



THE UNIVERSITY OF ARIZONA

**Mel & Enid Zuckerman
College of Public Health**

2023-2024

**Health Behavior Health Promotion
PhD and MSPH
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 - the Bachelor of Science (BS), with a major in Public Health; the Bachelor of Arts (BA) with a major in Wellness and Health Promotion Practice, the Master of Public Health (MPH), with concentration areas in Biostatistics, Clinical Leadership (MD/MPH Phoenix), Environmental and Occupational Health, Epidemiology, Family and Child Health, Global 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; the Master of Science in Public Health (MSPH) degree in Health Behavior Health Promotion, Doctor of Philosophy (PhD) degrees in Biostatistics, Environmental Health Sciences, Epidemiology, and 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. The Bachelor of Science, Bachelor of Arts, and the Master of Public Health degree programs are offered through both the Main and Online Campuses.

Comprehensive information about all of the College's academic programs can be found in the [College of Public Health Curriculum Guide](#).

Our graduates have established careers locally, nationally, and internationally. Of note, they include health department directors, CDC program managers, industrial hygienists, health promotion and wellness specialists, public health faculty, pharmaceutical industry biostatisticians, directors of community outreach programs, epidemiologists, clinical research coordinators, chief executive officers of health centers and community programs, as well as the 17th Surgeon General of the United States, Dr. Richard Carmona, to name just a very few. We are proud of the contribution we are making to build and maintain a competent public health workforce!

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. Committed to diversity and inclusion, 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 campus based 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 and linked to as 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 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 list found on the MEZCOPH Student Hub). 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

Campus COVID-19 Protocols

The University of Arizona provides comprehensive information, updates on the institution's response to the pandemic and plan for classroom instruction on the [COVID-19 Response page](#). A robust list of resources, timely updates and President Robbins' most recent press conferences on the subject may also be found there.

DRACHMAN HALL

Information related to [College of Public Health Facilities](#) is maintained on our website. The east wing of Roy P. Drachman Hall, MEZCOPH's home, opened for classes in January of 2006. MEZCOPH administrative offices are found on the 1st and 3rd floors. Faculty offices are located primarily on the 2nd floor. Classrooms occupy the 1st floor of both wings of the building and are used primarily by the Colleges of Public Health, Pharmacy and Nursing. The College of Pharmacy occupies the west wing of the Drachman Hall. MEZCOPH students, faculty and staff play a vital role in ensuring that the facilities of Drachman Hall are treated with respect and are asked to report any incidences of vandalism, theft, or questionable activities to the Building Monitor at 520-626-3078 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.

Bicycles, Bicycle Parking, and Bicycle Valet Service

UA students, faculty, and staff who ride their bicycles to school are encouraged to register their bicycles with the University of Arizona Parking and Transportation Services. Bike registration provides the owner with discounts on selected bicycle supplies and services from participating bike shops, free lock cutting service for UA-registered bikes on campus, and a record of ownership and documentation for insurance carriers. Registration facilitates the return of stolen bikes to their owners.

For parking convenience, bicycle racks are located on the south side of both wings of Drachman Hall. Additionally, there is a free bike valet service, open Monday through Friday from 7:45 a.m. – 6 p.m. (excluding University holidays and summer break), located on the north side of Helen Street just east of the Warren bike path and southwest of Drachman Hall. Check-in your bike with one of our friendly Bike Valet attendants who will give you a key tag. Your bicycle will be watched and monitored while it is parked. When you return to the valet station, hand the attendant the key tag to receive your bike. For more information, please visit the [Bicycle Programs website](#). Bicycles brought into the building or locked to stairwells or other architectural features will be impounded.

MEZCOPH and UArizona 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.
MEZCOPH IT FAQs can be found at: <https://hub.coph.arizona.edu/it-support>
- **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://support.arizona.edu/sp?id=kb_view2

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.

To access the Computer Lab, students must request CatCard clearance to the third floor each semester. Interested students should send their requests to Facilities Management at CPH-Facilities@arizona.edu. If a student has not used the Computer Lab within 60 days of requesting access, they will need to resubmit an access request.

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 login to the computers with their NetID. **Please make sure to log off from 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 mothers, 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.

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 appropriate Student Services Office. 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.

Third Floor Patio

Students are welcome to use the third-floor patio adjacent to the south staircase, outside the Office of Student Affairs. A room reservation is not required to use the patio.

Wireless Internet Access

Wireless access is available throughout and around Drachman Hall via connection to the UAGuest and UAWiFi networks. UAGuest is for use by visitors to our campus. A temporary user ID and password are texted back to the user for connection to this network. Additional information about UAGuest is available [here](#). UAWiFi, on the other hand, is a secure and fast wireless network that is available across most of our campus. Partially funded by the Student Technology Fee, it brings wireless access for all students, staff, and faculty on campus. Connection to UAWiFi requires authentication using your NetID and password. The UAWiFi network, when connected, allows students to access on-campus networked resources that are generally unavailable over the public Internet, such as the libraries and [UAccess Student Center](#). 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 walk-in hours. There are also computer labs available around campus through the [Office of Student Computing Resources \(OSCR\) Labs](#). Limited support is available at OSCR computer labs and multimedia labs. The MEZCOPH Information Technology staff can also help with the setup by contacting them [online](#) or calling 626-7417.

ARIZONA HEALTH SCIENCES CAMPUS RESOURCES

About the Arizona Health Sciences Campus

The Arizona Health Sciences Campus (UAHS) is home to the UA Colleges of Medicine, Nursing, Pharmacy, and Mel and Enid Zuckerman College of Public Health. The main UAHS campus is in Tucson and is North of Speedway Boulevard. In addition to the UAHS colleges, other units and resources found on the UAHS Tucson campus include The University of Arizona Cancer Center, and Banner – UMC Hospital, the UA Health Sciences Bookstore, and the Arizona Health Sciences Library. UAHS also has a downtown Phoenix location at the Phoenix Bioscience Core.

