH: Turn in your Study Plan if you have not already done so. This form is due the semester before you plan to graduate but if you missed this deadline you must turn in this form immediately. This form is available-use attached or at [https://sph.umn.edu/site/docs/degrees-programs/mha/MPH-MHA\\_StudyPlan.pdf](https://sph.umn.edu/site/docs/degrees-programs/mha/MPH-MHA_StudyPlan.pdf)  
MS/PhD: Follow the degree completion steps listed here:  
<https://onestop.umn.edu/academics/degree-completion-steps>

---

- ☐ MPH ONLY: Turn in the Application for Degree Form by the first University business day of the month you plan to graduate. This form is available at [https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr177\\_2016.pdf](https://onestop.umn.edu/sites/onestop.umn.edu/files/forms/otr177_2016.pdf)  
MS/PhD: Follow Steps here: <https://onestop.umn.edu/academics/degree-completion-steps>

---

- ☐ Check your transcript to make sure your Applied Practice Experience grade has been submitted. A grade of "K" is not a final grade so if you see this grade you should contact your instructor to find out why your final grade has not been submitted

---

- ☐ After your oral defense, you should check your transcript again to make sure your project advisor has submitted your final grade. A grade of "K" is not a final grade so if you see this grade you should contact your project advisor to find out why your final grade has not been submitted

---

- ☐ Complete the Career Survey at [https://umn.qualtrics.com/jfe/form/SV\\_doRfMjgZueRCpNP](https://umn.qualtrics.com/jfe/form/SV_doRfMjgZueRCpNP)

---

- ☐ Provide your program coordinator with an electronic copy of your final project by email. This paper is due by noon on the last business day of the month you plan to graduate.

### Reminders

- ☐ Attend Grad Fair where you can order your Cap and Gown and complete the exit financial aid survey
- ☐ Register for Commencement - see SPH website
- ☐ Clean out your locker
- ☐ Update your contact information
- ☐ Make an appointment with Career Services for a final review of your resume, interview practice or other job search guidance. Call 612-626-3500.
- ☐ Join the SPH Alumni Society
- ☐ Lifetime University e-mail. Keep and use your U of MN email address. You can use your U of M e-mail address for personal or professional purposes even after you graduate.

## APPENDIX D

### Annual Progress Review (Self-Assessment Report) Form for MS degrees

All EnHS MS Students: Use this form to initiate an annual progress review meeting with your academic advisor.

#### Annual Review End of Year Self-Assessment Report Form

Early in March schedule an appointment to meet with your advisor to discuss your accomplishments and goals for the following year. Complete this self-assessment form and return it as a Word doc attachment to your advisor before your appointment by **mid-April**. In your appointment with your advisor review your self-assessment report form and ask for feedback. Your advisor will write a letter to summarize your meeting. A copy of the letter must be sent to the MPH program director and MS/PhD director of graduate studies (Matt Simcik and Silvia Balbo respectively) and the program coordinator. Your self-assessment report and advisor progress letter will become part of your file. Include timeline and goals for following academic year.

Fillable document follows

Student's Name:	ID #:
Advisor:	Degree sought:
Emphasis Area:	Credits completed:
Entry term and year:	Term #:
Cum GPA:	Anticipated graduation term/yr:
<b>MS Timeline and forms:</b> <a href="https://onestop.umn.edu/academics/degree-completion-steps">https://onestop.umn.edu/academics/degree-completion-steps</a>	

Answer questions below-use as many lines as needed and or attached additional pages if needed:

1. List below accomplishments this year:
2. List missed accomplishments this year:
3. Map timeline and goals for next year:
4. Degree program plan or study plan submitted? If not, when?
5. For PhD students: When do you plan to begin and finish taking your thesis credits (PubH 8888).
6. Comments to help your advisor give you feedback:

Attach your finished Word.doc report and email it to your advisor, DGS and program coordinator.

## APPENDIX E

Annual Progress Review (Self-Assessment Report) Form for All PhD Students:

*Initiate an annual progress review meeting with your academic advisor*

### Annual Review End of Year Self-Assessment Report Form

Early in March schedule an appointment to meet with your academic advisor to discuss your accomplishments and goals for the following year. Complete a self-assessment form and return it [as a Word doc attachment-] to your advisor before your appointment by. In your appointment with your advisor review your self-assessment report form and ask for feedback. Your advisor will write a letter to summarize your meeting. A copy of the letter must be sent to the Director of Graduate Studies Silvia Balbo and the program coordinator. Your self-assessment report and advisor progress letter will become part of your official record and file.

