

ONLINE MASTER OF PUBLIC HEALTH

Student Handbook



THE UNIVERSITY OF ARIZONA

Mel & Enid Zuckerman
College of Public Health

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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 five degrees - the Bachelor of Science (BS), with a major in public health; the Master of Public Health (MPH), with concentration areas in Biostatistics, Environmental and Occupational Health, Epidemiology, Family and Child Health, Health Behavior Health Promotion, Health Services Administration, One Health, Public Health Policy and Management, and Public Health Practice; the Master of Science (MS) degrees in Biostatistics, Environmental Health Sciences, and Epidemiology; Doctor of Philosophy (PhD) degrees in Biostatistics, Environmental Health Sciences, Epidemiology, Health Behavior Health Promotion; and a Doctor of Public Health (DrPH) degree with concentration areas in Maternal and Child Health and Public Health Policy and Management. Comprehensive information about all of the College's academic programs can be found in the College of Public Health Academic [Catalog](#).

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

MEZCOPH MISSION STATEMENT

MEZCOPH is dedicated to promoting the health of communities in the southwest and globally with an emphasis on achieving health equity through excellence in education, research & service.

MEZCOPH VALUES STATEMENT

MEZCOPH acts with respect and integrity to continuously advance health and well-being for all through knowledge, collaboration, empowerment, advocacy, and sustainability. Our core values are: Fairness, Trust, Equity, Social Justice, Excellence, Innovation, Commitment, Collegiality, Diversity, Open Communication, Participation, Consensus, and Enhancement. We strive to foster an educational community that values innovation and excellence in teaching, creation and dissemination of knowledge, practice-based research and research-based practice to address the health needs and interests of individuals and communities.

SECTION I: General Information for College of Public Health Graduate Students

PURPOSE OF THIS HANDBOOK

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

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

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

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

COMMUNICATING WITH ONLINE STUDENTS

UA NetID: Your UA NetID is your personal identifier for a number of online services at the University of Arizona. Some of the services requiring a NetID include:

- CatMail (University E-mail)
- UAccess
- D2L Online Classroom

NetIDs must be between 3-16 characters in length, may contain only alphanumeric characters (i.e., letters and digits), and should represent the identity of the holder. Your NetID will also be the first part of your CatMail address (netid@email.arizona.edu)

Click <https://netid.arizona.edu/newid.php> to create your UA NetID

Email Set-Up

As a student, you will be granted a university email account. The University will use this as your primary email. You will receive a variety of important information at your CatMail account be sure to check this address frequently. Students must use their Catmail address to send emails to any department within the university.

CatMail: Student Email- you will need to create your NetID to set this up. (e.g netid@email.arizona.edu)

To go directly to your mail: <https://www.google.com/a/email.arizona.edu/acs>

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 Services and Alumni Affairs notified of any address changes. Failure to read the UA email account is not an acceptable excuse for not knowing important information. While forwarding one email account to another may be advantageous, there may be some risk of loss of information.

UAccess Portal

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

Students are highly encouraged to log into UAccess before the start of the term.

This system has dozens of useful features, some of which are listed below:

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

College of Public Health Social Media Guidelines

The College of Public Health strives to support a vibrant, respectful conversation and asks that all users of the College's social media platforms treat each other with respect and abide by the rules and responsibilities of each social media platform. **MEZCOPH reserves the right to block or unsubscribe abusive users, and remove comments that:**

- Are hateful, threatening, malicious or discriminatory
- Are libelous
- Harass, bully, or intimidate any user
- Engage in commercial activities not approved by the appropriate authority
- Contain profanity, nudity, or graphic or gratuitous violence
- Condone or encourage illegal activity
- May be considered spam or are irrelevant to the primary contents of the page
- Are repetitive (multiple identical or substantially similar posts by the same user)
- Cannot be translated into English using free online translation software
- Could compromise the safety of a member of the public or the individual who created the comment, post or discussion
- Reveal information in conflict with the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable laws or regulations

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.

STUDENT SERVICES and RESOURCES

Career Advising

An integrated approach to career advising continues to provide appropriate career exploration services and support related to finding a public health career position. These services utilize the expertise of the University of Arizona Career Services Office, professionals within the MEZCOPH Office of Student Services and Alumni Affairs, and public health faculty and practitioners. University of Arizona Career Services 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. For more information on career advising, please contact the Online MPH Director.