Eats, Treats, and Meeting Spaces

Opportunities for lunching and meeting with friends exist on and close to the Arizona Health Sciences campus. In addition to the full-service cafeteria within Banner UMC hospital, there is the Catalyst Café which is located inside the Basic Sciences Research Laboratories Building (to the west of Drachman Hall). The Catalyst serves coffee, lattes, cappuccinos, espresso, a variety

of teas, Italian sodas and a selection of paninis, sandwiches, pastries, and protein rich snacks. The neighborhood immediately south of AHSC offers convenient options as well, including Subway, Chipotle, Pizza Hut, Miss Saigon, Bruegger's Bagels, Noodles, Taco Bell, Wendy's, and McDonald's.

Several outdoor seating areas that are conducive to conversation and small group gathering are located throughout the University of Arizona Health Sciences campus.

Health Sciences Innovation Building (HSIB)

The newest addition to the Arizona Health Sciences Campus is the nine story, 220,000 sq. ft. [Health Sciences Innovation Building](#) opened in spring 2019. State-of-the-art instructional spaces offer simulated, real-life situations for teams of students, faculty and health professionals in medicine, nursing, pharmacy, and public health. The HSIB offers flexible large, medium, and small group/team learning areas and clinical labs and simulation centers for a broad spectrum of instructional applications. It also 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 (ASTECC) 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 Student Lounge Space

A large student lounge and terrace are located on the 3rd floor of HSIB, as well as a smaller break area and terrace on the 6th floor. There are 2 terraces on the 4th floor. Both lounges have foosball tables, refrigerators, sinks and microwaves for student use.

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 lock, 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 our building manager (rachelramos@arizona.edu) 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 the UAHS online resources from off-campus by logging in with your UA NetID and password.

A few notes on library access and security:

- The library staff will be available from 8 a.m. to 5 p.m., Monday through Friday. Staff are not usually on site after hours, but student safety aides will monitor the building from 5 to 9 p.m. Monday through Thursday and 12-8 p.m. Saturday and Sunday. The library is always under video surveillance.
- If you need assistance with library resources or services after hours, please use the UA Libraries' chat service. A link is available in the top right of our website. Chat assistance is available whenever the Main Library is open (hours available [here](#)).
- If you have a safety concern after hours or observe any suspicious activity or people in or around the building, please contact the UA Arizona Police Department immediately **at 9-1-1 or 621-UAPD** (520-621-8273). Emergency call boxes are available on every floor near the elevator; calls go directly to UA Police dispatch.
- Don't leave belongings unattended. Lockers are available near the service desk on the second floor.
- Don't prop doors open or allow anyone to tailgate behind you into secured areas.
- When you enter or leave, please make sure the door closes securely behind you. Note that some double doors require one door to shut before the other.

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 [Information Resources website](#) 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.

Medical Research Building (MRB)

The College of Public Health has research laboratory space in the Medical Research Building (MRB), first floor west. Some environmental health sciences courses use laboratories in the MRB, and students receive specific information regarding time and place from the course instructor. Student research efforts are assigned appropriate space by the student's Research Director depending on the nature and funding of the project. Students employed on faculty projects may be assigned to work in these laboratories.

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. The department has 65 state-certified police officers and 49 civilian employees who are here to help and respond to calls 24 hours a day. Emergency Blue Light phones which automatically route calls to UAPD are located throughout the campus and in parking lots and garages. UAPD can be reached by dialing [520-621-UAPD \(8273\)](tel:520-621-8273). 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.

UA Alert is a free service that delivers emergency alerts to registered UA students, faculty, and staff – as well as their friends and family – via their cell phones, mobile devices and/or email accounts during a campus emergency. To register for this service, please visit this [webpage](#).

Safe Ride provides a safe, night-time method of transportation to all university-affiliated persons on and around the main campus. [Learn more](#).

LiveSafe, an app available for iOS and Android phones, was developed to provide real-time interaction for UA students and employees reporting security and safety concerns. All UA students and employees have access to the app's secure platform for free. [Learn more](#).

A comprehensive list of safety tips for students can be found on 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

The MEZCOPH Floor in Phoenix has two computers available for student activities. Computers may be used on site and can be checked out from the MEZCOPH administrative assistant in Building 1, 3rd Floor NE corner. Black and white printing is also available in the CPH Suite, but students must provide their own paper. Students may also 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 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. See the *How to get help with UAWiFi* section on page 6 for assistance with connecting to UAWiFi.

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. Failure to read messages sent to 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, 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, Job and internship openings are announced via separate listservs that students must request subscription to, and these openings are posted to the Hub. Each academic program or concentration within the College maintains a student listserv, ~~as well,~~ for communicating program or concentration business from its faculty and staff.

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

MEZCOPH undergraduate and graduate students have a listserv, PHAlliance, on which they may communicate information regarding student groups, events, community service activities, public health news, furniture for sale, etc. Listserv users must follow the College's Social Media Guidelines found below and on the Hub.

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 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. Currently, these include the Student Annual Progress Report, and the Graduating Student Exit Survey. 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, internship postings, and fellowship announcements are posted on the MEZCOPH Student Hub.

STUDENT SERVICES, RESOURCES & OPPORTUNITIES

Office of Student Affairs

The MEZCOPH Office of Student Affairs (frequently referred to as 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 student services professional has significant experience advising students, participates in numerous university wide taskforces and committees, and meets with MEZCOPH students daily 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. College of Public Health students may request to join the internship or jobs listserv by contacting the administrative assistant in the Office of Student Affairs. Faculty, the Assistant Dean of Student Affairs, the Manager of MS and Doctoral Programs, and the Phoenix Coordinator 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 of 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 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.

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.

Helpful Student Resources

In addition to the information presented in the *New Student Guide*, 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.

In addition, the College's [Diversity and Inclusion page](#) has an extensive list of College and University resources for students.

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

Student Input into MEZCOPH Operations

The administration of MEZCOPH is keenly interested in understanding the student perspective of the College and its operations. To that end, numerous avenues for students to provide input and share concerns have been developed. First and foremost, student members are sought for all MEZCOPH committees, except for the Promotion & Tenure Committee and the admissions committees. In addition to the university-administered Student Course Surveys, formerly called the Teacher and Course Evaluations, 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 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 to the issue for all concerned parties.

The **Physical Student Suggestion Box** is located on the first 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 Participation on MEZCOPH Committees

Membership on MEZCOPH committees provides students opportunities to participate in much of the college's decision making and governance processes. Students are encouraged to consider committee membership as a means of familiarizing themselves with college operations, faculty, and staff, and to build their own leadership and collaborative skills. Students are invited to complete a Committee Membership Interest Form, on it indicating the committee(s) that they may wish to join. All attempts are made to accommodate as many committee membership requests from interested students as are received.

