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

2025-2026
DrPH - PHPM Program
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 Safety Guide and the UAPD website.

PHOENIX BIOSCIENCE CORE

The city-owned Phoenix Bioscience Core (PBC) is a 28-acre urban medical and bioscience campus planned for more than six million square feet of biomedical-related research, academic,

and clinical facilities. Students have access to the facilities through their CatCards and that identification must always be displayed when on campus. The MEZCOPH offices are located on the 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 <u>except</u> applied practice experience (MPH), thesis (MS) or dissertation (doctoral) units.	3*	6	1*
Graduate student with all course work, unit requirements, steps and milestones completed <u>including</u> applied practice experience (MPH), thesis (MS) or dissertation (doctoral) units.	1**	6	1**

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

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

(the 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 – PROGRAM SPECIFIC INFORMATION AND POLICIES

INTRODUCTION TO THE DOCTORATE IN PUBLIC HEALTH (DRPH)

The need for well-trained public health leaders has never been more crucial. The DrPH is an advanced, professional degree program for students with a Master of Public Health (MPH) degree or its equivalent. The DrPH develops future leaders in public health practice to advance the public's health through the integration and application of a broad range of knowledge and analytical skills in leadership, practice, policy analysis, research, program management, and professional communication.

The DrPH program prepares students to translate scientific knowledge into community-based programs that improve health status, identify solutions to health problems, and provide public health policy and management leadership in academic, nonacademic, public agency or in the private sector. Students learn to create infrastructure to promote health and address current public health issues. Lasting improvements in health outcomes balance passion and advocacy to advance public health for all populations, with pragmatic approaches to build the infrastructure between where we are now, and where our health system should be in 10 years.

There are two areas of study available to DrPH students: Maternal and Child Health (MCH) or Public Health Policy and Management (PHPM). Descriptions are in the MEZCOPH Academic Curriculum Guide found on the MEZCOPH Student Hub.

How to Use the DrPH Student Handbook

This handbook helps students and faculty navigate the DrPH program. Students create a degree plan with incremental goals (e.g., coursework, comprehensive exams, and dissertation). All Graduate College and MEZCOPH policies and procedures described in the first part of this handbook apply as well. It is the student's responsibility to be aware of and adhere to the policies to ensure successful program completion. Because operational processes and policies change, students are subject to the most recent handbook requirements. Faculty advisors refer to the handbook when advising students. The handbook defines shared expectations for students and faculty.

Handbook questions or suggestions for improvement should be directed to MEZOCPH's Office of Student Affairs at 520-626-2112.

Welcome to the Doctorate in Public Health Program at MEZCOPH!

DrPH PROGRAM POLICIES AND INFORMATION

Student Commitment

During doctoral studies, students learn to work independently, with faculty and with community members. A successful student:

1. Demonstrates enthusiasm and a passion for learning.
2. Is self-motivated and has a written plan and timeline for degree completion.
3. Initiates contact and schedules appointments regularly with faculty advisors.
4. Clarifies needs and comes prepared to meet with their faculty advisor.
5. Listens to advice and feedback and incorporates suggestions into action plans.
6. Shows respect to faculty, mentors, other students, and community members.
7. Thinks independently and takes responsibility for their learning experience.
8. Is goal oriented.

Faculty Commitment

Faculty members help students develop into DrPH leaders over the course of study. Faculty responsibilities include teaching, conducting research, serving on review committees, and providing service to MEZCOPH, the University of Arizona, the state, nationally and internationally. Faculty members treat students with respect and expect the same in return.

A successful mentor:

1. Dedicates time for student mentoring and posts hours for appointments.
2. Facilitates problem solving without solving the student's problem for them.
3. Provides opportunities for and assists with student career advancement.
4. Encourages students to identify their professional path.
5. Has excellent communication skills.
6. Advertises and disseminates student work with full attribution.
7. Helps students plan and manage workload.
8. Serves as a role model to advance public health.

Intellectual Independence

Independent research requires problem-solving skills, initiative and intellectual curiosity. Students learn to ask and answer research questions independently, while effectively using available resources.

Advising in the DrPH Program

A faculty advisor is appointed for each student prior to matriculation. An early task is to define the student's Doctoral Plan of Study. Students are encouraged to meet and communicate regularly with their advisor. DrPH students are responsible for scheduling meetings with their advisor. Please contact the Program Director if you have problems matching your interests and career goals with your assigned advisor. If you wish to change your advisor, please follow the process outlined in the MEZCOPH Notification of Advisor/Mentor Change form (found on the MEZCOPH Student Hub), and submit it to the Manager of MS and Doctoral Programs in the Office of Student Affairs.

During the first DrPH semester, students should meet with MEZCOPH faculty members to learn about their research and service interests. Doing this helps students select a faculty member appropriate for each graduate career stage. As a student advances, different faculty members can serve in various capacities to help facilitate the student's completion of their degree program.

Faculty profiles are on the MEZCOPH website and updated regularly. Students should review the faculty directory at the beginning of each academic year.

DrPH faculty can serve multiple roles including:

Faculty Advisor: Serves as the student's initial academic advisor. This person may also be the Dissertation Director if an appropriate relationship exists between the student's research topic and the advisor's interests. The student and advisor plan the course work for the degree program. The advisor assures that the student meets the University of Arizona and DrPH requirements. An advisor must be a faculty member whose primary appointment is within the Public Health Policy and Management Program (PHPM).

Comprehensive Exam Committee Chair: Within the PHPM, the program director serves as the Comprehensive Exam Committee Chair and oversees the comprehensive exam process.

Dissertation Committee Chair: The Dissertation Committee Chair must meet the Graduate College requirements, having Graduate Faculty status. However, the PHPM DrPH degree is interdisciplinary; therefore, with Program Director permission, the Dissertation Committee Chair may be a faculty member in any University program.

The Dissertation Committee Chair may also be the student's faculty advisor. This Committee Chair is responsible for ensuring that the student meets all the requirements of the DrPH program and the University. The Dissertation Committee Chair oversees the student's written proposal development, the dissertation proposal defense, and the final dissertation defense.

Dissertation Director: Often the same person as the Dissertation Committee Chair, this is the faculty member who works most closely with the student during the research and writing of the dissertation.

Mentor: A mentor is any faculty member who mentors the student's scientific or professional development. Students are responsible for seeking out and developing mentor relationships.

The Manager of MS and Doctoral Programs is the student's point of contact in the Office of Student Affairs. This coordinator conveys MEZCOPH and Graduate College policies and

procedures to students, receives student paperwork for processing with the College and Graduate College, and coordinates MS and doctoral program activities with the Program Directors and the Assistant Dean of Student Affairs.

While faculty and staff are available to assist, completion of degree requirements is ultimately the student's responsibility.

