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

2025-2026
Student Handbook

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INTRODUCTION

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

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

The Bachelor of Science, Bachelor of Arts, and the Master of Public Health degree programs are offered through both the Main and Online Campuses, with several MPH concentrations offered on the Phoenix Campus as well.

Comprehensive information about all of the College's academic programs can be found in the College of Public Health Curriculum Guide

LAND ACKNOWLEDGEMENT

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

MEZCOPH MISSION STATEMENT

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

MEZCOPH VALUES STATEMENT

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

educational community that values innovation and excellence in teaching, creation and dissemination of knowledge, practice-based research, and research-based practice to address the health needs and interests of individuals and communities.

SECTION I GENERAL INFORMATION FOR COLLEGE OF PUBLIC HEALTH GRADUATE STUDENTS

PURPOSE OF THIS HANDBOOK

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

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

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

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

PHYSICAL RESOURCES AND FACILITIES

TUCSON CAMPUS

DRACHMAN HALL

Information related to [College of Public Health Facilities](#) is maintained on our website. MEZCOPH student affairs and administrative offices are found on the 1st floor. Faculty offices are located primarily on the 2nd floor. MEZCOPH students, faculty and staff are asked to report any incidences of vandalism, theft, or questionable activities to the COPH Facilities Email: coph-facilities@arizona.edu or via the Student Suggestion Box on the [Hub](#) if the issue is non-emergent. Building security services are not available in the evening or during weekends; therefore, students should not be in the building after regular business hours (8 a.m.-5 p.m.) or weekends unless they are taking a class or working in an assigned cubicle or office space.

Student Intranet (Hub)

A student intranet, the Student Hub, on the College's website, has been developed to assist students in locating information that is relevant to their role in the college. It is important, therefore, to check this site frequently for information regarding events, college developments, and student news. In addition to creating an electronic student community and presenting diverse information, such as student calendars, forms, deadlines, policies, and processes, the MEZCOPH Student Hub serves as the access point to a number of required electronic surveys. MPH students must submit their internship abstracts, deliverables, and final reports through the Student Hub. A UA NetID and password are required to access this site. https://hub.coph.arizona.edu/

Website

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

MEZCOPH and UA Information Technology Resources

General Tech Support

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

MEZCOPH Computer Lab

Location: Drachman Hall Room A319

General availability: Monday through Friday 8 a.m.-5 p.m. unless the lab has been scheduled for other College activities.

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

To use the systems, students must log in to the computers with their NetID and request access to the 3rd floor through the Building Manager. **Please make sure to log off the computer when done.** Stata, SPSS, SAS, ArcGIS, R, EpiInfo, Matlab, Teams, Adobe Acrobat DC, and Microsoft Office are installed on each system. Qualitative data analysis software, MAXQDA, has recently also been added to the computer lab on every other computer. A maximum of 5 people can use the software at once.

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

Other Computer Labs Around Campus

There are several other computer labs available at the University of Arizona Tucson. They may not have the same software titles as the MEZCOPH computer lab.

UAHS Library - All computers have the basics (Office Suite, browsers, media players), plus specialty software for graphics, statistics, engineering, and more.

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

Software via University Licensing

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

VCAT (Virtual Computing Access Technology)

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

VPN (Virtual Private Network)

The UA VPN provides a secure connection from your home computer, laptop, or mobile device to the UA's network. It is also a valuable security tool when you are on an unsecured wireless network (e.g., coffee shops, airports).

Lactation Room

For nursing parents, the College of Public Health established a Lactation Room, located in Drachman Hall, Room A107, around the corner from A112. To use the room, obtain the access code from the administrative assistant in the Office of Student Affairs (Room A110), enter the code on the keypad outside of room A107, lock the door using the manual lock while in use and when finished. There are other lactation spaces available across UA Campuses and can be located using the Family Resource Map.

Lockers

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

Lost and Found

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

Policy for Posting Advertisements in Drachman Hall

Any paper advertisement, flyer, or announcement to be hung in either of the Drachman Hall buildings shall first be approved by the MEZCOPH Office of Student Affairs, administrative associate in Drachman Hall, Room A110 (for postings hung in Drachman A-side) or the College of Pharmacy's Office of Student Affairs, administrative associate in Drachman Hall, Room B107 (for postings hung in Drachman B-side). To gain approval, bring an original copy to the appropriate Office of Student Affairs. When approval is given, the announcement will be initialed and dated by the administrative

assistant in the Office of Student Affairs. Copies of the announcement showing the initials and date can be made at this time.

Announcements may be hung indoors on plastic, metal, or bulletin boards ONLY, not on painted walls or glass/wooden doors unless special permission is granted by the Office of Student Affairs. Announcements may not be taped, nailed, screwed, or in any way attached to the outside metal or brick siding of the building. Announcements without approval or on restricted surfaces will be removed. Removal of announcements is the responsibility of the organization or individual who hung them. Announcements must be removed no later than two days following the event. Failure to do so may result in denial of future postings.