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 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

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 partake 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.

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.

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 the 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.

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.

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 a cash prize is awarded to the best student posters.

Social Justice Symposium

Students of the Mel and Enid Zuckerman College of Public Health plan and host an Annual Social Justice Symposium in the spring semester. Initiated in 2007 by students in the Center for Health Equity/Project EXPORT Fellows program within the Mel and Enid Zuckerman College of Public Health, objectives of the one-day conference were and continue to be to showcase strategies and encourage activism to effect change in the realm of social justice and public health. Bringing together students, faculty, community activists and health professionals, the Social Justice Symposium aims to expand participants' awareness and abilities to critically analyze how social injustices affect health outcomes worldwide with the goal of inspiring action at a personal level. Since 2007, the planning committee has included both undergraduate and graduate students from diverse corners of public health study. Beginning with the initial Social Justice Symposium, student planners and attendees have realized a need for a multi-faceted approach to the alleviation of disparities and their underlying issues.

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](#). The Office of Scholarships and Financial Aid can be reached by telephone at (520) 621-1858, or by email at AskAid@arizona.edu.

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](#) and via the Teaching Assistant Application found on the Hub. The process and timing will be announced by the Assistant Dean in the spring semester.

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 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 SCHOLARSHIPS

The following 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.

Anthony and Joan Vuturo Scholarship

This \$2,000 scholarship is for a continuing graduate student with a commitment to public health and public health service and leadership.

Cliff and Penny Crutchfield Scholarship

This \$8,000 scholarship is for incoming doctorate bound students in Occupational and Environmental Health. Students must demonstrate merit and/or financial need, and a commitment to public health, public service, and leadership.

College of Public Health Community Advisory Board Scholarship

The role of the Community Advisory Board is to support the mission of the College by increasing awareness of health promotion and prevention strategies through community collaboration, fund raising and advocacy activities. This scholarship was established to support the board's mission and is intended to recognize meritorious full-time students with a GPA of 3.25 or higher, are making sufficient progress toward completion of their degree, and show the greatest potential to contribute to the overall discipline of public health. Funding amounts vary.

Elbridge and Genevieve Morrill Memorial Scholarship

Mr. and Mrs. Elbridge Morrill established this scholarship to support academic related expenses of students in the Environmental and Occupational Health (EOH) Concentration of the MPH or BS Programs. EOH students who are US citizens and have graduated from Arizona high schools are eligible to receive this award. Morrill Scholarship award amounts vary.

Helen and Raymond Sarocco Scholarship

The Helen and Raymond Sarocco Scholarship supports MPH students with financial need who have achieved academic excellence. One to two scholarship awards of varying amounts are made each year.

Joel S. Meister Scholarship

Dr. Joel S. Meister, a founding faculty member of the Mel and Enid Zuckerman College of Public Health, was internationally known for his work with community health workers or *promotores de salud* and the development of comprehensive disease prevention interventions focusing on community mobilization for policy change. A scholarship honoring Dr. Meister's memory was established for MPH students. This award, which varies in amount, will be made to an incoming MPH student who demonstrates merit, significant financial need, and a commitment to public health, public service, and leadership.

Joel Valdez Scholarship/Zuckerman Family Foundation Student Scholarship

Mr. Barry and Mrs. Janet Lang established this \$15,000 scholarship award to support meritorious full-time graduate students.

Mullis Native American Scholarship Endowment

These two \$1,105 awards are given to either graduate or undergraduate students with a 3.0 or higher and a commitment to public health service and leadership. Preference will be given to students who are Native American with a commitment to their communities of Arizona and a social awareness of Native American culture.

Maureen Mangotich Scholarship

The family of Maureen Mangotich, MD, MPH, has provided a scholarship for full time public health students. Mangotich awards in the amount of \$5,000 are made each year.

Russell H. Swanson Public Health Scholarship

Dr. G. Marie Swanson, Founding Dean of MEZOCPH, provides two \$2,500 scholarships in memory of her late husband, Dr. Russell Swanson. This scholarship is awarded to meritorious incoming MPH students who intend to pursue careers as public health practitioners.

SueBob Scholars Endowment

This scholarship is awarded to full-time undergraduate students in their junior or senior year or graduate students in the College of Public Health. Preference is given to students who demonstrate a commitment to research and public service, are first generation college students, military students, and/or have previously obtained a bachelor's in nursing. Several awards of \$2,500 are given annually.

U.S. Surgeon General Richard Carmona Distinguished Public Health Preparedness Scholarship

One \$4,000 award will be given to a graduate or undergraduate student pursuing research and/or career in public health preparedness to include pandemics.

Zuckerman Family Foundation Rotating Scholarships

This scholarship is intended to recognize meritorious full-time students with a 3.00 or higher grade point average who show commitment to public health, public service, and leadership within Native American, Hispanic, and African American Communities on a rotating basis. Annually, eight awards at \$6,250 are made.

Zuckerman Family Foundation Scholarship Endowment

This scholarship is awarded to students pursuing a degree in the College of Public Health who demonstrated merit and/or financial need and demonstrate a commitment to public health, public service, and leadership. Funding amounts vary.

MEZCOPH INTERNSHIP AWARDS

Arizona Prevention Center: Internship

Unpaid internship or research project in diabetes prevention on Native American Health, for graduate students.

Carlos “Kent” and Elizabeth “Liz” Campbell International Internship Endowment

Dr. Carlos C. (Kent) Campbell, former Interim Dean of the College of Public Health and his wife, Liz, have provided an endowment that supports international (preference is Africa) internship of a full-time MPH student who has demonstrated a commitment to public health and global health.

Donna and Tim Knight Family Internship

Awarded to full-time MEZCOPH graduate students who will complete an internship experience in a Native American community, along the U.S./Mexico border, or in Mexico. Applicants must demonstrate financial need.