New Student Activities
All new students must participate in the Doctoral and MS Student Orientation, scheduled in August prior to the start of fall coursework.

New doctoral students are required to enroll in the one-unit course, HPS 609, Evaluating Public Health Literature, during the first fall semester of the program. This course is team-taught and designed to enhance student critical thinking skills related to public health research.

Program Steps and Milestones to Degree
Typical time to completion: Full-time students are expected to complete the degree in 3-5 years (2-3 years for coursework and 1-2 years for dissertation work. Part-time students are expected to complete the degree within 8 years.

Average time to completion: 5.53 years
Program Steps to Completion (Full-time students):

YEAR 1
- (Fall) Attend new student orientation.
- (Fall) Create initial Plan of Study in consultation with faculty advisor.
- (Fall) Petition faculty advisor to transfer any prior coursework.
- (Spring) Complete Annual Progress Report with faculty advisor
- (Spring) Identify a minor program of study.

YEAR 2
- (Fall) Finalize Plan of Study including requirements for the minor.
- (Spring) Complete major and minor coursework
- (Spring) Complete MPH core courses if entering without an MPH.
- (Spring) Complete Annual Progress Report with major advisor

YEAR 3
- (Fall) Complete Comprehensive Written and Oral Exams
- (Fall) Establish Dissertation Committee
- (Fall) Develop Dissertation Research Proposal
- (Fall) Defend dissertation proposal.
- (Spring) Complete human subjects research approval for dissertation
- (Spring) Complete Annual Progress Report with faculty advisor

YEARS 4-5
- Undertake dissertation research.
- Defend dissertation and finalize revisions.
- Serve as a Teaching Assistant (or assist with the instruction and coordination of one service-learning course) at least once during the program.
- Complete Annual Progress Report each Spring with faculty advisor.

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

Degree Requirements
Please see the Academic Curriculum Guide for the year you were admitted to your current program found on the MEZCOPH Student Hub. The Plan of Study is developed by the student with their faculty advisor and approved by the student's faculty advisor and the PHPM Program Director. Some DrPH courses may have prerequisites. Students work with their faculty advisor to plan accordingly.

DrPH Admission Prerequisites – 5 Core MPH Courses (15 Units)
Five MPH core courses are prerequisites for admission to the DrPH program (EPID 573a, PHPM 574, EHS 575, BIOS 576a, and HPS 577, or their equivalents). For equivalent coursework to be considered as fulfilling a requirement, a student must obtain faculty approval (described below). The five core MPH courses are DrPH prerequisites and are not included in the major section of the Plan of Study but should be completed prior to the comprehensive exam.

Doctoral Plan of Study
In collaboration with the assigned Faculty Advisor, each student drafts a Doctoral Plan of Study during the first year. Advisors and students keep the draft Plan of Study in their files as an advising tool. At the second to the last semester of coursework, the Plan of Study is formalized with the required electronic forms on UAccess Student Center, under the GradPath option.

The Plan of Study identifies (1) completed courses from other institutions the student wants to transfer and count toward the graduate degree; (2) completed UArizona courses the student intends to apply toward the graduate degree; and (3) coursework to be completed to fulfill degree requirements, including 18 units of dissertation (PHPM 920). The Faculty Advisor, the Director of Graduate Studies, Minor Faculty Advisor, and Chair of the minor program or department must all approve the Plan of Study. The Plan of Study is usually the basis for the initial Graduate Committee meeting. A copy of the Plan of Study, either in draft or final form depending on progress, should also be attached to each Annual Progress Report.

Once a student completes about 85% of the Plan of Study coursework, the student begins preparation for the comprehensive exam.

Students are required to file an approved Doctoral Plan of Study with the Graduate College before scheduling their oral comprehensive exam. Students are responsible for making sure all forms have the required faculty and Graduate College approvals and are submitted through GradPath. Students can track the form approval progress to completion in GradPath (see the "GradPath" section above), summarized at the bottom of the online forms.

Minors for the DrPH

Graduate College policy requires doctoral students to choose at least one supporting minor subject, in addition to the major subject. The selection of a minor subject area is the responsibility of the student, in consultation with their faculty advisor. Often, one faculty member from the minor serves on the student's Graduate Committee, although this number may be modified by the graduate faculty responsible for the oversight of the minor and by the student's Graduate Committee. Declaration of the minor(s) will be made on the Doctoral Plan of Study.

Although the Graduate College requires a minimum of nine units of coursework for a doctoral minor, departments offering the minor determine specific requirements. Requirements vary significantly across departments and colleges. The student is responsible for knowing and meeting the requirements of the chosen minor area of study. A DrPH student may not minor in public health, but may select a minor from within the College, i.e., Biostatistics, Epidemiology, Environmental Health Sciences or Health Behavior Health Promotion.

It is possible for students to customize a minor area with their faculty advisor's approval when no formal minor exists. These "focus-area minors" will be listed on the Plan of Study as a "Multidisciplinary Minor" and not with the specific focus area name. Students interested in this minor option should discuss it with the faculty advisor before taking the courses that they hope to include.

These multidisciplinary minors must meet the following criteria: the proposed minor is not available at the University of Arizona through an official major program, the minor must contain at least 9 credits that would not be taken by the student as part of the major, courses must come from at least two disciplines and all coursework must be outside the PHPM program. In addition, the student needs to identify a minor faculty advisor who has expertise in the focus area. The student may also need to pass or complete a culminating experience as identified by the minor faculty advisor (i.e., examination, research project, or internship).

Graduate Certificates Offered Through MEZCOPH

Graduate students are welcome to enhance their educational experience by adding a graduate certificate to their plan of study. The College of Public Health offers eight distinct certificates in areas such Global Health, Indigenous Health, and One Health among others. Certificate curriculums range from 12 to 15 units.

Doctoral students may share six units between the major section of their doctoral plan of study and their certificate plan of study, as appropriate, with Faculty Advisor approval. However, there are no restrictions on the number of certificate courses that may apply to the minor section, if applicable and consistent with any relevant policy of the minor program. Minor Advisor approval is also required. When the certificate curriculum does not align with an existing minor, students may consider declaring a Multidisciplinary Minor (see "Minors for the PhD Degree," above).

For more information on graduate certificates offered through the College of Public Health, please visit our website or email coph-certificate@arizona.edu.

Transfer of Credits from a Master's Program to the Doctoral Plan of Study
Graduate credit earned at accredited institutions may be counted toward the requirements of the DrPH degree, if approved by the student's faculty advisor and the PHPM Program Director.