Student Support Services

Student Support Services' mission is to ensure that students are successful in the program. The Student Support Services office is available to answer any questions or concerns students have, and to ensure that the journey through the MPH online program is as smooth as possible.

Confidential Problem Resolution

Students who are experiencing difficulties of a sensitive nature are encouraged to make an appointment with the Assistant Dean of Student and Alumni Affairs who can provide assistance

and guidance or can help the student find additional resources to solve the problem. Issues discussed with the Assistant Dean are held in confidence.

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

Disability Resource Center

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

When the design of the academic and campus experiences present barriers, accommodations may be necessary. At the DRC, students will find information on accommodations and other important campus resources to increase access on campus and enhance the overall UA experience. Disabilities appear in many forms (visible or invisible) and each pre-qualified student can discuss accommodations with an assigned Disability Access Coordinator. Accommodations are available to any pre-qualified student (undergraduate or graduate including masters and doctorate). Accommodations may involve flexibility with test taking times, test locations, note taking, or course substitutions. For more information, contact the DRC or visit their website. The DRC's web site is: <https://drc.arizona.edu/> and a FAQs section can help you confidentially clarify how to get started <https://drc.arizona.edu/students/faqs-students>.

Library Access and Technology Requirements

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

The Online MPH program runs year round, providing the convenience of course delivery anywhere at any time. Therefore, students enrolled in the Online MPH must have access to reliable high-speed Internet connection during matriculation.

Starting Summer 2018, Zoom will replacing Adobe Connect for all online synchronous meetings. Zoom is an online meeting tool with microphones, cameras, screen sharing, and a whole lot more that can be used for creating opportunities for active learning with real time conversations.

As a student, you are encouraged to use Zoom for creating and sharing meetings. Zoom may be a requirement for some courses. For information on Zoom, visit <http://help.d2l.arizona.edu/content/students-zoom-d2l>

24/7 Helpdesk Support

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

Tuition

Tuition is due by the end of business on the first day of class (100% refund date is more accurate for both courses during the semester). UA offers a Tuition Payment Plan for the Fall and Spring semesters only. It allows students to spread their tuition payments over 3 installments per semester. There is a \$75.00 per semester non-refundable enrollment fee for this service when you enroll on UAccess. (A \$125 per semester non-refundable enrollment fee will be assessed to students if they are automatically enrolled in the Tuition Payment Plan for unpaid tuition.) The Tuition Payment Plan includes tuition, program fees/tuition differentials, course fees and mandatory fees. All other charges are payable within the standard [Payment Policies](#).

Tuition listed for online MPH as of Fall 2016 is \$950/credit. In addition, students will be assessed an AFAT fee that will be added to the online students' accounts. If enrolled in 6 or less units the fee is \$24/semester, and when enrolled in 7 or more units the fee is \$50/per semester.

Federal Financial Aid

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

Financial Aid FAQs

Financial Aid Eligibility: Please ensure that you review the [Satisfactory Academic Progress Policy](#) which is monitored at the Graduate level. To maintain Financial Aid eligibility, a student must:

- Be admitted as degree seeking graduate student at the University of Arizona
- Be a U.S Citizen or Permanent Resident
- The minimum number of units required to receive aid is 6 units for EACH TERM that aid will be disbursed (fall, spring, and summer)
- Maintain satisfactory academic standing (3.0+ GPA)

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

Yes. But it must be coordinated with federal financial aid.

2. How can I check the status of my financial aid?

To verify a Federal Direct Loan was offered and ready to be accepted, check UAccess under Student Services Center and then click View Financial Aid for the current school year award.

3. Do I have to re-apply for financial aid at any point?

The FAFSA must be completed *each year*. For Fall 2018, Spring 2019 and Summer 2019, the 2018-19 FAFSA is required.

4. I have been in repayment on previously borrowed student loans. Can I go into deferment?

Yes. The Registrar can verify enrollment.

5. Since this is a modular program (two sessions with one drop deadline per semester), how is financial aid disbursed?

Financial aid is disbursed once at the beginning of the regular fall semester and again at the beginning of the regular spring semester. There will be no extra disbursements for modular programs. Students who drop courses from one or both modules may have to pay back some or all of their disbursed aid depending on when they drop.

For up-to-date Financial Aid information, visit the [Office of Scholarships and Financial Aid](#) site.

Payment Options

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

By Internet:

Log on to [UAccess](#)

- Click on Go to Quickpay
- Choose Pay by Check - CheckPay accepts personal checking or savings accounts only.
- Payment is available on UAccess 7 days a week
 - Except during scheduled downtime: 11pm-2am daily.