Student Cubicle Space

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

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

Student Group Meeting Space

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

Wireless Internet Access

Wireless access is available throughout and around Drachman Hall via connection to UAWiFi, a secure and fast wireless network that is available across most of our campus. Partially funded by the Student Technology Fee, it provides wireless access for all students, staff, and faculty on campus. Instructions for setting up UAWiFi wireless access can be found here.

How to get help with UAWiFi

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

ARIZONA HEALTH SCIENCES CAMPUS RESOURCES

Health Sciences Bookstore

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

Health Sciences Innovation Building (HSIB)

One of the main building's for Public Health courses on the Arizona Health Sciences Campus is the Health Sciences Innovation Building. It includes a number of multi-use spaces and several student lounges. Student study space is found on floors 3 through 6. The 7th floor is home to the Simulation Center (ASTEC) and the 8th floor houses Clinical and Professional Skills labs. Arizona Health Sciences administrative offices are found on the 9th floor.

HSIB Student Study Space

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

HSIB Day Use Lockers

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

Arizona Health Sciences Library

The Arizona Health Sciences Library is located within the College of Medicine Tucson and is available to all students, faculty and staff associated with the four colleges that comprise Arizona Health Sciences (Public Health, Nursing, Pharmacy and Medicine). The AHS Library is available to students at our Phoenix Campus as well.

Students can use the AHS Library for a myriad of services. The computer lab is comprised of desktop computers that are available on a first-come, first-serve basis. These computers have all the basic applications (Office Suite, browsers, and media players), plus statistical software such as SPSS,

STATA, and SAS. Students can also utilize the library's scanners, print on the wireless WEPA printers using CatCard or debit card, or use the self-serve printer (cash only). The UAHS Library also rents out technology equipment like laptops, iPads, and cameras. To reserve a designated place to study alone or with a group, students should access the [Online Reservation System](#).

Visit the [library's website](#) to find the current hours of operation. After the doors are locked, UA Health Sciences students can enter the library with their CatCards. Learn more about library access on the [website](#). The library is closed on all major holidays. All MEZCOPH enrolled students are provided access to the AHS Library after hours. If you have trouble accessing the library after hours with your CatCard, please email the COPH Facilities Office at coph-facilities@arizona.edu with your first and last name as well as a copy of your CatCard (with the numbers being visible and legible). You may need a CatCard PIN for some card readers on campus, such as the AHSL. If you have not set up a PIN, please go to: https://www.fm.arizona.edu/dacportal/index.html#/. You will need your Net ID and password to log in. Once you are at the "DAC Portal" website click on "view personal access". Students also have the capability of accessing UAHS online resources from off-campus by logging in with your UA NetID and password.

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

The Arizona Health Sciences Library Liaison to the College of Public Health is Jean McClelland. She is available to assist students, staff, and faculty with their library research needs, and has developed an [Information Resource Guide](#) specifically for students in the College of Public Health to help you be successful throughout your time in the program. Students may also reach out directly to Jean at jmcc@arizona.edu.

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

Safety

The safety and security of our students is of utmost importance. Safety issues of the students, faculty and staff of the University of Arizona Health Sciences campus are handled by the [University of Arizona Police Department (UAPD)](#) located just two blocks to the south of the College of Public Health. UAPD can be reached by dialing 520-621-UAPD (8273). In an emergency, dial 9-1-1 for assistance. The hospital, Banner University Medical Center has around-the-clock security patrol. Drachman Hall is monitored with the use of security cameras as well.

A comprehensive list of safety tips for students can be found through the Office of Public Safety's

PHOENIX BIOSCIENCE CORE

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

Building 1, 2, and 3 (The Historics): Daily 7:00 a.m. – 7:00 p.m.
HSEB: Weekdays 5:30 a.m. – Midnight / Weekends 7:00 a.m. – 10:00 p.m. / No Holidays
Security is present on campus and the roving security officer can be reached at 602-827-2368.

Computers

Students are encouraged to use the computers available in the AHSL Library located in HSEB. The systems revert to their initial state after a reboot, so a thumb drive is required to save any work. Printing is available in the HSEB Library for 10 cents per black and white page.

Phoenix Student Space

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

Wireless Internet Access in Phoenix

Wireless access is available throughout and around the Phoenix Bioscience Core via connection to the UAWiFi and UAPublic networks. Instructions for setting up UAWiFi wireless access can be found here.

Eats and Treats

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

COMMUNICATING WITH STUDENTS

The Office of Student Affairs communicates with students primarily through email, student listservs and the College's student intranet, the MEZCOPH Student Hub. The College hosts Facebook groups

for prospective and current graduate students, as well as LinkedIn, Instagram, and Facebook groups for Alumni; however, these groups are not used to communicate official business.

Email Accounts

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

Listservs

Current information about new policies and procedures, program and college events, and course information is announced via the academic program listservs. Each academic program or concentration within the College maintains a student listserv for communicating program or concentration business from its faculty and staff.

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

College of Public Health Social Media Guidelines

The College of Public Health strives to support a vibrant, respectful conversation and expects that all users of the College's social media platforms treat each other with respect and abide by the rules and responsibilities of each social media platform.