Per Graduate College policy, transfer credit may be considered if the grade earned was A or B. Grades of transfer work will not be used in computing the student's UArizona grade-point average. Per DrPH policy, the coursework being considered should be less than 10 years old at the time the student begins the program. No more than 18 units can be transferred in and applied to DrPH degree requirements. (Note: The MPH 15-unit core prerequisites do not count toward the 18-unit maximum transfer limit.)

The student must apply to transfer course credit during the first semester of the DrPH program. The student's first step is to make an appointment with their assigned faculty advisor to request that the course(s) be reviewed and considered for transfer. The student should bring a transcript highlighting the course(s) to be transferred and a syllabus for each class. The student gets approval from her/his faculty advisor, University of Arizona instructor of the course being proposed as a substitution and Program Director for course transfers using the MEZCOPH Course Substitution form (see below).

For approved transfer coursework taken at an accredited institution outside of University of Arizona, the student completes the Graduate College's Transfer Credit form (found on the UAccess Student Center under the GradPath option). The purpose of the Graduate College evaluation is to verify that the requested transfer credit is graduate level and is from an approved and accredited institution. The Graduate College defers to the PHPM Program to determine whether the courses are suitable for substitution or elective credit.

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

Course Substitutions

If a student has completed a course similar to a required course, the student can apply to substitute it for the required course. A course substitution can only be approved by the University of Arizona instructor of the required course. The course instructor will review documentation from the student (i.e., course syllabus) for comparability to the required course and the student's grade. If approved, the course instructor signs the Course Substitution Form that the student provides (found on the MEZCOPH Student Hub). The faculty advisor must concur and sign on the appropriate line. The student then submits the form to the Manager of MS and Doctoral Programs. The substituted course fulfills the content requirement, but the student must take another course of equivalent credit hours toward the degree requirement unless the course is approved for transfer credits.

Independent Study Registration Policy

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

Research and Dissertation Registration Policy

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

Change in Area of Study within the DrPH Program

After completing the first semester of coursework, a DrPH student may apply to change to another academic program within the college. The student may initiate the request to change their area of study by completing the MEZCOPH Request for Change of Program Form, found on the MEZCOPH Student Hub. Program faculty will consider the request to switch the area of study in the same manner that new applicants are chosen for admission. The student should meet with the Director offering the program being sought to determine if supplemental

materials, such as a new personal statement and/or letters of recommendation, are required for admission.

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

Required Teaching Experience
Each DrPH student is expected to serve as a Graduate Teaching Assistant (GTA) for at least three units of regular coursework or assist with the instruction and coordination of one service-learning course. The student arranges the GTA experience with the course instructor in collaboration with the Program Director. GTA opportunities are limited. Students should begin planning early in the program to fulfill this requirement. The student is also encouraged to seek other opportunities to gain teaching experience including connecting with other faculty to discuss guest lecture opportunities.

Students serving as GTAs are required to 1) complete the University of Arizona's Graduate Teaching Assistant Orientation (TATO), and 2) participate in the MEZCOPH Teaching Assistant Orientation facilitated on D2L.

The University of Arizona Office of Instruction and Assessment offers a [Certificate in College Teaching.](#) DrPH students can take advantage of this program prior to or while completing the GTA assignment.

See the "[Graduate Teaching Assistantship](#)" section above additional information about Teaching Assistantships.

Graduate Committees
There are two important committees that doctoral students will encounter during the course of their studies:
> (1) The [Comprehensive Examination Committee](#), and
> (2) The [Dissertation Committee](#)
>   (Note: see the hyperlinks for Graduate College policy regarding committee composition.)

Comprehensive Examination Committee
The Comprehensive Examination Committee is chaired by the Program Director of the PHPM program. Two additional members must have Graduate Faculty status with the university and appointments in the PHPM program. One additional member from the student's minor program is appointed to represent the minor. The Comprehensive Examination Committee

administers the oral portions of the comprehensive exams. The written portion of the comprehensive exam is administered by faculty appointed by the Program Director. Briefly:

PHPM DrPH Comp Committee

- Minimum 3 members representing the major, 1 representing the minor (Grad College requirement)
- 3 of 4 members must have Graduate Faculty status*
- Chair is Program Director
- Other 2 major members have appointments in PHPM and have Graduate Faculty status*

*Please see the Graduate Faculty Status section below for a definition.

In order to keep the Graduate College notified about the comprehensive milestone, the student is required to complete the Comprehensive Exam Committee Appointment Form (found on the UAccess Student Center under the GradPath option) a minimum of two weeks prior to the exam date.

Dissertation Committee

After successful completion of all coursework, teaching requirements, and passing the written and oral comprehensive examination, the student must complete the Dissertation Committee Appointment Forms. The completion of these forms indicates the candidate has identified and gained consent for participation from all committee members for the next stage of their graduate career.

The final Dissertation Committee must be composed of at least three University of Arizona faculty members with Graduate Faculty status. The student may include faculty from the minor as one of the three required dissertation committee members. The student should check with their minor advisor's program to determine whether or not the minor advisor is required to be included. The recommended committee structure is comprised of a chair from the PHPM program, a second committee member with a primary appointment in MEZCOPH, and a third committee member with a primary appointment in the University. However, the PHPM DrPH degree is interdisciplinary; therefore, with Program Director permission, the Dissertation Committee Chair may be a faculty member in any University program. Briefly:

PHPM DrPH Dissertation Committee

- Minimum 3 members representing the major (Grad College requirement)
- Minor Advisor may or may not serve depending upon policy of minor program.
- 3 members must have Graduate Faculty status*
- Chair is from PHPM, or another University of Arizona faculty approved by Program Director and must have Graduate Faculty status*
- 1 other member with primary appointment in MEZCOPH

- 1 other member from within the University of Arizona

*Please see the Graduate Faculty Status section below for a definition.

The first form to complete is the MEZCOPH Declaration of Committee Membership form found on the MEZCOPH Student Hub. The student must secure all committee members' signatures and file the form with the Manager of MS and Doctoral Programs. After filing the paper form, the student must also file the GradPath Dissertation Committee Appointment Form. This required GradPath form is found on the UAccess Student Center under the GradPath option. The Committee Chair reviews and approves the electronic form on behalf of the Committee. In addition, the Associate Dean of Academic Affairs reviews and approves the form on behalf of the DrPH faculty. This form must be submitted and approved by the Graduate College prior to the Final Oral Dissertation Defense.

Graduate Faculty Status

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

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

Use of Artificial Intelligence (AI)

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

The use of AI (e.g., generative AI tools like ChatGPT, Gemini, Copilot, Jasper) in the development of responses to comprehensive exam questions, the preparation of a dissertation proposal, or dissertation is prohibited unless the student meets with, requests the use of AI, and obtains written permission for AI use from the faculty member responsible for the oversight of the milestone. In most cases, this is the committee chair. If the use of AI is approved in any fashion, proper citation must be used and the AI generated text included in the document's appendix. The use of AI without proper citation is plagiarism and a violation of the Student Code of Conduct.