Drachman Prevention Fellowship

The Drachman Prevention Fund was established to honor Mr. Roy P. Drachman, the founding Chairman of the College of Public Health Advisory Board and for whom the College of Public Health building is named. Mr. Drachman was involved in all aspects of community life and community building and had a particular passion for healthy children and schools. The Drachman Fund provides fellowships to support students of public health who will further this work. A competitive award of \$2,000 is made up to three times a year to MEZCOPH interns and student researchers who best outline an internship or research experience designed to promote healthy behaviors, sound nutrition, and physical activity in children and/or to mentor at-risk children and youth.

Nichols Initiative Scholars Fund Awards

The Andrew W. Nichols Initiative provides funding to support internships, research experiences, and preceptorships for MPH students currently enrolled in MEZCOPH. Andrew Nichols, MD, MPH, sponsored and inspired significant positive changes to health care programs and public health policy. As a physician working in public health and as a teacher and as a member of the Arizona Legislature, Dr. Nichols spent his entire career instigating the development of programs to benefit populations living in rural and border areas of the Southwest. This fund helps support students of public health and medicine who will further this work. Awards of varying amounts are made to MEZCOPH interns, student researchers, or student preceptors whose proposals best outline an internship, research, or preceptorship experience designed to promote policy, advocacy, or innovative service delivery in rural or border health.

Reva Frankle Scholarship - Internship

Awarded to graduate or undergraduates for internship, research & outreach on Diabetes within Native American population.

Waldron-Herrera Scholarship – Internship

For undergraduate students enrolled in a 3 or 6 credit internship performing community-based internship in Arizona that address health disparities.

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 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.

MEZCOPH TRAVEL AWARDS/POSTER PRINTING

Limited funding for student travel to scientific and public health meetings, conference registration, and for poster printing is available. Priority is given to applications by students who 1) are presenting their work (e.g., posters, abstracts) at a meeting, 2) have completed a significant portion of core curriculum, and 3) have not received previous travel funding. Travel awards will not exceed \$500 and poster printing awards will not exceed \$100. The Application for Student Travel/Conference Funds is found on the MEZCOPH Student Hub. Applications are accepted by the Office of Student Affairs year-round and are reviewed on a rolling basis.

Students also 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 about those positions will be shared with students via student listservs. However, these opportunities are best sought by speaking with individual faculty members who are conducting research. 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 instructor(s) 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.

Staff from the Office of Academic Affairs and the Office of Student Affairs working with department heads and program directors, manage the TA assignment process, utilizing an equitable process that considers three important factors: 1) instructor and department preferences, 2) the placement priorities established by the College, and 3) information regarding students' employment, scholarship status, and financial need.

Graduate students will be considered for placement as teaching assistants in the following order of priority: 1) MEZCOPH doctoral students who are required, as part of the degree curriculum, to TA a course; 2) MEZCOPH doctoral students who have already met the TA requirement or do not have the requirement; 3) MEZCOPH master's level concentration or program students who have taken the undergraduate or graduate course offered by their program that needs a TA; 4) students who have content area expertise in the course subject matter; 5) non concentration or program students who have taken the course. All TAs are required to complete [two mandatory pieces of online training](#), as well as participate in the in person Graduate Assistant Teaching Orientation presented by the College of Public Health before they are eligible for employment: FERPA Training and TATOInternational students who serve as TAs must take a speaking assessment test administered by 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.

To be considered for a teaching assistantship, students must have completed the College's Teaching Assistant Application.

Because of the limited number of assistantships and the growing number of graduate students, the demand for teaching assistantships far outweighs the positions available within the College. Efforts to equitably distribute the TA positions to qualified students require a limit to the number of times a student may serve as a teaching assistant in the College. Presently, master's students (MPH and MS) may only hold a maximum of 3 TA positions through the College of Public Health. This policy does not apply to MEZCOPH graduate students who obtain assistantships outside of the College of Public Health. 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 through the College, all students should familiarize themselves with the [Graduate Assistant Manual](#). It is the student's responsibility to read the GA Manual and abide by all policies outlined through 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 \(TADA\)](#).

STUDENT HONORS & AWARDS

Outstanding Senior Award

This College award is awarded to a graduating senior who has demonstrated outstanding achievements in 1) academic performance, 2) internship performance, 3) commitment to the College of Public Health and/or 4) community service.

Delta Omega Public Health Honorary Society

The Alpha Nu Chapter of Delta Omega, the public health honorary society for graduate students, was established at MEZCOPH in 2002. Since then, 326 members have been inducted into the chapter. Graduating graduate students who are academically in the top 25% of their graduating class are eligible for nomination by college faculty, students or they may nominate themselves.

Graduate and Professional Student Council (GPSC) Achievement Awards

Each year, during Graduate and Professional Student Appreciation Week, the GPSC recognizes graduate and professional students, staff, and faculty that have made outstanding contributions to the campus and, in particular, to graduate education. See the [GPSC website](#) for more information.

MEZCOPH Poster Forum Prize

Scholarship prizes for the best student posters presented at the Graduate Poster Forum are awarded at the conclusion of the Forum.

Outstanding MPH Student Award

The Outstanding MPH Student Award recognizes a graduating student from the MPH Program who exhibits 1) outstanding academic performance, 2) outstanding internship performance, 3) commitment to MEZCOPH, and/or 4) commitment to community service. Faculty and staff members may nominate students for this award.

Student Life Award

The College of Public Health Student Life Award was instituted by the Office of Student Affairs to acknowledge and recognize a graduating student who has made significant contributions to initiating, promoting, and facilitating student activities and events across the entire college. Faculty and staff may nominate students for this award.

DEGREE COMPLETION INFORMATION

MEZCOPH Exit Survey

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

- feedback on services and student experiences
- assess skills and competencies gained while enrolled in the college
- 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. Responses are aggregated when reported and do not influence your current or future standing with the college.

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.

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

Graduate Information Sheet

As part of the degree completion process, students are required to complete a Graduate Information Sheet, which provides the College with the student's 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 may participate in the May convocation ceremony. Students who finish all degree requirements in the fall semester may 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.

Non-Traditional Semester (Summer or Winter) Completion

Bachelor'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 (total) outstanding credits of upper division units remaining in the following categories of instruction: internship, track, or public health elective coursework. If any other degree requirements are outstanding, bachelor students may participate in the following semester ceremony only. Students must be enrolled in these outstanding units for summer at the time of convocation.

Master's students and doctoral level candidates 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.