MEZCOPH reserves the right to block or unsubscribe abusive users, and remove comments that:
- Are hateful, threatening, malicious or discriminatory.
- Are libelous.
- Harass, bully, or intimidate any user.
- Engage in commercial activities not approved by the appropriate authority.
- Contain profanity, nudity, or graphic or gratuitous violence.
- Condone or encourage illegal activity.
- May be considered spam or are irrelevant to the primary contents of the page.
- Are repetitive (multiple identical or substantially similar posts by the same user).
- Cannot be translated into English using free online translation software.

- Could compromise the safety of a member of the public or the individual who created the comment, post, or discussion.
- Reveal information in conflict with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable laws or regulations.

STUDENT SERVICES, RESOURCES & OPPORTUNITIES

Office of Student Affairs

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

Career Advising

An integrated approach to career advising, utilizing the expertise of the university's Graduate Center, the Student Engagement & Career Development Office, other university resources, and professionals within the Office of Student Affairs, is available to our students. The University of Arizona Student Engagement and Career Development Office offers a broad range of programs designed to assist students and alumni in developing and implementing career plans, gaining career-related experience while enrolled in school, and pursuing post graduate career goals, whether that means permanent employment or alternate plans.

University career resources include large career fairs, employer info sessions, resume workshops and an online job board and interviewing system, called Handshake. The College hosts alumni panels, provides resume/cover letter workshops tailored for public health students, hosts a public health jobs listserv on which alums and college partners advertise positions and through which timely career guidance is provided. Review the Career Services page on the Hub, found under Career Services, to explore a comprehensive list of resources available to you.

The Office of Student Affairs consistently shares information regarding public health internships, fellowships, career opportunities through its listservs and weekly emails. College of Public Health students may request to join the jobs listserv by subscribing via Trellis. Faculty and designated OSA professionals provide individual career guidance and résumé review.

Student Problem Resolution

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

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

Students who are experiencing difficulties of a sensitive or confidential nature are encouraged to make an appointment with the [Assistant Dean, Student Affairs](#) who can provide assistance and guidance or will work with the student to find additional resources to solve the problem. The student and Assistant Dean will work together to find a mutually acceptable "next steps" plan of action.

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

Disability Resource Center

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

Accommodations are available to any pre-qualified student (undergraduate or graduate including masters and doctorate). Disabilities appear in many forms (visible or invisible) and each pre-qualified student can discuss accommodations with an assigned Disability Access Coordinator. Accommodations may involve flexibility with test taking times, test locations, note taking, or course substitutions. For more information, contact the [DRC](#) or visit their website.

Campus Health and Student Health Insurance

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

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

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

Helpful Student Resources

The College has developed a list of helpful student resources to assist students in navigating their life and time here at the University. The Helpful Student Resources are found on the [Student Hub](#) on the Graduate Students tab under the heading Additional Resources.

The Graduate College's [New and Current Students webpage](#) and [Graduate Center pages](#) in addition the [Graduate & Professional Student Council site](#) also have a number of resources for graduate students across campus including specific links to Graduate College policies and procedures, professional development, child care subsidies, staying safe on campus, and more! They also have a comprehensive [Frequently Asked Questions](#) page for all new and continuing graduate students.

Student Input into MEZCOPH Operations

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

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

Student Participation on MEZCOPH Committees

Membership on MEZCOPH committees provides students with opportunities to participate in much of the college's decision making and governance processes. Students are encouraged to consider committee membership as a means of familiarizing themselves with college operations, faculty, and staff, and to build their own leadership and collaborative skills.

Student Affairs Committee

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

Student Suggestion Box

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

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

STUDENT AMBASSADORS

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

- Communication with prospective and admitted students.
- Volunteer for UAHS-sponsored events.
- Outreach to campus clubs and organizations.
- Assist with the College's social media and student blog accounts.

- Develop and support the mentor mentee program.
- Staff tabling events on campus, as well as at the American Public Health Association, Arizona Public Health Association, and Graduate School Fairs.
- Student panels for visit days.
- Lots of other fun outreach/recruitment activities.

STUDENT ORGANIZATIONS

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

Public Health Student Alliance (PHSA) – Phoenix

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

American Indian and Indigenous Health Alliance (AIIHA)

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

Environmental and Occupational Health/Industrial Hygiene Club

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

club also encompasses the student sections of the nationally recognized AIHA and American Society of Safety Engineers (ASSE) organizations.

LUCHA

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

Global Health Alliance (GHA)

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

Graduate and Professional Student Council (GPSC)

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

University of Arizona Student Organizations

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

STUDENT MANAGED EVENTS

MEZCOPH Poster Forum

The graduate programs of MEZCOPH host an annual research poster forum led by students. This event provides an opportunity for students conducting public health research and community-based work to network with other public health professionals from industry and regional and state governments. The goal is to promote future collaborations such as employment and research

partnerships. The student planning group invites keynote speakers, develops promotional literature, maintains a website that provides guidance for poster creation and participant registration, and produces a forum program which includes abstracts. Students throughout the university are encouraged to present public health related posters. Posters are judged, and scholarship prizes are awarded to the best student posters.