If students have questions about the prohibition or the process of approving AI use in the development of comprehensive exam responses, dissertation proposal, or dissertation, they are encouraged to contact the program director.

Comprehensive Written and Oral Examinations

Before admission to candidacy for the doctoral degree, the student must pass a written and an oral comprehensive examination and complete all courses listed on the approved plan of study. The comprehensive exam assesses the student's knowledge of the major and minor subjects of study, both in breadth across the general field of study and in depth within the area of Public Health Policy and Management.

The student is eligible to sit for the comprehensive examination once completing 85% DrPH and Program required courses. Students also must also meet the requirements set by their minor program. Students must submit a request to the Manager of MS and Doctoral Programs to take the comprehensive written and oral exams at the start of either a fall or spring semester. Notice must be given at least four weeks in advance of the beginning of the semester. Students are advised to take the comprehensive examination within 3 years of DrPH program admission and matriculation.

The Graduate College summarizes the goal of the comprehensive examination:

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

Written Examination

The written examination is administered on-site over a three-day period during the second week of the fall and spring semesters. The student must provide written notice of their intent to sit for the examination to the Graduate Committee Chair at least 4 weeks prior to the published examination date.

The first day consists of a proctored examination where students will answer specific questions prepared by the DrPH faculty. The students will have up to 8 hours to complete their answers. These questions will assess the student's mastery of the required core and required program-specific curriculum. The purpose of this exam is to provide a written forum for students to demonstrate her/his ability to integrate and synthesize DrPH concepts and knowledge. The

student must complete the examination using a laptop/desktop computer; however, the student will <u>not</u> have internet access. The student may not receive assistance from peers or faculty.

The second day consists of a non-proctored examination where a student has a maximum of 27.5 hours to draft a 2-page policy memo addressing a public health problem specific to Public Health Policy and Management. This portion of the examination evaluates the student's ability to justify public health action to non-Public Health professionals. The student may complete the examination off-campus using a laptop/desktop computer with internet access. The student may not receive assistance from peers or faculty.

<u>Example policy memo question</u>: You are New Mexico's Commissioner of Public Health. The governor is concerned about the problem of alcohol use among adolescents. She feels this is an area where she would like to devote the resources of the governor's office to address this problem. She has asked you to define the nature of the problem in New Mexico and how she could best use the limited resources of her office to address this problem.

Results of the written exam will be shared with the students within two weeks. The student must pass the written examination before being able to sit for the oral examination. A student who does not pass the examination may retake it once. This reexamination must be completed within one calendar year of the failed examination and must occur during a regularly scheduled examination period. If the reexamination is not successfully passed, a request to dismiss the student from the program will be sent to the Graduate College. The outcome will be communicated by the Associate Dean for Academic Affairs.

<u>Oral Examination</u>
The oral examination occurs during the fourth through seventh weeks of the same semester the written exam was given. The oral portion of the comprehensive examination, also known as "oral comps," evaluates the student's ability to integrate the core knowledge of their public health program to address real world problems and communicate ethical, evidence-based solutions. The oral comps should demonstrate the student's presentation skills and verbal competency as a doctoral-trained public health professional. The examinations will be graded as a whole with the final decision based on overall performance across all elements of the examination. The student may retake the oral portion of the Comprehensive Examination once. The re-examination must occur within one calendar year of the failed examination and must be scheduled during a regularly scheduled examination period. If the student fails the reexamination, a request to dismiss the student from the program will be sent to the Graduate College. The outcome will be communicated by the Associate Dean for Academic Affairs.

The oral examination consists of 1) a 20-minute pre-prepared student presentation summarizing the policy position prepared during Day 2 of the written comprehensive examination; 2) 30-45 minutes for questions on the presentation and 3) 30 -45 minutes for

general questions to test whether the student has "a broad knowledge of the chosen field of study." The exam must be completed within three hours.

The student will be evaluated based on their ability to:

Integrate multiple sources of information to describe a specific public health problem.
- Synthesize previous work/information that describes the problem.
- Summarize the relevant contextual factors related to the problem that need to be considered in developing an intervention strategy.

Propose a comprehensive strategy to address the problem.
- Describe and justify the major components of the strategy including interventions, policies, and services.
- Address issues related to costs, the ethical and legal framework, health and/or socioeconomic disparities, and relevant cultural issues.
- Identify strengths and weaknesses of the strategy.
- Identify metrics to evaluate process and/or outcomes of the proposed strategy.

Communicate effectively to public (e.g., "lay") officials.
- Write clearly and logically using correct spelling, grammar and punctuation.
- Use language that is appropriate for the audience and sensitive to their unique perspective.

The oral presentation should effectively summarize the above points in a clear, concise, and compelling manner relevant to a policymaker.

The presence of a senior faculty member who is not on the committee to observe the exam as a neutral third party may be requested by the student or faculty. This faculty member is not to ask the student questions or to participate in the discussion with the Committee Members during the exam. If requested by the student or Graduate Committee, the Associate Dean for Academic Affairs will make the assignment of a faculty member, who is not part of the student's Graduate Committee, to serve as an outside program representative at the oral examination and will ensure the person is present at the examination.

Comprehensive Exam Responsibilities
The Comprehensive Exam Committee Chair and/or the Program Director will schedule the oral comprehensive examination with the members of the Comprehensive Examination Committee and reserve a room for the exam. The Director will then notify the Associate Dean for Academic Affairs, the Manager of MS and Doctoral Programs and the student of the time and place.

The student is responsible for completing the Announcement of Doctoral Comprehensive Exam form found on the UAccess Student Center under the GradPath option. This form completion

notifies the Graduate College of the date and time of the exam and should be submitted a minimum of two weeks prior to the exam date.

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

Once the student has successfully passed the written and oral comprehensive exams, the student transitions from a doctoral 'student' designation to a doctoral 'candidate' designation. In light of this status change, a charge will be added to the student's Bursar's account for degree candidacy. A copyright fee is optional. Check the Graduate College website prior to your anticipated completion to determine the charge amount.

Time Limitation
Per Graduate College policy, all Doctorate of Public Health requirements must be completed within five years of passing the comprehensive exam. Should a student not finish within that time period, the student may be required to retake the comprehensive exam and some coursework before proceeding to complete the dissertation and degree.

Dissertation Unit Enrollment
A DrPH student may enroll in dissertation units (PHPM 920) after passing both the written and oral comprehensive exams. Exceptions (for earlier enrollment) are allowed under unusual circumstances with permission of the Dissertation Director and PHPM Program Director.