Additionally, 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.

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 outlining 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.

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.

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 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 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. No student with academic deficiencies may hold a Graduate College fellowship, or graduate teaching/research assistantship.

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 all but a minor portion of the coursework 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 consult and reach agreement with the instructor to be granted 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 Affairs until the conditions for completion have been met. When the instructor notifies the Office of Student 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.

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. Students should contact their Graduate Coordinator and the 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.

Leaves of Absence

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. 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. 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 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 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 on the [UAccess Student Center](#) under the GradPath option, petition forms.

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 or to request a leave of absence. The student must complete the Petition Form online through GradPath. The petition should explain all relevant facts. With some exception for leave of absence requests, petitions must be accompanied by supporting documents and a letter of support from the Faculty Mentor/Advisor and/or the Director of the Program. If medical expertise is needed, Campus Health will be consulted. Petitions related to a course issue must have the instructor's approval as well.

Responsible Conduct of Research Statement

Every graduate student must complete the Graduate College's Responsible Conduct of Research Statement. This statement verifies that the student agrees to follow responsible conduct of research compliance regulations and academic integrity requirements and will adhere to them in their research. This statement is electronically signed on the [UAccess Student Center](#) under the GradPath option. Students must sign the statement before they are able to access their Plan of Study and other Graduate College forms.

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 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. The 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.

	<i>Full-time Status without assistantship</i>	<i>Full-time Status with assistantship</i>	<i>Part-time Status (has implications for financial aid and visa status)</i>
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 for 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 3 credits 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 the Manager for 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 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 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 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 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, printing a copy, and making an appointment to review the report with their Faculty Mentor/Advisor. After this meeting, the student should take the signed report to the Graduate Coordinator. The Graduate Coordinator forwards 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 guidelines](#), 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. 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 should 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.

CAMPUS HEALTH SERVICE 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 prorated through a qualifying life event. When the insurance is ordered, you are ordering for a specific amount of time.

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/graduate-students/admissions/how-to-apply>.

SECTION II – PROGRAM SPECIFIC INFORMATION AND POLICIES

INTRODUCTION TO THE HEALTH BEHAVIOR HEALTH PROMOTION PhD PROGRAM

The Discipline of Health Behavior Health Promotion (HBHP)

The PhD in Health Behavior Health Promotion (HBHP) is offered by the Department of Health Promotion Sciences (HPS). The doctoral degree program in HBHP has an emphasis on the behavioral, biological, and socio-cultural determinants of health and health behavior, and the interventions and policies aimed at improving community and population health. The PhD program includes instruction in behavioral sciences, wellness health practice and policy, human services, and research methods. The doctoral program offers a diverse and challenging curriculum that addresses health behavior health promotion theory, knowledge/skills in working on health issues within the diverse communities of the Southwest US, mixed qualitative/quantitative research methods, statistics, and scientific writing (publication and research proposal). Students further specialize in one or more areas by methodology (applicable quantitative and qualitative methods) and/or topic. Examples include promoting population health equity in one or more underserved communities of the region and developing/testing theory-based healthy lifestyle promotion interventions.

Degree Programs

Currently, MEZCOPH offers the following degrees with a focus in HBHP: Doctorate (PhD) in HBHP, PhD Minor in HBHP, Master of Science in Public Health (MSPH) in HBHP (only offered on route for admitted PhD students without a health promotion related master's degree), and the Master of Public Health (MPH) with a concentration in HBHP. Descriptions are in the MEZCOPH Academic Curriculum Guide found on [the MEZCOPH Student Hub](#). Please note the MSPH degree path is only for those admitted to the PhD program.

How to Use the HBHP PhD Student Handbook

This handbook helps students and faculty navigate through the HBHP PhD degree programs. Students create a degree plan with incremental goals (e.g., coursework, comprehensive exams, and dissertation). All Graduate College and MEZCOPH policies and procedures discussed in the first part of the handbook apply as well. It is the student's responsibility to be aware of the policies and to adhere to assure successful program completion. Operational processes and policies change, and students are subject to the most recent handbook requirements. Additionally, it is intended that faculty refer to the handbook when mentoring and advising students. The handbook defines shared expectations for students and faculty.

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

Welcome to the HBHP Program at MEZCOPH!

GENERAL ACADEMIC AND RESEARCH POLICIES

Advising

As part of the doctoral admission review and upon acceptance by the student to undertake doctoral studies in HBHP, a Faculty Advisor(s) is appointed for each student. Some students are assigned two advisors depending on the students' interests and advisors' availabilities. An early task is for the student to meet with their assigned advisor and create a *draft* Plan of Study. Students are encouraged to meet and communicate regularly with their Faculty Advisor(s). It is the student's responsibility to schedule meetings with the Advisor(s). The student should contact the HBHP Program Director if they have problems working with their assigned Faculty Advisor(s). Problems may include, but are not limited to, lack of match in research interests and/or career goals and different work and communication styles. The HBHP Program Director may be able to work with the student to identify another eligible advisor among the HPS department faculty who might have capacity and may be willing to advise another doctoral student. If the student would like to change their Faculty Advisor(s), they must contact the current advisor to inform them of the change, establish an agreement with the HBHP Program Director and a new advisor, and complete a MEZCOPH Notification of Advisor/Mentor Change form (found on the [MEZCOPH Student Hub](#)). The form must be submitted to the Manager of MS and Doctoral Programs in the Office of Student Affairs. As acceptance in the program typically involves close coordination with the initial assigned Faculty Advisor, a change of advisor is not expected to be typical for students in this program, but it may occur under certain circumstances.

During the initial years in the HBHP program, students should meet with various HPS faculty members and learn about their research interests. This may help the student to identify research interests, research projects/employment opportunities, and faculty for their graduate committee(s) with guidance from their advisor(s).

The list of HPS faculty and their research profiles can be found on the MEZCOPH website. Students should visit this faculty directory at the beginning of each academic year because changes in the faculty may occur from year to year.