THE UNIVERSITY OF ARIZONA OFFICE OF SCHOLARSHIPS & FINANCIAL AID

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

Federal Financial Aid

Federal financial aid (i.e., loans and grants for MEZCOPH students) is awarded through the University of Arizona's Office of Scholarships and Financial Aid (OFSA). Application requests for financial aid should be made in the semester prior to the anticipated funding needs. Further information can be found on the OFSA website. You can also contact them directly.

Educational Assistance Program

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

STUDENT FUNDING MANAGED BY MEZCOPH

A College Scholarship Committee made up of faculty and staff appointed by the Dean manages the award process for the MEZCOPH scholarships. A full listing of the College's scholarships, complete with criteria, application deadlines and forms can be found on the MEZCOPH Website. The College's Scholarship Committee meets annually and on an ad hoc basis to select scholarship awardees. Students apply in the spring semester for financial assistance for the following academic year via the College of Public Health Named Scholarship Application on Scholarship Universe. The process and timing will be announced by the Assistant Dean in the spring semester. Students may review and if eligible apply for the MEZCOPH funding opportunities such as the Dean's Student Research Fund or Dean's Annual Fund to seek financial support to travel to conferences.

MEZCOPH SCHOLARSHIPS

Monetary awards have been established to assist MEZCOPH students in in-person programs in funding their required coursework or research/internship experiences in specific areas of interest. Many of the MEZCOPH Named Scholarships can be applied for through Scholarship Universe, which is the University's scholarship management system for students and departments. During the spring

semester, applications for scholarships for the following academic year will be available. Each student must create a profile on Scholarship Universe and will be matched to scholarships for which they are eligible.

Graduate College Dissertation/Thesis Tuition Scholarship

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

Graduate College Fellowship Funding

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

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

MEZCOPH RESEARCH AWARDS

Graduate students in the MS/PhD Epidemiology and Environmental Health Sciences, PhD Biostatistics, PhD Health Behavior Health Promotion, and DrPH Programs are also eligible for available research funds. No more than one MEZCOPH research award can be awarded to the same student in a given academic year. These awards are designed to assist graduate students in the completion of their thesis or doctoral research and to provide them with funds to purchase supplies, equipment, or laboratory tests that are not funded by other resources. Announcement of these award opportunities will be distributed to graduate students via student listservs.

TRAVEL AWARDS/POSTER PRINTING

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

MEZCOPH GRADUATE, RESEARCH, & TEACHING ASSISTANTSHIPS

Graduate Research Assistantships

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

Graduate Teaching Assistantships

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

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

The MEZCOPH Office of Academic and Faculty Affairs works with department heads and program directors to manage the TA assignment process. All TAs are required to complete two mandatory pieces of online training, as well as participate in the Brightspace-based Graduate Assistant Teaching Orientation before they are eligible for employment. International students who serve as TAs must satisfy an English-speaking proficiency evaluation per the Graduate College. For detailed information, please see the Graduate College's English Speaking Proficiency Evaluation webpage.

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

To be considered for a teaching assistantship, students must have completed MEZCOPH's Teaching Assistant Application. Successful completion of duties as a TA does not guarantee future assignments. Students are encouraged to seek graduate research and teaching assistantships in

other departments and units at the university. The salary and benefits available to graduate assistants are comparable throughout the university campus.

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

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

DEGREE COMPLETION INFORMATION

MEZCOPH Exit Survey

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

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

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

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

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

MEZCOPH Convocation

Traditional Semester (Fall and Spring) Completion

Students who finish all degree requirements in Spring are permitted to participate in the May convocation ceremony. Students who finish all degree requirements in the Fall semester are permitted to participate in the December convocation.

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

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

Non-Traditional Semester (Summer or Winter) Completion

Master's students and doctoral level candidates who complete their degrees in Winter may participate in the college's May ceremony and Summer completers may participate in the December ceremony.

Graduate students who desire to participate in a ceremony preceding the completion of their degree may do so if they have no more than 6 outstanding credits at the time of convocation. These students must be enrolled in these outstanding units for Summer at the time of May convocation or for the Winter session for the December convocation.

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

University of Arizona Commencement

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

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

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

UNIVERSITY OF ARIZONA POLICIES

Academic Policies

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

Residency Classification

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

UA Smoking and Tobacco Policy:

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

Weapons Policy

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

UNIVERSITY POLICIES GOVERNING ACADEMIC INTEGRITY, CONDUCT & NON-DISCRIMINATION

Academic Integrity Code

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

The procedures for reviewing a suspected violation are found in the complete [Code of Academic Integrity,](#) administered through the UA Dean of Students Office. Students are encouraged to review and be familiar with UA's Dean of Studies policies [here](#).