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

Dissertation Proposal and Approval Process
The purpose of the dissertation is to produce a project with deliverables and scholarship that directly benefit an organization and will address a public health policy goal. A student must complete 18 dissertation credit hours to ensure that they are dedicating time and making progress on this substantial project. This equates to approximately 40 hours a week for 20 weeks.

A DrPH candidate is expected to spend at least one year and no more than five years conducting the dissertation project and writing the dissertation document.

Upon completion of the comprehensive exam, the student writes a dissertation proposal. While students are able to discuss all aspects of their proposal with their committee, the faculty

strongly emphasizes that the responsibility for the quality of the proposal, its originality, approach, and significance, rests completely with the student. It is the student's responsibility to identify an organization and an Advanced Practice (AP) Mentor for the dissertation. Once the AP Mentor is identified, the student, Mentor, and Dissertation Chair complete the Applied Practice Mentor-Mentee Agreement and the DrPH Dissertation Project Conflict of Interest Form. Both documents are found on the MEZCOPH Student Hub under Student Forms.

Additionally, students who are employed by the University of Arizona and plan to complete their project with the university, are required to complete a Conflict-of-Interest form through the Office of Research, Innovation & Impact. These student's should also be familiar with the University of Arizona's Conflicts of Interest and Commitment Policy.

Forming a Committee
The student asks a PHPM faculty member to serve as their Dissertation Chair. The Chair and student will discuss the proposed work and potential committee members. The Graduate College requires that Dissertation Committees have at least three members representing the major. The Chair and two others must have Graduate Faculty status with the University of Arizona. The Minor Advisor may or may not serve depending upon the policy of the minor program. The student can discuss requirements with the Minor Department. If uncertain about a faculty member's status, check the university's phonebook. All faculty with Graduate Faculty status will be identified there.

If the AP Mentor is going to have a vote as other committee members, or be present at the closed-door dissertation defense, then they would need to be on the committee. If they are outside the University, a request for Special Member status will be needed. If the committee will consult with the AP outside of the closed-door defense, then the AP Mentor would not need to be a formal member of the committee.

When the student invites individuals to serve on the Dissertation Committee, the student provides a one-page abstract. The abstract should include background, rationale for why the proposed project is important to PHPM, brief description of the partner organization or community partner, followed by 2-3 specific aims and implications of the project.

Once the student has formed a Dissertation Committee, the student should complete the MEZCOPH Declaration of Committee Membership form (found on the MEZCOPH Student Hub). The student must secure all committee members' signatures, the Program Director's signature and then file the form with the Manager of MS and Doctoral Programs in the MEZCOPH Office of Students Services.

After filing the paper form, the student must also file the online GradPath Dissertation Committee Appointment Form. The GradPath form is found on the UAccess Student Center under the GradPath option. The Dissertation Committee Chair reviews and approves the

electronic form on behalf of the Committee. In addition, the Associate Dean of Academic Affairs reviews and approves the form on behalf of the DrPH faculty.

Dissertation Proposal

Once the Declaration of Committee Membership is filed with the College, the student is responsible for finalizing a written proposal with the sections described in detail next. The format is no more than 6 single spaced pages, Arial or Times Roman font, 12 point, with one-inch margins throughout. The references, budget, and justification are not included in the page count.

- **Project Abstract** (1 page). The abstract should include rationale for why the project is important, a description of the organizational or community partner, methods including 2-3 specific aims and the implications of the project to MCH.

- **Project Narrative** (5 pages total)
  - **Need** – (~1/4 page): Explain how your project can address an important problem or barrier to progress in PHPM. Explain the population intended to benefit from the project.
  - **Organizational or Community Partner** (1/4 to 1/2 page): In this section the goal is to demonstrate the feasibility to complete the project with the community/ organizational partner by describing previous collaborative work between the student and the partner. Also, explain how the Need aligns with the organizational or community partner. Demonstrate how working with the partner will allow you to accomplish the aims of the project.
  - **Methods** (3 – 3 1/2 pages): In this section, detail the project plan.
    - <u>Detail</u> the specific aims of the project. What are the aims and how will they be achieved? Explain related theoretical frameworks and include a logic model as appropriate. Describe the anticipated deliverables or work projects. ***Deliverables must directly benefit the population, partners and/or partnering organization.***
      - In some cases, the specific aims will include the deliverable and in others it will not.
      - Aim with deliverable: To develop an organizational system with X agency to coordinate MCH services for first-time mothers in Northern Arizona.
      - Aim contributing to a deliverable: To conduct semi-structured interviews with 30 recently immigrated youth ages 14-17 years to assess their health needs. The deliverable associated with this aim contributes to a policy brief.
    - Include a GANTT chart.
  - **Competencies** (1/2 page): Describe how the dissertation will meet at least 5 competencies. At least one from the DrPH Foundational Competencies in the Leadership, Management, and Governance domain and at least two from the

PHPM Concentration Competencies. Competency assessment will involve evaluation of work products developed through the applied practice experience, which will be included as appendices in the dissertation. See the next page for competencies.

- o **Reflection** (1/2 to 1 page): Specify how self-reflection will be integrated in the dissertation process. Note that your completed dissertation will provide evidence of how you accomplished this. Self-reflect on your communication and leadership style taking into consideration cultural influences and your personal values and beliefs. Describe your leadership style and how you see it contributing to, and/or inhibiting progress. Self-assess and document the informal and formal methods you will use to receive feedback, and at what time points, related to the project to further your professional and personal development (see Advanced Practice Mentor Mentee Agreement for time points). Dissertation Committee Members, Advanced Practice Mentors, partners, and peers are all sources of feedback. As resources about self-reflection and competencies, access the Maternal and Child Health Leadership Competencies Version 4.0 by the Health Resources and Services Administration and the Doctor of Public Health Core Competency Model Version 1.3 by the Association of Public Health Schools Education Committee.

- **Budget and justification** (not included in page count)– develop a budget listing the costs for the project and include the anticipated period of the project, and a justification for the expenses. Sample budget: https://bphc.hrsa.gov/programopportunities/fundingopportunities/continuation/fy-19-sample-budget-narrative.pdf

DrPH Foundational Competencies

Data and Analysis

1. Explain qualitative, quantitative, mixed methods, and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community, and population) levels
2. Design a qualitative, quantitative, mixed methods, policy analysis, or evaluation project to address a public health issue
3. Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring, and evaluating policies and programs to address a population's health

Leadership, Management and Governance (Choose at least 1)

4. Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders, and other partners

5. Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies

6. Integrate knowledge, approaches, methods, values, and potential contributions from multiple professions and systems in addressing public health problems

7. Create a strategic plan

8. Facilitate shared decision making through negotiation and consensus-building methods

9. Create organizational change strategies

10. Propose strategies to promote inclusion and equity within public health programs, policies and systems

11. Assess one's own strengths and weaknesses in leadership capacities, including cultural proficiency

12. Propose human, fiscal and other resources to achieve a strategic goal

13. Cultivate new resources and revenue streams to achieve a strategic goal

Policy and Programs

14. Design a system-level intervention to address a public health issue

15. Integrate knowledge of cultural values and practices in the design of public health policies and programs

16. Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis

17. Propose interprofessional team approaches to improving public health

Education and Workforce Development

18. Assess an audience's knowledge and learning needs

19. Deliver training or educational experiences that promote learning in academic, organizational, or community settings

20. Use best practice modalities in pedagogical practices

DrPH PHPM Concentration Competencies (Choose at least 2)

1. Develop and evaluate budget types, synthesize financial information, and critique the financial health of public health, health care and non-profit organizations.