By Mail:

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

The University of Arizona accepts American Express, MasterCard, and Visa credit or debit card payments through UAccess. Effective May 5, 2014, credit and debit cards will be processed by a third-party vendor, Nelnet. When a credit or debit card payment is made, Nelnet will charge a 2.5% service fee, in addition to the University of Arizona payment amount.

By Internet:

- Log on to [UAccess](#)
- Click on Go to Quickpay
- Choose Pay by Credit Card
- Payment is available on UAccess 7 days a week
 - Except during scheduled downtime: 11pm-2am daily.

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

Please ensure you review the [Payment Deadlines](#) for important dates.

Veteran Programs

The Veteran Services Office at UA works in partnership with the Veteran's Administration to assist veterans and dependents eligible to participate in the Montgomery GI Bill.

Below are the office contacts for the Main Campus:

Cori J. Cashen, Assistant Registrar
Modern Languages, Room 347
Tucson, AZ 85721
ccashen@email.arizona.edu

Regina Dowell, Veteran Services
Coordinator
VA School Certifying Official
Modern Languages, Room 347
Tucson, AZ 85721
rdowell@email.arizona.edu

SECTION II: MPH Program Specific Information and Policies

New Student Activities

As referenced in the “New Student Checklist, students will be invited to the student orientation by a generated email from D2L, once their welcome call has been completed. Please login to D2L and complete the **mandatory** orientation prior to class starting.

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

Registration

Students will automatically be registered in their courses and will receive an email from the Student Support Coach before each term notifying that you have been registered for courses. Course registration is not able to be processed if there are any holds on a student’s UAccess account. All holds must be cleared before each term start in order to be registered for courses.

Overview of MPH Courses

The Online MPH program runs similarly to a carousel. **If you step off the carousel, you will need to wait until that course comes back around on the carousel in order to complete the program.** If students stay on track the program can be completed in 6 semesters or 2 years.

<p>MPH Steps and Milestones to Completion</p> <p><u>Typical time to completion:</u> 2 years full-time students</p> <p><u>Average time to completion:</u> 2.07</p> <p><u>Milestones</u> (Full-time student timeline):</p> <ul style="list-style-type: none"> ● Attend mandatory new student orientation ● First year is devoted to course work ● Second year is devoted to coursework and Internship project ● 4th semester, determine internship project, and complete all planning items ● Final semester, successfully complete and present internship project at Internship Conference, and submit final internship and graduation items.
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Coursework consists of 18 units of core coursework, 18 units of concentration coursework and a 6-unit internship. If students find that they need to take time off of the program, a conversation with the Student Support Coach and the student will need to take place.

Advising

The College has adopted a centralized model for advising MPH students. Students will receive advising regarding their *Plan of Study*, course sequencing of core and required courses, and general programmatic policies and procedures from the Online MPH Coordinator. The Online MPH Director will assist each student in conceptualizing the internship project and may advise the student on how to get started on the project. The Online MPH Director will also provide guidance on other required forms and processes regarding the internship. Please see the MPH Internship section of this document below for more information.

THE MPH INTERNSHIP

Purpose of the Internship

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

Early internship planning will reduce the anxiety that occurs as the student completes other graduation requirements and will contribute to a sense of confidence and well-being as the student begins the internship. Early planning of the internship and constant contact with the Internship Committee members is essential when drafting the plan and submission to the MPH Coordinator by the posted deadlines for registration. The single most effective strategy for expanding one's knowledge of the breadth of internship opportunities is to attend the regularly scheduled MPH Internship Conference (held two times each year). Consistent attendance at these conferences will also ensure a student's familiarity with the format and venue of the presentation and conference.

Internship Opportunities

Current opportunities are posted on the MEZCOPH Student Hub and sent to publichealthinternships@list.arizona.edu. Students must request to be added to this listserv.

Mandatory MPH Internship Workshop

The online MPH offers an on-demand [internship workshop](#) accessible via the D2L course site to support the MPH student's understanding of the internship process in preparation for the internship. This workshop is not for course credit, but must be completed prior to submitting the internship plan or beginning any work for the internship.

MPH Internship Preparation and Process

A comprehensive MPH Internship Manual is found within the D2L course site. The Internship Manual provides step by step guidance to the processes related to the internship and should be referred to often in the internship planning and development phase. The student should follow the manual corresponding to their project start term.