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

Student Code of Conduct

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

Disruptive Behavior in an Instructional Setting Policy

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

Non-Discrimination and Anti-Harassment Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including harassment and retaliation, based on a protected classification, including race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. The University encourages all who believe themselves to have been the subject of discrimination to report the matter immediately as described in the link below on Reporting Complaints to University Offices. All members of the University community are responsible for participating in creating a campus environment free from all forms of prohibited discrimination and for cooperating with university officials who investigate allegations of policy violations. Please review the full description of the [UA Non-Discrimination and Anti-Harassment Policy.](#)

Threatening Behavior by Students Policy

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

COLLEGE OF PUBLIC HEALTH MATRICULATION STANDARDS

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

GRADUATE COLLEGE & MEZCOPH POLICIES

Academic Deficiencies Noted at Admission

A deficiency is a lack of course work or knowledge in a basic area that may be critical to graduate and professional work. Deficiencies in a student's past academic work may be identified by program faculty during the admissions process. The program faculty has the authority to require completion of additional coursework prior to entry into the program or at the onset of the student's graduate study. The coursework required must be taken at the undergraduate level, can be transferred from another accredited institution, and must be graded "A", "B", or "C". Students should take steps immediately to address any deficiencies noted in communications from the College of Public Health.

Academic Probation at the Graduate Level

Students who have a cumulative grade point average of less than 3.00 will be placed on academic probation. Graduate College policy requires students who are on probation to meet with their Faculty Mentor/Advisor, discuss the steps to be taken to remedy the circumstances that caused the probationary status, and devise a written plan of action. Per College of Public Health policy, students on Academic Probation must complete a Retention Plan. Graduate students who are on probation for two consecutive semesters will be disqualified by the Graduate College. Students can apply for readmission to a degree program as early as the semester after their disqualification if they achieve a cumulative grade point average of at least 3.0 through additional graduate coursework. A re-admission request must be supported by the head of the major department and approved by the Graduate College. There is no guarantee of re-admission. The program can request termination of graduate studies for a student on academic probation. No student on academic

probation may hold a Graduate College scholarship, fellowship, or graduate teaching or research assistantship.

GradPath

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

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

Incomplete Grades

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

Leaves of Absence

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

Graduate students may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for compelling reasons. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from

fees for that semester. Only services or facilities available to the general public can be used during the LOA.

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

Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the Continuous Enrollment policy requirements. The Leave of Absence form is found within UAccess Student Center under the Advising header > GradPath > >GradPath forms and lastly Petition Forms.

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

Medical Leave of Absence
Graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Students are able to upload medical documentation if they so choose but are not required.

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

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

Exceptions to Policy (Petitions) and Grievance Processes

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

- Program Specific policies should be addressed initially with the Faculty Mentor/Advisor. If necessary, the Program Director and/or the full Program Faculty may need to be consulted.
- Exceptions to MEZCOPH-specific policies include structured process and form designed for that process that must be completed. Th document allows the student to explain the reason for requesting an exception to a MEZCOPH-specific policy and requires the student's request to be reviewed by multiple College administrative channels. Graduate students, please see your Graduate Coordinator. Undergraduates, please see your Academic Advisor.
- Grade Appeals have specific timelines and processes.
- Graduate College policies have their own petition process.
- Issues related to the Registrar's Office or the Bursar's Office should be directed to those offices.
- For a listing of different grievance categories, please see the Graduate College's Summary of Grievance Types and Responsible Parties.

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

SATISFACTORY ACADEMIC PROGRESS

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

Continuous Enrollment

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

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

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

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

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

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

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

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

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

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

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

Deferment/Forbearance of Student Loans

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

Minimum GPA

In accordance with Graduate College standards, all degree program students must take at least 1 credit or more per semester and maintain a B (3.00) cumulative grade point average (GPA). Failure to maintain a 3.0 GPA for two consecutive semesters will result in dismissal from the program, as outlined by the [Graduate College's Academic Probation policy.](#) If a student is in danger of falling below a 3.0 GPA, the student should contact the MPH Coordinator or Manager of MS and Doctoral Programs to create a plan of action.

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

Grades of D, E, or F

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

Program Steps and Milestones to Completion

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

Continued Program Progress and Annual Progress Report

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

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

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

A copy of the Annual Progress Report with faculty recommendations will be kept in the student's file in the Office of Student Affairs. If issues were identified, the original Annual Progress Report, with official recommendations, will be returned to the student for review with the recommendation that the student consults with the Faculty Mentor/Advisor.

Failure to Meet Satisfactory Academic Progress – Retention Planning

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

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

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

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

REGISTRATION, ENROLLMENT, & CREDIT REQUIREMENTS

Only 500 level courses or higher will receive graduate credit, and only 500 level (or higher) courses count toward the minimum enrollment. Graduate students may not apply undergraduate units toward their graduate degree requirements.

Registration and Payment Deadlines

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

Enrollment in Fieldwork

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

UNIVERSITY OF ARIZONA INTERNATIONAL TRAVEL PROCEDURES

All students planning an internship or research project or completing a course outside of the United States must register their travel with the university via UA Study Abroad Independent Global Experience (IGE) application. Students traveling abroad must also register for GeoBlue Insurance coverage at $3 per day. Per UA Study Abroad policy, students are also required to provide proof of a medical appointment with a Health Travel Clinic as part of the IGE application. Campus Health Travel Clinic (https://health.arizona.edu/immunizations-travel-clinic) or Find a Clinic Near You (https://wwwnc.cdc.gov/travel/page/find-clinic/).