2. Apply legal frameworks to analyze public health problems, explain the source and scope of the state's power to regulate public health, and critique how the law can improve or impair the public's health.

3. Compare and contrast the state and federal processes that govern the delivery of health services, critique the impact of contemporary legislative and regulatory proposals on population health, and construct a policy proposal addressing a contemporary health policy issue at the state or federal level.

4. Critique, analyze and evaluate administrative, management and regulatory issues that impact the delivery of medical care in the U.S.

5. Provide effective small group leadership, collaborate with local advocacy groups, analyze public health problems, formulate legislative solutions, and develop evidence-based recommendations that justify government interventions.

The student works with their Dissertation Chair while developing the proposal. When the Chair considers the proposal sufficiently developed, the Chair sends the proposal to the full Dissertation Committee. The Dissertation Committee reviews this proposal and may offer suggestions for improvement.

The Dissertation Committee members will have two weeks to inform the Dissertation Chair if they agree the proposal is ready to defend or if the proposal needs additional work. If even one committee member indicates additional work is needed, that committee member must provide written feedback to the student and the student must consider the recommendations. The student can make modifications or explain why specific recommendations were not followed. The Dissertation Chair notifies the Dissertation Committee when the student is ready to defend the proposal.

Any subsequent changes to the proposal must be presented to and approved by the Dissertation Committee.

Dissertation Proposal Defense
The student is responsible for scheduling a two-hour, face-to-face meeting to present his/her proposal and gain feedback before the research begins. At the meeting, the student presents a brief overview of the study as outlined in the proposal. Dissertation Committee Members will then ask questions and engage in discussion with the student. Once discussion has finished, the student is asked to step out of the room. The Committee makes a decision that results in: 1) need for more proposal development and another defense of the proposal; or 2) agreement that the student can move forward with the project/research; or 3) agreement that the student can move forward with the project/research, pending approval of minor revisions to the proposal. If revisions are required, the committee will provide appropriate guidance, a deadline and will identify whether full committee approval is necessary or simply the Chair's. The student is invited back into the room where the Chair announces the decision.

The dissertation proposal defense must occur within one year of the date the student passed the oral comprehensive exam. Failure to successfully defend the proposal within that time limit may result in dismissal from the program. This determination will be based on the student's written explanation for the delay between comprehensive exam completion and dissertation proposal defense.

Once the dissertation proposal is approved, the student should develop and receive approval for a communications plan and timetable for the Dissertation Committee Members to review progress continuously throughout the research phase.

Per Graduate College policy, after Dissertation Committee approval, the student sends an email (copying the Graduate Committee) to the Manager of MS and Doctoral Programs with an electronic attachment of the proposal. The Manager of MS and Doctoral Programs notifies the Graduate College that this requirement was met.

Dissertation Content
The DrPH dissertation will be conducted within the context of a public health agency with the goal of developing a resource for the agency or general public. The advanced practice-based dissertation must investigate a significant public health problem. While the collection of new data is not required, the candidate must demonstrate sophisticated independent analysis.

The final DrPH dissertation will be a single, unifying document that demonstrates the following requirements set down by the [Council on Education in Public Health](#) (CEPH):

> DrPH Applied Practice Experience (Section D6 of the CEPH document)
>
> Regardless of the amount or level of prior experience, all DrPH students engage in one or more applied practice experiences in which students are responsible for completion of at least one project that is meaningful for an organization and to advance public health practice. The work product may be a single project or a set of related projects that demonstrate a depth of competence. It may be completed as a discrete experience (such as a practicum or internship) or integrated into program coursework. In either case, the student must document a reflective assessment of the student's personal and/or professional reactions to the applied practice experience. This may take the form of a journal or other written product, a professional portfolio, or another medium (e.g., audio or video recording) appropriate for the applied practice experience.
>
> Relevant organizations may include governmental, non-governmental, non-profit, industrial, and for-profit settings. The school or program identifies sites in a manner that is sensitive to the needs of the agencies or organizations involved. Sites should benefit from students' experiences. The intention of this criterion is that the applied practice experience should take place within an organization external to the student's school or program so that it is not merely an academic exercise, but application of learning to a "real world" setting. The applied practice experience may be completed within a student's own work setting.
>
> DrPH programs ensure that graduates have significant advanced-level practical experiences collaborating with practitioners, allowing opportunities to develop leadership competencies and contribute to the field.
>
> During the Dissertation Proposal phase, the DrPH candidate identified a minimum of five foundational and concentration competencies. These are assessed through application and the DrPH Dissertation Rubric.

DrPH Integrative Learning Experience (Section D8 of the CEPH document)

As part of an integrative learning experience, DrPH candidates generate field-based products consistent with advanced practice designed to influence programs, policies or systems addressing public health. The products demonstrate synthesis of foundational and concentration-specific competencies.

The integrative learning experience is completed at or near the end of the program of study. It may take many forms consistent with advanced, doctoral-level studies and university policies but must require, at a minimum, production of a high-quality written product.

The student will follow the Graduate College's formatting guide for a contiguous document with chapters. At a minimum, the following components must be incorporated:

- Introduction
- Need/Background/Significance
- Project description including agency or community partner
- Methods
- Self-reflection of the candidate's personal and professional experience with the dissertation project
- Evidence of a minimum of five foundational and concentration competencies met within the experience
- Deliverables created by the candidate that demonstrate the CEPH criteria above

The candidate needs to work closely with all Dissertation Committee members and in particular the Dissertation Chair to develop the final draft. The student should develop, propose, and receive approval for a communication plan and timetable from the Dissertation Committee for reviewing the dissertation progress. The student needs to give the Committee Members at least five weeks to read the final draft.

Although they may not follow this format, many past dissertations may be accessed for review using the UA Thesis & Dissertation Repository.