The responsibilities and roles for faculty in the HBHP program are listed below:

Faculty Advisor: Serves as the student's academic Faculty Advisor. The student and Faculty Advisor develop a draft Plan of Study for the degree program during the first year. The Plan of Study is later formalized and approved by the Chair of the student's Graduate Committee. The Chair may or may not be the Faculty Advisor. Members of the student's Graduate Committee may provide guidance on the Plan of Study. In order to be eligible as a Faculty Advisor, the faculty member must be a faculty member within the Department of Health Promotion Sciences (HPS) who participates in this program. Consult with the Program Director and/or the Manager of MS and Doctoral Programs to identify primary faculty members. This person may also be the Chair of the Graduate Committee if an appropriate relationship exists between the student's research topic

and the Faculty Advisor(s)'s area of interest, and the faculty's appointment meets the Graduate College's requirement.

Graduate Committee: The Graduate Committee is inclusive of the MSPH Thesis Committee, the Doctoral Comprehensive Examination Committee, and the Doctoral Dissertation Committee. Each student creates their own Graduate Committee based on their research interests and career goals to help achieve important degree program requirements. See separate section entitled [Composition of Graduate Committees](#) for details.

Chair of the Graduate Committee: The Chair of the Graduate Committee also includes the MSPH Thesis Chair. The Chair is a current primary Department of Health Promotion Sciences faculty member who has Graduate Faculty status and participates in this program. This person's responsibility is to assure that the student meets the requirements of the HBHP program and the University. Typically, this is the Faculty Advisor if the faculty meets the Graduate College guidelines for eligibility in this role but may be a different HPS faculty member depending on the student's interests and needs and faculty availability. The Chair oversees the comprehensive examination and may continue with this role for the dissertation defense and guides the student's research throughout the dissertation process.

Mentor(s): Can be any faculty member who mentors the student regarding scientific or professional development, including the Faculty Advisor. The student is encouraged to seek out and develop relationships with a group of mentors from MEZCOPH, UA, and other institutions as appropriate. Selecting formal mentors is not required but developing mentorship relations is considered to be an important aspect of each student's professional development.

Additionally, the Manager of MS and Doctoral Programs is the student's point of contact in the Office of Student Affairs. The manager conveys MEZCOPH and Graduate College policies and procedures to students, receives student paperwork for processing with the College and Graduate College, and coordinates masters 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 and paperwork is ultimately the student's responsibility.

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](#).

Composition of Graduate Committees

Students, in consultation with their Committee Chair, select their Graduate Committees to maximize mentoring and practical project-related advice. In certain cases, committee membership can be changed by the student in consultation with the Chair and faculty concerned until the committee function is underway. For instance, the Comprehensive Examination Committee can be changed right up until the written exam is started. Once the written exam begins, however, the same committee members must remain in place throughout the entire examination process for both the written and oral portions of the comprehensive exams.

While students may have an initial advisory committee during the time of their course studies, PhD students are not required to have the same faculty members for their comprehensive and dissertation committees. It is important to understand that the Graduate College has two official committees with set rules.

- (1) The [Comprehensive Examination Committee](#), and
- (2) The [Dissertation Committee](#) (Note: see the hyperlinks for Graduate College policy regarding committee composition.)

The Graduate Committee members are selected by the student in conjunction with the Chair of the Committee. After consulting with the Chair, the student is responsible for inviting faculty members to serve on their Graduate Committee. It is advised that students schedule a meeting with proposed faculty committee members to review their research interests and plans in the context of inviting the faculty member to join the committee.

The Comprehensive Examination and Dissertation Committees must be approved by the HBHP Program Director and by the Graduate College in advance of convening any official meetings.

Comprehensive Examination Committee: The Comprehensive Examination Committee must consist of a minimum of four members. The Graduate Committee Chair and two additional members must have Graduate Faculty status. The fourth member may be of this status or an approved “Special Member.” Special Members must be pre-approved by the Dean of the Graduate College. Further, this Comprehensive Examination Committee must include at least three faculty members from the major field of study (HPS or with a related academic background as determined by the director of the program) and at least one faculty member representing each of the minor fields. The number of minor faculty members is determined by the requirements of the selected minor or minors. In addition to the Graduate Committee

Chair, at least one other committee member representing the major must have a primary appointment in Health Promotion Sciences. The third member can be a faculty member whose primary appointment resides outside of Health Promotion Sciences, as approved by the Graduate Committee Chair. The Faculty Minor Advisor(s) will be from outside of the HPS Department. In summary:

HBHP PhD Comprehensive Exam Committee

- Minimum 3 members representing the major, 1 representing the minor (Grad College requirement)
- 3 of 4 members must be Graduate Faculty* (Grad College requirement)
- Chair is primary HPS faculty and have Graduate Faculty status*
- 1 more member representing the major must be primary HPS faculty (or related program as determined by Program Director)
- Third member may have appointment outside of HPS, as approved by Chair
- Faculty Minor Advisor must be from outside of HPS

*Please see the [Graduate Faculty Status](#) section above for a definition.

The Comprehensive Graduate Committee evaluates past coursework and projects, recommends coursework that provides the student with field expertise and specialized knowledge to achieve the dissertation research project, and will ultimately examine the student's comprehensive knowledge of the field in both written and oral formats as part of the Comprehensive Examination Committee.

The oral and written part of the exam must be taken within the same or consecutive semesters and passed at least 6 months prior to graduation. Students are required to have an approved Plan of Study with the Graduate College prior to scheduling their comprehensive examinations.

At least three months before submitting for the written portion of the comprehensive examination, the student must complete the MEZCOPH Declaration of Committee Membership form (found on the [MEZCOPH Student Hub](#)) with all committee members' signatures and file the form with the Manager of MS and Doctoral Programs. In addition, the student must notify the Graduate College of the committee membership by filing a Comprehensive Exam Committee Appointment Form (found on the [UAccess Student Center](#) under the GradPath option) a minimum of three months prior to submitting the written exam. Please note that these forms are separate from the Dissertation Committee Appointment Form, which the Graduate College requires after the student has passed comprehensive exams. All Comprehensive Committee Members are required to be present and participate in the oral comprehensive exam.