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

Before planning any international travel for internships or research, always communicate with your Graduate Coordinator to ensure the correct process is being followed. The student's consultation with UA International Student Services is important in advance of planning the travel.

ATTENTION INTERNATIONAL STUDENTS

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

READMISSION POLICY

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

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

SECTION II MPH PROGRAM SPECIFIC INFORMATION AND POLICIES

MPH PROGRAM POLICIES

New Student Activities

All new students are required to participate in the New Graduate Student Orientation, scheduled before Fall term classes begin. Students are required to participate in an online orientation through Brightspace that is made available in the weeks leading up to the first day of classes. In addition, students are required to attend a one-day live participation orientation. Topics include but are not limited to: College and University policies and procedures, financial assistance, academic integrity and an introduction to College faculty and their research, etc.

MPH Degree Competencies

A set of competencies for the MPH degree have been developed which allow for the student body and faculty to determine progress. Additionally, competencies and assessment methods specific to each program have been developed. Concentration specific competencies can be found on the MPH Program page of the website and selecting the specific concentration.

Time Limitation

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

Advising

The College has adopted a centralized model for advising MPH students. Students will receive advising support regarding their *Plan of Study*, course sequencing of core and required courses, and general programmatic policies and procedures from student affairs professionals in the Office of Student Affairs (OSA). Although students may have many mentors, all MPH students are assigned a Faculty Mentor from within their concentration. Although students may meet with their Faculty Mentor at any time, it is imperative that they meet with the Faculty Mentor prior to planning an Applied Practice Experience and required meeting during the Annual Progress Report process. The Faculty Mentor will assist the student in conceptualizing the project and may advise the student on how to go about getting started on the project. The OSA MPH Coordinators will provide guidance on other required forms and processes regarding the applied practice experience. Please see the MPH Applied Practice Experience section of this document below for more information. It is also the student's responsibility to schedule a meeting with their Faculty Mentor to discuss the student's Annual Progress Report in early

Spring when directed to do so by the Assistant Dean for Student Affairs and the MPH Coordinator. Lastly, the Faculty Mentor may also be an informed resource for information regarding career choices and job opportunities and guidance in selecting and approving any elective courses required by the concentration.

MPH Faculty Mentor Change
A primary Faculty Mentor is assigned to each student upon entering the program. Students have the option to change their Faculty Mentor. To accomplish this change, the student must complete the MEZCOPH Notification of Mentor Change form (located in MEZCOPH's Student Hub), which requires approval from the current Faculty Mentor and the new Faculty Mentor. Faculty Mentors must be from a student's concentration. A student also has the option to select an additional faculty member who will act as the Committee Chair when they begin to plan their applied practice experience; students can also select their assigned Faculty Mentor as their APE Chair. Epidemiology and One Health require students to have their Faculty Mentor and Committee Chair be the same person. A Faculty Mentor must be a faculty member in MEZCOPH with expertise in the student's area of concentration. Students can view the Faculty Roles link on the Student Hub to see faculty from within their program who are eligible to serve in specific roles, such as MPH Faculty Mentor.

Concentration Change Policy
After completing the first semester of coursework within the original concentration, an MPH student may apply to change concentrations. The student may initiate the change of concentration process by contacting their MPH Coordinator. Concentration faculty will consider your request to switch and your suitability for the concentration in the same manner that new applicants are chosen for admission. Supplemental materials, such as a new personal statement reflecting the student's interest in the new concentration, will be required. Admission to the concentration is only considered if space permits and program prerequisites for admission have been met.

MPH Course Requirements
The MPH degree requires 42 units. Specific course requirements are determined by the MEZCOPH Program that offers the MPH concentration. See the MEZCOPH Academic Curriculum Guide found on MEZCOPH's website for further details of the specific course requirements, schedule, and information regarding Dual Degree and Accelerated Master's programs. Students follow the degree requirements in the Academic Curriculum Guide for the year in which they entered the MPH program. MPH students must complete all five core courses before their last semester in the program. They cannot be in a core course in the semester they plan to complete the MPH program.

Elective Course Approval
For MPH concentrations that have elective unit requirements, the student's Faculty Mentor approves the elective coursework. The student should have a conversation with their Faculty

Mentor about how a proposed course aligns with their academic interests and career goals or how it will provide them with additional knowledge and skills not covered by the concentration's required coursework. Although there is not a required elective approval routing form, the student is to forward the elective course(s) approval email from their Faculty Mentor to their OSA MPH coordinator.

Independent Study Registration Policy
All MPH students who wish to enroll in independent study (599) with a College of Public Health faculty member must complete an Independent Study Registration Form (found on the MEZCOPH Student Hub) and email it to their MPH Coordinator before the start of the term the independent study is to occur. The form serves to establish the scope and focus of the independent study, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form and received approval from the faculty member serving as Instructor (this is the person who is responsible for overseeing the student's work and assigning credit), the student emails the signed and completed form to the MPH Coordinator who will register the student for the requested unit(s).