Include timeline and goals for following academic year

Fillable document follows

Student's Name:	ID #:
Advisor:	Degree sought:
Emphasis Area:	Credits completed:
Entry term and year:	Term #:
Cum GPA:	Anticipated graduation term/yr:
<b>Dissertation credits PubH 8888 taken/pending</b>	
<b>PhD Timeline and Forms:</b> <a href="https://onestop.umn.edu/academics/degree-completion-steps">https://onestop.umn.edu/academics/degree-completion-steps</a>	

*Answer questions below-use as many lines as needed and or attached additional pages if needed:*

1. List below accomplishments this year:
2. List missed accomplishments this year:
3. Map timeline and goals for next year:
4. Degree program plan or study plan submitted? If not, when?
5. For PhD students: When do you plan to begin and finish taking your thesis credits (PubH 8888).
6. Comments to help your advisor give you feedback:

Attach your finished Word.doc report and email it to your advisor, and DGS and program coordinator at [nkosi001@umn.edu](mailto:nkosi001@umn.edu)

## APPENDIX F

### EnHS Division Awards (reorganize appendices)

Each spring the students vote for recipients of two awards. The Herbert M. Bosch Award honors the student who "best exemplifies the traits of kindness and regard for the welfare of humanity". The Faculty Excellence Award recognizes a professor of Environmental Health for excellence of graduate instruction and progress in the professional development of the graduate students in the past academic year.

#### Herbert M. Bosch Award

This award is presented to the student who best represents the traits of scholarship, honesty, integrity of character, humaneness and concern for community, to name a few. The class of 1963 felt that the inscription on the plaque, "...who best exemplifies the traits of kindness and regard for the welfare of humanity..." is the most important single guide to be followed by the class in selecting one of their fellow students for this award. The Environmental Health class of 1963 created the Herbert M. Bosch Award as a living memorial to the man who had done much to further the cause of humanity.

To be eligible for consideration for this award, each candidate must be a full-time student in the Environmental Health program (minimum six credits all MS, PhD and MPH students). The class of 1963 established that any subsequent class may modify these criteria after discussion and consultation with the program director and a two-thirds majority vote by the class. It was hoped that any modification would strengthen the integrity of the award. The class of 1964 established the following procedures for nominating a candidate:

1. The nominating ballot will list those persons who are Environmental Health students this will also be the list of the eligible voters; At least 50% of the eligible voters need to vote for the ballot to continue.
2. Each eligible voter may select up to two names for the nomination;
3. The three names that occur most frequently will constitute the final nominating ballot;
4. The eligible voters will then vote for one candidate among the three nominated.

#### Faculty Excellence Award

This award is presented by the graduating class to a professor of Environmental Health for excellence of graduate instruction and progress in the professional development of the graduate students in the past academic year. It was initiated by the Environmental Health Class of 1966. The selection of one of the candidates for this award in a previous year shall not prejudice the selection either for or against the candidate. Each year's selection shall be on the merit of the candidate in the previous twelve months and shall be independent of selections in previous years. It shall be the duty of the class officers and of the faculty to inform the graduate students of the terms of this award early in fall semester and at least one more time before the date of balloting.

All students registered for a graduate program in the Division of Environmental Health Sciences are eligible to vote. It shall be the duty of the class officers to encourage all those eligible to vote to participate in this selection.

#### Delta Omega - Honorary Society in Public Health

Delta Omega is the national honorary society for graduate studies in public health. The society was founded in 1924, when only a few graduate schools of public health existed in the United States, and now has chapters at the majority of 25 or more such schools providing advanced public health degrees in 1990.

The Constitution and By-Laws were adopted in 1927, and amended occasionally since then. Policies are made by the National Council, composed of elected officers and representatives of each chapter, meeting annually. The annual meeting includes a scientific, as well as a business, program. It is usually held in conjunction with the Annual Meeting of the American Public Health Association.

The principle Delta Omega activities are conducted by each chapter. The chapter elects new members each year from three groups: (1) students who are candidates for a graduate degree in public health, (2) faculty members at the school of public health, and (3) alumni actively engaged in public health work. Election from all three groups is based on outstanding performance - scholarship in students, teaching and research in faculty members, and community service in alumni.

Election to membership in Delta Omega is intended not only to recognize merit, but also to encourage further excellence in and devotion to public health work.