Dissertation Committee: After completing the comprehensive examination, the student must officially form the Dissertation Committee. The Dissertation Committee may be the same as the

Comprehensive Examination Committee. **The Dissertation Committee must consist of a minimum of three members representing the major.** The HPS faculty prefer students to include their Faculty Minor Advisor on the Dissertation Committee, but this is not required by the HPS Department. Some programs representing the minor, however, may require the Faculty Minor Advisor to participate in this committee. Students should consult with their Faculty Minor Advisor and/or representatives from their home departments for further clarification. Three members must be University of Arizona Graduate Faculty. Non-Graduate Faculty may be added to the committee as a special approved member with appropriate approvals. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can be Graduate Faculty, or special approved members. All dissertation committee members are required to attend and participate in the final defense. In summary:

HBHP PhD Dissertation Committees

- Minimum 3 members representing the major (Grad College requirement)
- 3 members must be Graduate Faculty* (Grad College requirement)
- HPS prefers the Faculty Minor Advisor also serve on the Committee, but this is not strictly required
- Some minor programs may require Faculty Minor Advisor to serve on Dissertation Committee
- Chair is primary HPS faculty and has Graduate Faculty status*
- 2 other members are UA TE* faculty

*Please see the [Graduate Faculty Status](#) section below for a definition.

HBHP MSPH Thesis Committee:

During their second or third semester in the program, the MSPH student is expected to select faculty members for a Master's Thesis Chair and Committee, in consultation with their Faculty Advisor. The Thesis Chair must be a primary HPS faculty member. [Master's Thesis Committee](#) **must consist of three members; at least two must be UA faculty members with Graduate Faculty status.** If the third member does not have this status, that faculty member must be approved by the Graduate College as a special member. A member who is not Graduate Faculty will not be eligible to serve as sole Chair of the committee but can serve as Co-Chair if approved to do so by the Graduate College. In summary:

HBHP MSPH Thesis Committee

- Minimum 3 members
- Two members must be Graduate Faculty* (Grad College requirement)
- Thesis Chair is primary HPS faculty and has Graduate Faculty status*

*Please see the [Graduate Faculty Status](#) section below for a definition.

The MSPH Thesis Committee must be approved by the Health Behavior Health Promotion Program Director and the Graduate College. Information about the Graduate College policy can be found [here](#). The student must complete the MEZCOPH Declaration of Committee Membership form (found on the [MEZCOPH Student Hub](#)) with all committee members' signatures and file the form with the Manager of MS and Doctoral Programs. The student then gets Graduate College approval by completing the MSPH Committee Appointment Form found on the [UAccess Student Center](#) under the GradPath option.

Human Subjects Protection Program Information

The Human Subjects Protection Program (**HSP**), 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 by 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 HSP/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 HSP has launched a new portal submission system, **eIRB**, which is designed to make submitting human research protocols easier and faster. All IRB Application forms have been revised, along with the launch of eIRB. The eIRB portal can be accessed through UAccess at the following link: <https://uaccess.arizona.edu/>. The student/investigator 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 link: <https://research.arizona.edu/compliance/human-subjects-protection-program/eirb-information>.

MEZCOPH students must initially submit their IRB application, and required supplemental documentation, to their Dissertation Director ("**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.**” The completed Attestation Form is a part of the required supplemental documentation. The Advisor Attestation form must be uploaded into eIRB as part of the “Local Site Documents.” 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.**”

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 documents, Advisor Attestation, Scientific Review Attestation, and a **PDF of the eIRB submission,** must be submitted, (via email), to the COPH Research Office/ (Suzanna Trejo-Robinson), for internal pre-review, **prior** to submitting the IRB application in eIRB. Suzanna will review the submitted IRB documents for completeness. Once the application is complete, she will sign the **Department/Center/Section Review Attestation Form,** on behalf of the Associate Dean for Research, and will send it back to the PI/student. The **Advisor/Co-PI Attestation Form, Scientific Review Attestation** and the **Department/Center/Section Review Attestation Form** are all required for the eIRB submission. If the required approvals are not uploaded in eIRB, along with the application documents, the submission will not be reviewed.

If clarification is needed on whether the project constitutes human research, Dissertation Directors and/or students should contact the MEZCOPH Research Office/Suzanna Trejo-Robinson (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, 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 Approval Process for 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.)

Completion of 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. <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 that will involve 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).

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. Copy of the acknowledgement 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.

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: 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 Office to ensure the correct IRB forms are completed and submitted in order 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 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 email to Suzanna.

Review/approval time, first by Suzanna and then the UA IRB, **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 UNSURE 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 deemed to not be human research:

<https://research.arizona.edu/sites/default/files/What%20is%20Human%20Research%20v2023-05.pdf>. You can also review: <https://research.arizona.edu/compliance/human-subjects-protection-program/getting-started>. The DOHR and all IRB Protocol Forms can be found at the following link: <https://research.arizona.edu/compliance/human-subjects-protection-program/HSPF-form/forms-index>

Approvals

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). *The Dissertation Director can approve for both the “Advisor” and the “Scientific Reviewer,” for student protocols. These forms are required to be uploaded into the eIRB portal, (along with “**Departmental Attestation**” **Approval**), prior to eIRB submission.

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

If the project activities are clearly not human research activities, Suzanna can (sometimes) approve the DOHR form internally, (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. If it’s not clear, or if the student PI requires an official IRB approval letter, (if requested by journals, sites, sponsors, etc.), the DOHR form will need to be submitted through eIRB, for UA-IRB review.

Students should NOT submit the IRB Protocol in eIRB until all required Attestation forms and final revisions are completed.

HSP-IRB Submission through the eIRB Portal

Once all required applicable HSP 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, then uploading all required documentation and then once all is complete, the student will submit the study protocol in the eIRB portal.

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>.

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 final outcome is not intended to be generalizable. The student must still complete and submit the **IRB Protocol for Determination of Human Research** (DOHR) form to the Research Office, (after the Advisor Attestation is signed), in order to assess and evaluate the student's activities. Please include on the DOHR form, as part of the project/protocol descriptions: the organization, the program or process being evaluated within the organization, and how the project will bring about prompt improvements.

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. (*It needs to be clearly stated from where the data is coming from and who might have access to the identifiers.) The student must still submit the completed and approved DOHR form to the Research Office (COPH-Research@arizona.edu), in order to assess the student's activities. Please state, in the **Summary** section descriptions, on the Determination form, that the data will be de-identified. **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 any results). The student will have to complete the DOHR form, in consultation with the Committee Chair/Dissertation Director, in order to make that assessment.