If the Independent Study work is to be done with a faculty member outside of the College of Public Health, the student will need to follow that college/department's paperwork and enrollment process. They must notify their MPH Coordinator of the enrollment via e-mail and if the unit(s) are intended to be used toward their elective requirement, the student must also have that approved in advance by their MEZCOPH Faculty Mentor.

900-level Unit Registration Policy
All MPH students who wish to enroll in 900-level units (Master's Report/APE = 909) must complete the 900-level Course Enrollment Form (found on the MEZCOPH Student Hub) and email it to their MPH Coordinator before the start of each term the units are to be enrolled. The form serves to establish the scope and focus of the work to be completed that term by the student, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form and received approval from the faculty member serving as Instructor (this is the person who is responsible for overseeing the student's work and assigning credit), the student emails the signed and completed form to their MPH Coordinator who will register the student for the unit(s).

*Please note: before MPH students can be enrolled in any 909 units for the first time, they must have met all minimum requirements and submitted the appropriate plan packet.

> **MPH Steps and Milestones to Completion**
>
> **Average time to completion:** 2 years full-time students, 3-4 years part-time students.
>
> **Average time to completion:** 2.07
>
> **Milestones** (Full-time student timeline):
>
> - Attend mandatory new student orientation
> - First year is devoted to course work
> - Attend fall and spring semester Virtual MPH APE Conferences
> - Each Spring, complete an Annual Progress Report with Faculty Advisor
> - Second year is devoted to coursework and APE project
> - 3rd semester, determine APE project, form Committee and complete all planning items
> - Fourth semester, successfully complete and present project at the APE Conference, and submit final project and graduation items.

Transfer Credit

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

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

Coursework taken prior to starting in the MPH program must be transferred during the first semester of the MPH program. If the course is taken at another institution after the student starts in the MPH program, the credits may be transferred after the first semester. Two forms must be completed in addition to the ultimate incorporation on the Plan of Study: The MEZCOPH Course Substitution form (see below for information about this form) is first used to evaluate the course for content and appropriateness within the Plan of Study. For approved transfer coursework taken at an accredited institution outside of the University of Arizona, the student must also complete the Graduate College's Transfer Credit form (found on the UAccess Student Center under the GradPath option). The purpose of the Graduate College evaluation is to verify that the requested transfer credit is from an approved and accredited institution, a grade of A or B was worked, the course is at the graduate level, and to determine whether it is being used toward another degree.

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

Course Substitutions
If a student has already completed a course similar to a required course, then the student can apply to have the earlier course substituted for the content of a required course. A course substitution can only be approved by the MEZCOPH professor/instructor of the required course. The course professor/instructor will review documentation from the student (i.e., course syllabus) for comparability to the required course and approve by signature on the Course Substitution Form that the student provides (found on the MEZCOPH Student Hub). The Faculty Mentor must concur and sign on the appropriate line. The student then submits the form to their MPH Coordinator.

If the course is approved for graduate transfer credits, then it will be listed on the Plan of Study in place of the required course. If the substituted course fulfills the content requirement but is not a class that can be listed on the Plan of Study, then the student must take another course of equivalent credit-hours toward the degree requirement. The extra course taken to meet the credit-hour requirement for the degree needs to be approved by the Faculty Mentor.

GRADUATION PROCEDURES
It is the responsibility of the student to make sure that all required documents are submitted to the Office of Student Affairs on time.

Master's/Specialist Plan of Study
In the second semester of the program, each student is responsible for submitting a Master's/Specialist Plan of Study. The Plan of Study identifies 1) courses the student intends to transfer from other institutions, 2) courses already completed at the University of Arizona that apply toward the MPH degree, and 3) additional courses the student intends to complete to fulfill degree requirements. The Plan of Study form is completed in GradPath, which can be accessed via the student's UAccess Student Center. The Plan of Study requires electronic approval from the College and the Graduate College. One half of the required units must be courses in which regular grades (A, B, C), rather than Pass/Fail grades, have been earned. For more information about the Master's Plan of Study, please refer to the Graduate College's [Master's Degree](#) webpage.

Completion of Degree Requirements
Per Graduate College policy, after all required documents have been submitted to the MPH Coordinator and all coursework listed on the Master's Plan of Study has been completed, the MPH Coordinator will notify the Graduate College that all final requirements have been met. The student should note that the Graduate College needs to be notified of this milestone before the student is considered for degree conferral.

Be aware that for each semester there are official Graduate College deadlines related to completing the MPH degree requirements and eligibility for that same semester graduation. Visit the Graduate College website to find these deadlines. The University of Arizona Dean of the Graduate College then certifies that the student has fulfilled all requirements for the degree and will recommend conferral of the Master of Public Health degree by the Arizona Board of Regents. At that time, the Graduate College will post the degree completion date on the student's transcript and the diploma will be mailed to the student.

Detailed information regarding deadlines and specific documents to be submitted are sent from the MPH Coordinators.