The MPH internship will be completed through the final three semesters of the program. Students will have access to modules in the learning management system that provides step by step directions for each semester the students are taking their internship.

- **EPID or HPS or PHPM 909a:** The first of three required internship courses for the online MPH program. This course requires 90 hours of field placement to initiate individual study or special project or formal report thereof submitted in lieu of thesis for certain master's degrees.
- **EPID or HPS or PHPM 909b:** The second of three required internship courses for the online MPH program. This course requires 90 hours of field placement to continue an individual study or special project or formal report thereof submitted in lieu of thesis for certain master's degrees.
- **EPID or HPS or PHPM 909c:** The third of three required internship courses for the online MPH program. This course requires 90 hours of field placement to finalize an individual study or special project or formal report thereof submitted in lieu of thesis for certain master's degrees.

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

Students are expected to review the online materials developed to guide students through the internship process. The materials are designed to guide the student in:

- identifying an internship experience and forming a committee
- completing and passing the University of Arizona Human Subjects Certification Program(CITI)
- completing the Determination of Human Research form and any subsequent IRB applications
- working with internship advisors and field preceptors
- completing all required documentation
- preparing the required oral presentation and written report.

University of Arizona International Travel Procedures

All students planning an internship project or completing a course outside of the United States must register their itinerary and complete the *Travel Description Questionnaire* in the University International Travel Registry – <http://ua-risk.terradotta.com>, as soon as your travel is known. At least 30 days prior to travel students must complete the Travel Authorization (TA) and obtain necessary signatures. Submit all original paperwork to FCO-Operations Travel Office, USB 402, P.O. Box 210158. Submit a copy of the Travel Authorization to the MPH Coordinator with the Internship paperwork.

POLICIES AND PROCEDURES

Transfer Credit

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

In the MPH program, no more than nine (9) units required for the degree can be transferred from other accredited institutions. Such transfer credit can be applied to an advanced degree only upon satisfactory completion of deficiencies as prescribed by the head of the major department in which the student seeks a degree. The student must transfer credit during the first semester of the MPH program. Two forms must be completed in addition to the ultimate incorporation on the Plan of Study: The MEZCOPH Course Substitution form (see below for information about this form) is first used to evaluate the course for content and appropriateness within the Plan of Study. For approved transfer coursework taken at an accredited institution outside of the University of Arizona, the student must also complete the Graduate College's Transfer Credit form (found on the UAccess Student Center under the GradPath option). The purpose of the Graduate College evaluation is to verify that the requested transfer credit is from an approved and accredited institution.

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

Course Substitutions

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

Concentration Change Policy

After completing the first semester of coursework within the original concentration, an MPH student may apply to change concentrations. The student may initiate the change of concentration process by contacting the Online MPH Coordinator. Concentration faculty will consider your request to switch and your suitability for the concentration in the same manner that new applicants are chosen for admission. Supplemental materials, such as a new personal statement reflecting the student's interest in the new concentration, will be required.

Admission to the concentration is only considered if space permits and program prerequisites for admission have been met.

Drop Procedure

Students in the Online MPH program will be blocked from dropping their courses online and must email their Student Support Coach in order to begin the drop process. The Student Support Coach will email the student the Change of Schedule Form. It is the student's responsibility to email the instructor to obtain their signature and e-mail the completed form to the registrar's office.

Students will receive 100% refund of tuition for all classes taken in a given semester if they complete their drop request prior to 5pm MST one week after the first course start date for a given semester (see [Important Term Dates](#)). After end of business of the next day of classes for a given semester, students will receive no refunds.

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.

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

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

Minimum GPA

In accordance with Graduate College standards, all degree program students must take at least 3 credits or more per semester and maintain a B (3.00) grade point average (GPA). Failure to maintain a B average for two consecutive semesters will result in dismissal from the program, as outlined by the [Graduate College's Academic Probation policy](#). If a student is in danger of falling below a 3.0 GPA, the student should contact the MPH or Doctoral/MS Programs Coordinator 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.

Program Steps and Milestones to Completion

Progress of the Program Steps and Milestones to Degree is assessed at the time of students' annual progress report in conjunction with the MPH Program Coordinator and/or MPH Program Director. When it is determined that a student is not making timely progress, the student and Faculty Mentor/Advisor will meet to create a Remediation Plan using the MEZCOPH form, *Graduate Student Remediation Plan for Failing to Meet Satisfactory Academic Progress*. Please see the Steps and Milestones for your degree in the second portion of this handbook below.