Assessment of the Dissertation
Besides the formal presentation of the dissertation in a public forum and the subsequent closed-door examination described below, the student's dissertation experience will be evaluated by the following means:
- Feedback from the sponsoring agency using the DrPH Dissertation Rubric and any additional performance review.
- The student's mastery of at least five competencies as demonstrated by the student within the content of the dissertation and measured by DrPH Dissertation Rubric.
- Self-reflection of dissertation experience as measured by the DrPH Dissertation Rubric.

- Overall relevance and meaningfulness of the dissertation experience to the sponsoring agency as demonstrated by the student.

Human Subjects Protection Program Information

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

The purpose of IRB review is to assure that appropriate steps are taken to ensure that the rights and welfare of humans participating in the research are protected, that risks to the participants are minimized and are reasonable in relation to anticipated benefits, and that the Principal Investigator (PI) is qualified to conduct the study. IRBs review research protocols and related materials (e.g., informed consent documents). In accordance with federal regulations, an IRB has the authority to approve, require modifications in, or disapprove research.

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

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

COPH IRB Training on D2L

The MEZCOPH Research Office has created the "**COPH IRB Training**" on D2L, which is a self-paced training and is recommended for all MEZCOPH students and faculty. The purpose of the training is to assist students and their mentors in determining whether a project would be considered human research or not. The training also provides supplemental guidance, documentation on HIPAA and data use agreements, as well as the COPH internal and IRB

submission and approval processes. Please log in to: D2L then select "Discover" in the top bar and then search for "COPH IRB Training." Then select the "Enroll in Course" button.

MEZCOPH Human Subjects Approval Process (Doctoral Dissertation/Master's Thesis Projects)

Human Subjects Training and Certification (CITI)

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

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

MEZCOPH Human Subjects Research – Submission and Approval Process

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

MEZCOPH **Departmental review** and approval is handled through the **Office of the Associate Dean for Research (ADR)**. In order to obtain the IRB "**Department/Center/Section Review Attestation Form**," all IRB application forms, supplemental documentation, (as applicable), the *Advisor Attestation*, and *Scientific Review Attestation*, must be submitted to the COPH Research (ADR) Office/(Cc Suzanna Trejo-Robinson), (via email: COPH-Research@arizona.edu and please Cc: suzanna@arizona.edu), for internal pre-review, prior to submitting the IRB application in eIRB. Suzanna will review the submission for completeness. Once the application is complete, she will provide the **Department/Center/Section Review Attestation Form,** on behalf of the

Associate Dean for Research (ADR) and will send it back to the PI/student. The **Advisor/Co-PI Attestation Form, Scientific Review Attestation** and the **Department Attestation Form** are all required for the eIRB submission. If the required approvals are not uploaded in eIRB, along with the application and other required documents, the submission will not be reviewed.

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

Human Subjects Forms for Doctoral Dissertation/Master's Thesis Projects

Completion of the Appropriate HSPP-IRB Forms

Each dissertation project must be reviewed by the Dissertation Director to establish whether the project will require HSPP/IRB review or not, and if so, determine which IRB form to submit for approval. If the project requires a full review by one of the IRB Review Committees, additional time must be built into the dissertation project timeline. There are a couple of protocol form options, for seeking IRB approval of the doctoral research project, and these forms are described below and can be found at the following IRB link: https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index

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

When You KNOW the Project is Human Subjects Research:

Complete the appropriate IRB Protocol/Application Document

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

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

IRB Protocol for Projects Using External IRBs – utilized for requests that IRB oversight be ceded to a non-University of Arizona IRB, (i.e., an agency or university outside of a UA department – in

other words Ceding IRB review to another institution). *Please note that the student/PI must be added to the external institution/agency's IRB protocol. *

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

Other Approvals Required

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

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

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

Review/approval time, first by Suzanna and then the UA IRB, will vary but ***can sometimes take up to 4 weeks or more to complete.*** Use the desired research start date/deadline and plan backwards to submit the IRB application, with enough time to meet the deadline.
UA HSPP-IRB application documents can be found under "IRB Protocol Forms" at:
https://research.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index

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

When You are <u>UNSURE</u> if the Project is Human Subjects Research:

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

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

Please review the IRB Guidance titled, "What is Human Research," which provides information on activities that are (usually) deemed to not be human research: https://research.arizona.edu/sites/default/files/What%20is%20Human%20Research%20v2023-05.pdf. Please also review the "Getting Started" IRB page at the following link: https://research.arizona.edu/compliance/human-subjects-protection-program/getting-started. The DOHR and all IRB Protocol Forms can be found at: HSPP Forms for Submission.

Approvals Required and the Submission Process (Internal and eIRB)

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

Once approved, the Committee Chair/Dissertation Director (Advisor), must sign the "**Advisor/Co-PI Attestation Form**" as well as the "**Scientific/Scholarly Review Attestation for Human Subjects Research**" form, (for all Human Research Protocols, not for the DOHR form). (Note: the DOHR form only requires the Advisor Attestation form. *The Dissertation Director can approve for both the "Advisor" and the "Scientific Reviewer," for student human research protocols. * These forms are required to be uploaded into the eIRB portal, along with the "**Department Attestation**" **Approval**, prior to eIRB submission. *Department approval comes from the COPH ADR Office. (*The DOHR form only requires the Advisor Attestation approval and if applicable, the DOHR form can be submitted directly to eIRB, once all documents are complete.)

COPH Department Attestation Approval

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

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

If the project activities are clearly not human research activities, (and will not require IRB review), Suzanna can (sometimes) approve the DOHR form internally, (but only when IRB review is not required). If this is the case, Suzanna will send an approval email, confirming the form/project has been internally approved. (This only applies to the Determination of Human Research (DOHR) applications.) If it's not clear, or if the student PI requires an official IRB approval letter, (if requested by journals, sites, sponsors, etc.), the DORH form should be submitted directly, through eIRB, for UA-IRB review. (*Please review the COPH-IRB Training on D2L for more guidance.)

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

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

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

Notification of Approval
If IRB determines that the protocol/project is NOT human research, and/or they give a final approval, that the human subject's application has been approved, the student must download the letter from the eIRB portal and then send the official approval letter, from the UA IRB, to (1) the Dissertation Director, (2) the Manager of MS and Doctoral Programs, and (3) Suzanna Trejo-Robinson (COPH-Research@arizona.edu). Include a copy of this confirmation with your final project paperwork.

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

project activities will bring about prompt improvements.) (**COPH-Research@arizona.edu and please Cc:** suzanna@arizona.edu**).**

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

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

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

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

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

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

MEZCOPH Review & Approval Process (for human research projects only):
The IRB protocol/application, (and supplemental documentation as required), is forwarded via email to the MEZCOPH Research Office: (COPH-Research@arizona.edu and please CC

suzanna@arizona.edu) for a **preliminary review**. (**Do not submit in eIRB without MEZCOPH ADR **Department** review and approval.)