DEGREE REQUIREMENTS

Applied Practice Experience (APE)
Since the beginning of the MEZCOPH MPH program, students have been required to complete a community-based internship, which is considered an applied practice experience. However, CEPH criteria broaden the way this requirement can be satisfied. In addition to a community-based project, opportunities for demonstration of competencies related to applied practice may include course and service learning-based activities, co-curricular activities and a blend of for-credit and not-for-credit activities. All MPH students are required to complete community-based experience (Master's Report), which may fulfill all or part of the APE requirements. Additionally, each MPH concentration determines if there are other activities that students may select to satisfy any remaining elements of this requirement. Detailed information is outlined in the APE Manual that will be effective for the semester a student plans to begin their project. Please reach out to your MPH Coordinator with questions as you get closer to planning your internship.

A comprehensive MPH APE Manual is found on the MEZCOPH Student Hub. The APE Manual provides step by step guidance to the processes related to the project and should be referred to often in the planning and development phase. The student should follow the manual corresponding to their project start term as policies and procedures do change over time. Reading the manual for the term the student plans to start, watching a recorded webinar, and completing the associated quiz fulfills the requirement of the Planning Workshop listed on the course sequencing sheets. The MPH Coordinators also provide Q & A sessions that students can attend to get the remaining questions or clarifications answered. Detailed information on the preparation process is sent via e-mail by the MPH Coordinators throughout each semester.

Individual concentration areas have specific requirements related to the final APE Report and these requirements are found under APE Resources on the MEZCOPH Student Hub. Also found on the MEZCOPH Student Hub are helpful planning tools/documents, such as the Plan for APE form, links to Human Subjects documents, and required travel documents for international projects.

Early planning will reduce the anxiety that occurs as the student completes other graduation requirements and will contribute to a sense of confidence and well-being as the student begins the project. Continual contact with the Committee members (especially the faculty Chair) is essential when drafting the plan and submission to the MPH Coordinator by posted

deadlines for registration. The single most effective strategy for expanding one's knowledge of the breadth of opportunities is to attend the regularly scheduled MPH APE Conference (held virtually three times each year in the fall, spring, and summer semesters). Consistent attendance at these conferences will also ensure a student's familiarity with the format and venue of the presentation and conference.

Integrated Learning Experience (ILE)
Students must complete an integrative learning experience that demonstrates synthesis of foundational and concentration-level competencies. This course serves as the capstone experience for MPH students.

This course (580) provides students with an analysis of public health cases that integrates core public health knowledge and competencies to determine the best systems, policies and programs for decreasing morbidity and premature mortality. It should be taken in the student's final semester of the program but can be taken in the last academic year provided all MPH core courses are complete in addition to most of the concentration specific coursework. It is offered in the fall and spring semesters.

Interprofessional Education (IPE)
In public health, interprofessional education is defined as working with and learning from professions outside of the professional disciplines of public health. This includes physicians, nurses, pharmacists, physical therapists, etc. It also goes beyond health sciences into professions like education, urban planning, public administration, and engineering.

To meet this requirement, MPH students must complete two (2) interprofessional activities during their time in the MPH program and submit a critical self-assessment for each activity in which they participated.

We encourage participation in one or more UAHS sponsored IPE events hosted by the University of Arizona Center for Transformative Interprofessional Healthcare (CTIPH). Examples of UAHS sponsored IPE events include Pandemic Exercise, Disability Exercise, Addressing Obesity Using a Weight Inclusive Model, CLARION Competition and additional UAHS exercises that may be created in the future. These will be advertised by the MPH Coordinators via e-mail and may also be listed on the [CTIPH website](#).

Examples of allowable IPE activities may include:
- UAHS IPE events
- Service Learning

- Mobile Health Unit
- Independent Study
- In Class Activity
- Internet-based IPE activity
- Other appropriate credit-bearing or non-credit bearing activity approved by their Faculty Mentor

All activities must include participants from other non-public health disciplines to be considered.

Students must complete an electronic self-assessment for each activity they complete. This is done through a form on the Hub, titled "IPE Self-Assessment and Documentation Submission." One form must be submitted for each interprofessional activity completed. Each submission will include a critical self-assessment of the experience during the IPE activity and of the
student's ability to perform effectively on an interprofessional team. The student's MPH Faculty Mentor reviews and approves a student's submissions. If there is a question as to whether an event or activity could be counted as IPE, the student should speak with their Faculty Mentor.

If the student completes a UAHS sponsored IPE activity, they must upload their UAHS IPE Certificate of Completion document with the completion of their self-assessment on the Hub submission form. This indicates that all pre/during/post event activities have been completed in addition to attending the event.

For any non-UAHS IPE event attended, if you received a certificate/verification of completion from the event, you must upload it to your self-assessment submission form for that activity.

Before attending their first Interprofessional Education activity, MPH students must read the following two documents in preparation:

1. Xyrichis A and Lowton K. (2008). What fosters or prevents interprofessional teamworking in primary and community care? A literature review. International Journal of Nursing Studies 45:140-153.

2. U.S. Department of Health and Human Services. Multiple Chronic Conditions Initiative. Education and Training Curriculum on Multiple Chronic Conditions. Module 4. Interprofessional Collaboration. Washington, DC. June 2015.

Links to these two documents can be found on the Interprofessional Education Requirements webform on the Student Hub.