Continued Program Progress And Annual Progress Report

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

Students are required to complete an Annual Progress Report as a component of the Mandatory MPH Internship Workshop. The Annual Progress Report describes their progress and accomplishments for the previous academic year. Students are responsible for completing the report and making an appointment to review the report with the Online MPH Director prior to beginning internship hours.

After this meeting, the student should e-mail the signed report and attach a resume and a copy of the current Plan of Study (accessible via GradPath) to the Online MPH Graduate Coordinator. Students who do not comply with the requirement for completing the Annual Progress Reports are at risk for potential dismissal from the program and/or delayed graduation.

The Online Program Director and the Online MPH Graduate Coordinator will review the reports, completion of required coursework, course grades, and timeliness of progress. When academic progress issues are identified, the student will be provided with a remediation plan.

Grades of D, E or F

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

Failure to Meet Satisfactory Academic Progress – Remediation Planning

When a student has been identified as not making satisfactory academic progress through the Student Annual Progress Report process, due to failing a required course or being placed on academic probation, not meeting other guidelines as specified by the program handbook, the student will be notified in writing by their Program. The student is then required to meet with the Online MPH Program Director and complete the MEZCOPH *Graduate Student Remediation Plan for Failing to Meet Satisfactory Academic Progress* form found on [the Hub](#).

When a student has been identified as not making progress, the student will be notified in writing via the student's official UA email account using the College's Graduate Student Remediation Plan Form. The appropriate Graduate Coordinator should be copied on that communication. According to [Graduate College guidelines](#), students must be given an opportunity to appeal or rebut items of unsatisfactory progress. The Graduate Student Remediation Plan Form will outline the means by which the student is not meeting satisfactory academic progress, provide the student with the opportunity to explain the situation, and allow the student and the MPH Program Director time to determine an agreed upon remediation 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 remediation 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 or not to dismiss the student.

Incomplete Grades

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

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

An Incomplete grade cannot be awarded for 909 units (Master’s Report). An incomplete internship will be awarded a K grade (course in progress).

Lapse in Enrollment

Students who have an interruption in their enrollment of one semester or more in the program and have not been approved for a Leave of Absence will be required to apply for readmission upon resumption of coursework. A Graduate College Admissions Application and Domicile Affidavit must be completed online. Note that per Graduate College policy, the student may be required to pay retroactive registration for all missed semesters.

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

A Leaves of Absence 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.

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 completed online. To complete a leave of absence, students should e-mail their Student Support Coach.

Graduate College Petitions

Students may petition the Graduate College if extenuating circumstances have prevented their compliance with any University or Graduate College policies and procedures. The student must complete the Petition Form and submit it to the Graduate College through the Online MPH Director. The petition should explain all relevant facts. Such petitions must be accompanied by supporting documents (e.g., medical justification) and a letter of support from the Faculty Mentor/Advisor and/or the Director of the Program. Petitions concerning a course must have the instructor's signature as well.

Exceptions to Policy 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 address initially with the Faculty Mentor/Advisor. If necessary, the Program Director and/or the full Program Faculty may need to be consulted.
- MEZCOPH-specific policies have a structured process and form that must be completed. 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.

Graduate Complete Withdrawal from the University

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

Time Limitation

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

Degree Completion Information

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

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

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

Master's/Specialist Plan of Study

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

Grad Path

Grad Path is the University of Arizona system for creation, routing and approval of Graduate College degree certification forms. All forms that graduate students are required to submit to the Graduate College will now be in GradPath, replacing the paper forms that had been used.

Students will enter GradPath using a link on the UAccess Student Center, the main page used by students. A student entering GradPath using this link will first open a “landing page” with information about GradPath and other topics of general interest. The Graduate College can also use this page to convey timely information to the graduate student population.

When the student proceeds from the landing page into the GradPath forms, the student sees the “navigation page,” on which the set of required forms for their degree is listed. For each form the student has three buttons: View Current, Create New and Modify. Some forms have prerequisites, so they would not have a “live,” clickable button on the navigation page until the prerequisites have been met. The student can open and view any form that the student has created or submitted in GradPath – a saved form that was not submitted can be edited for submission. (The system recognizes which steps a student completed on paper, but those forms are not visible in GradPath.)