Suzanna Trejo-Robinson will conduct a pre-review of the application and if complete and if necessary, the application will be routed to the MEZCOPH **Scientific Review** Committee (as needed) for review and approval (unless approved by the Committee Chair/Dissertation Director (Advisor). **Please note that these two steps can take 2-4 weeks, depending on projects already in the queue.

Once the Scientific Review Attestation form is signed, it is then sent back to the Research Office for Review and approval by the Associate Dean for Research (**ADR**) for **Departmental Review** and approval. Finally, the ADR/Research Office, (Suzanna Trejo-Robinson), will provide the student/PI with the signed "**Department Attestation**" form, to complete the required eIRB submission documents.

HSPP-IRB Office Review & Approval Process

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

Planning Ahead for Proper Approval

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

Research Project Closure Forms

Investigators/students are responsible for concluding all Human Research activities as soon as possible, after the research project is completed or no longer involves human research activities. Please see the IRB Guidance, "Concluding Human Research." If the project was approved using one of the *IRB Protocol for Human Subjects Research forms,* the research protocol MUST be officially concluded OR transferred to another eligible PI, (if the study will continue with a different PI). This process is the responsibility of the individual graduate student.

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

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

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

Student Services Requirements

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

> All students:
> - CITI Training Completion report
> - Forwarded electronic copy of the approved **Determination** form (if applicable)

Select Students Engaged in Human Subjects Research

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

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

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

Final Oral Dissertation Defense Examination

When the student and Dissertation Director consider the dissertation complete, the student submits a copy of the penultimate draft to each Dissertation Committee Member. This draft must be submitted to Committee Members at least five weeks prior to the proposed final examination. Within two weeks of receiving the penultimate copy, the Dissertation Chair should confirm with each Committee Member that they agree that the student is ready to defend. Once the Chair has communicated with each Committee Member, the Chair approves the Doctoral Announcement of Final Oral Defense.

At a minimum of 15 working days before the proposed dissertation defense date, the student (with approval from their Dissertation Director) must work with the Manager of MS and

Doctoral Programs to 1) reserve a MEZCOPH classroom for the tentatively scheduled examination, and 2) publicize the public forum presentation portion of the examination. The exact time, date, and place of this examination must also be scheduled with the Graduate College. The Graduate College notification occurs when the student submits, and the Dissertation Director approves the Doctoral Announcement of Final Oral Defense form. This form is found on the UAccess Student Center under the GradPath option. Each semester has official Graduate College deadlines related to the dissertation defense and eligibility for that same semester graduation. Visit the Graduate College website for specific semester deadlines.

Formal defense of the dissertation research constitutes the final examination. This exam includes the student's public seminar presentation of no more than one hour, followed by an oral examination by the Dissertation Committee. The exam must be completed within three hours. The student meets with the Dissertation Director to discuss the content of the public seminar before the scheduled presentation. The student takes the final dissertation and a printed Approval Page to the final defense for the Dissertation Committee members to sign.

The student arranges for all Dissertation Committee members to attend the final examination. The student informs the DrPH Program Director and the Associate Dean for Academic Affairs. The Dissertation Director presides over the examination. The initial seminar is public; the examination is closed to the public.

Possible Outcomes
The Dissertation Committee determines the Final Oral Dissertation Defense outcome as:
- Pass, no revisions of the dissertation required.
- Pass, with revisions that must be approved by the Graduate Committee Chair and/or Dissertation Director.
- Pass, with revisions that must be approved by all Dissertation Committee members.
- Fail. The Dissertation Committee then decides if a request for re-examination will be submitted to the Graduate College. The Graduate College Dean approves/disapproves the request. The student is notified of the decision in writing by the Associate Dean for Academic Affairs.

The Graduate Committee Chair submits the defense results to the Graduate College. When revisions are required, the student is responsible for meeting with the Graduate Committee Chair and/or Dissertation Director to work out a timeline for completion and review of the revisions. Faculty instructions for conducting a dissertation defense are provided by the Graduate College.

Completion of Doctoral Requirements
Following successful completion of the Final Oral Dissertation Defense Examination and completion of revisions required by the Dissertation Committee, the final dissertation must be submitted via the electronic submission site at the Graduate College website and meet all Graduate College requirements.

Because of instances of self-plagiarizing, it is highly recommended that the student embargoes the dissertation for an extended period of time or permanently at the time of submission.

The student must check with their Dissertation Chair, Program Director and committee members to see if they would like a bound copy of the dissertation. Additionally, if the candidate chooses to embargo the dissertation, the Office of Student Services would appreciate a bound copy.

The U of A Dean of the Graduate College then certifies that the candidate has fulfilled all requirements for the Doctor of Public Health and recommends conferral of the doctoral degree by the Arizona Board of Regents. The Graduate College posts the degree completion date on the transcript and mails the diploma to the student.

THE PhD MINOR IN PUBLIC HEALTH

Minor Requirements
The PhD minor in Public Health (for majors outside of the DrPH program) is administered by the DrPH programs in MEZCOPH. A total of 15 course credits are required, as well as the successful completion of questions during the PhD comprehensive exam (they may be included in the written component and are required in the oral component). See the MEZCOPH Academic Curriculum Guide found on the MEZCOPH Student Hub for further details of the specific course requirements and schedule.

Declaration of Minor
Any core faculty in the College of Public Health can serve as a Public Health Minor Faculty Advisor. After identifying a Public Health Minor Faculty Advisor willing to serve in this role for the doctoral student and receiving guidance regarding minor coursework, the student needs to complete the MEZCOPH Declaration of PhD Minor Form (found on the MEZCOPH Student Hub or by contacting the Manager of MS and Doctoral Programs to request the form). The form is reviewed and approved by the Minor Advisor and the Associate Dean of Academic Affairs. The completed form must be filed with the MEZCOPH Manager of MS and Doctoral Programs in the Office of Student Affairs (Drachman Hall Room A302). The Minor Faculty Advisor will serve as the Chair of the Minor for the student's Graduate Comprehensive Exam Committee and may or may not serve on the Dissertation Committee.

Composition of Committee
The composition of the Public Health Minor portion of the student's graduate committee shall consist of at least one primary faculty member from the College of Public Health. Public Health Minor Advisor/Committee Members will formulate questions for the comprehensive examinations.

Transfer of Credits

Graduate credit earned at other approved institutions may be counted towards fulfilling the requirements of the PhD minor in Public Health, if approved by the Minor Faculty Advisor. Additional forms must be added to the ultimate incorporation on the Plan of Study:

- The MEZCOPH Course Substitution form is used to evaluate the course for content and appropriateness within the Plan of Study.
- For 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.