Note – A student must complete and submit the Responsible Conduct of Research confirmation form in GradPath before any of the other required forms will be available. The RCR confirmation “self-approves” – it does not need to be routed for anyone to approve. As soon as a student completes the RCR form and submits it, the student can return to the navigation page to access the other forms.

Exit Survey

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

All students are required to complete the Exit Survey as part of their graduation requirements. Final degree paperwork will be processed after the student has responded to the survey. Student answers are one-way encrypted, meaning that, while the computer will recognize that a student has responded, the responses will no longer be linked to the student’s email address. The Exit Survey will be available on the Student Hub in the weeks leading up to graduation.

Graduate Information Sheet

As part of the degree completion process, students are required to complete a Graduate Information Sheet, which provides the College with the student’s forwarding address and future plans, if known.

MEZCOPH CONVOCATION

Traditional Semester (Fall and Spring) Completion

Students who finish all degree requirements in spring may participate in the May convocation ceremony. Students who will not finish all degree requirements until fall semester may participate in the December convocation.

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

Non-Traditional Semester (Summer or Winter) Completion

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

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

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. Note, however, that a student's name will only appear in the commencement program after the student's degree has conferred

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

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

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

Academic Policies

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

Academic Integrity Code

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

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

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

Student Code of Conduct

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

Disruptive Behavior in an Instructional Setting Policy

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

Non-Discrimination and Anti-Harassment Policy

The University of Arizona is committed to creating and maintaining an environment free of discrimination. In support of this commitment, the University prohibits discrimination, including

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

Threatening Behavior by Students Policy

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

D2L and Technical Requirements:

D2L and its hosting infrastructure are designed for maximum compatibility and minimal requirements.

Screen Size	A minimum of 1024x600. That is the average size of a netbook. If you want to view D2L on a device with a smaller screen, we recommend using the D2L mobile app .
Operating Systems	<ul style="list-style-type: none"> • Windows XP SP3 and newer • Mac OSX 10.6 and newer • Linux – chromeOS
Mobile Operating System Native App Support	<ul style="list-style-type: none"> • iOS 7 and newer • Android 2.3 and newer
Computer Speed and Processor	<ul style="list-style-type: none"> • Use a computer 5 years old or newer when possible • 1GB of RAM • 2GHz processor
Internet Speed	<ul style="list-style-type: none"> • Along with compatibility and web standards, D2L has been carefully crafted to accommodate low bandwidth environments. • Minimum of 512kbps
Screen Readers	<ul style="list-style-type: none"> • Macintosh: VoiceOver (latest version for Safari) • PC: JAWS (latest version for Internet Explorer 10 &11) • PC: NVDA (latest version for Firefox) • There is no screen reader support for D2L in Chrome
Recommended Requirements	<ul style="list-style-type: none"> • Soundcard and headphones • Microphone • Video webcam • DVD/CD player (CD Writer desirable) • Good quality printer • Broadband internet connection (Cable Modem, DSL, ISDN) The most important component is a high quality Internet connection. Cable Modem, DSL, or other high speed, broadband service is strongly recommended.
Software and Plug-Ins Your computer must play MP4, WMV and RM videos, play Flash content, run Internet Explorer and, if	<ul style="list-style-type: none"> • Microsoft Office (Free to UA students. See UA Bookstore for details) • STATA Data Analysis and Statistical Software (student pricing available) • SPSS Statistical Analysis software - (available through IBM or UA Bookstore) is required by some programs. • Internet Explorer - free download • Anti-virus product with an active subscription to antivirus updates. <ul style="list-style-type: none"> ○ Microsoft AV http://microsoft.com/securityessentials (free)

applicable, run PC based programs.	<ul style="list-style-type: none"> ○ Sophos AV https://sitelicense.arizona.edu/sophos (free to students, faculty and staff of the UA) ● Adobe Acrobat Reader - free download ● Flash player - free download ● RealPlayer - free download ● Java RunTime Environment - free download
Recommended Software and Plug-Ins	<ul style="list-style-type: none"> ● Mozilla Firefox strongly suggested - free download ● Apple QuickTime Player - free download ● Anti-Spyware product <ul style="list-style-type: none"> ○ Malwarebytes ○ SuperAntiSpyware ○ Ad-Aware ○ Spybot Search & Destroy ● A great free product to keep all the software/plugin-ins listed below up-to-date: http://secunia.com/
Maintenance & Configuration	<ul style="list-style-type: none"> ● Windows updates - free download ● JavaScript must be turned on. ● Cookies must be enabled. ● Popups must be allowed.