More information and **IRB Guidance** on these types of activities and procedures can be found at the following link: <https://research.arizona.edu/compliance/human-subjects-protection-program/guidance-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 IRB office directly using their listserv email address at: ypr-irb@arizona.edu. MEZCOPH submission protocol questions should be directed to the MEZCOPH Research Office.

MEZCOPH Review & Approval and Submission Process

For all IRB Protocol Forms, the student should work with their Advisor (Dissertation Director) (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 approve as both the Advisor and as the Scientific Reviewer of the project.

MEZCOPH review and approval process proceeds as follows:

The IRB protocol/application (and supplemental documentation as needed) is forwarded electronically to the MEZCOPH Research Office/Suzanna Trejo-Robinson for a **preliminary review**. (**Do not submit in eIRB without MEZCOPH review and approval!) Suzanna Trejo-Robinson will conduct a pre-review of the application and if complete, the application will be routed to the:

MEZCOPH Scientific Review Committee (as needed) for review and approval (unless approved by the advisor). ****Please note that these two steps can take 2-4 weeks, depending on projects already in the queue.** Once approval is received by the Scientific Review Committee member, and the 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, Suzanna Trejo-Robinson will provide the student/PI with the signed

“Departmental Attestation” form, in order to complete the required eIRB submission documents.

The **HSP-IRB Office** will provide the final review. Once the application is submitted to eIRB, 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.

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 HSP-IRB Office. Questions about the 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 HSP-IRB inquiries (about project activities) 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. 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 regarding **Continuing Review** of Human Research, **Concluding Human Research**, **Modifying** Approved Research and **PI Eligibility**: <https://research.arizona.edu/compliance/human-subjects-protection-program/guidance-researchers>.

Student Services Requirements

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

All students:

- CITI Training Completion report
- Forwarded electronic copy of the approved **Determination** form (as needed)

Select Students Engaged in Human Subjects' Research

Forwarded electronic copy of the approved ***IRB Protocol for Human Subjects Research*** form, supplemental documents and the IRB Approval letter **OR**

Forwarded electronic copy of the approved eIRB Smart Form **Modification Approval**

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>

THE PhD IN HBHP PROGRAM

The PhD program in HBHP is intended to train individuals for careers in research and teaching in positions at academic settings, research institutes, government agencies, not-for-profit organizations and the private sector. It has been designed for students who are interested in investigator-initiated health behavior health promotion research, overseeing such research or portfolios, and in training future health promotion professionals. The doctoral program is expected to require approximately 3-5 years for completion. The program is research-oriented and focuses on the student's development, building toward the completion of multiple research products and a major research project (the dissertation).

For complete information about University of Arizona Graduate College policy for PhD students, please see the [Graduate College website](#).

Student Commitment

Upon entering the doctoral program in HBHP, students are committing themselves to the completion of a doctoral dissertation that contributes important, original research to the field. This will require the student to become an expert in the subject matter, which takes time. During their doctoral studies, students learn to work both independently and with faculty members. Students are expected to:

1. Demonstrate enthusiasm and a passion for learning.
2. Be self-motivated.
3. Have a written plan and timeline for degree completion.
4. Initiate contact and schedule appointments regularly with faculty advisor(s).
5. Clarify their needs to their advisor(s) prior to meeting with them and comes prepared to meet with their advisor(s).
6. Listen to advice and feedback and incorporate suggestions into action plans.
7. Show respect to faculty, mentors, other students, and community members.
8. Think independently and take responsibility for their learning experience.
9. Be goal oriented.

Not everyone will possess all of these skills when they begin the program. Successful students will work at self-improvement and development of these skills while they are enrolled in the program.

Faculty Commitment

Faculty members are dedicated to ensuring that individuals develop from a "student" to a PhD level "investigator" during the course of doctoral studies. Faculty have many responsibilities, including teaching classes, conducting research studies, applying for and managing grants and contracts, serving on local and national review committees, and providing service to MEZCOPH, the University of Arizona and other organizations. Faculty members treat students with respect and expect the same in return.

Faculty advisors/mentors are expected to:

1. Dedicate time for student mentoring.
2. Facilitate problem solving, without solving the student's problem for them.
3. Provide opportunities for and assist with student career advancement.
4. Encourage students to identify their professional path.
5. Have excellent communication skills.
6. Help students plan and manage workloads.
7. Serve as a role model to advance public health.

New Student Activities

All new PhD students are required to participate in the Doctoral and MS Student Orientation, scheduled in August prior to the start of fall coursework. Topics include research and academic ethics, College and University policies and procedures, and an introduction to college faculty and their research. Orientation is an opportunity to meet other new and continuing students in the department and College.

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

Competencies

A set of [competencies](#) specific to the PhD Health Behavior Health Promotion degree have been developed which will allow students and the faculty to determine progress. It is recommended that this list be used by students to help assess training needs and progress.

Program Steps and Milestones to Degree

Typical time to completion: 3-5 years (2-3 years for coursework, 1-2 years for dissertation work) for full-time students. 4-7 years for part-time students).

Average time to completion: 3.38 years

Program Steps to Completion (Full-time student timeline):

During first year in the program:

- Attend mandatory new student orientation scheduled in August.
- Devote time to course work.
- Work with Faculty Advisor(s) to develop a draft Plan of Study.
- Each Winter, complete an Annual Progress Report with Faculty Advisor(s)

During second and third years in the program:

- Devote time to course work.
- Formalize Comprehensive Exam Committee with input from the Chair.

- Work with Chair of Comprehensive Exam Committee to formalize Plan of Study and submit it in GradPath.
- Complete written Comprehensive Exam (a publication quality literature review).
- Complete a draft of a Dissertation Research Proposal.
- Defend written Comprehensive Exam and Dissertation Research Proposal at Oral Comprehensive Exam.
- Formalize Dissertation Committee with input from the Chair.
- Conduct dissertation research project and write dissertation.
- If necessary, obtain Human Subjects approval prior to collecting data for dissertation research project.

During fourth and fifth years in the program, if needed

- Finish complete draft of dissertation.
- Present dissertation in public forum and defend dissertation to Dissertation Committee.
- Complete revisions of dissertation as requested by Dissertation Committee.
- Complete all requirements for graduation from the program.
- Optional: Obtain teaching experience if consistent with career goals.

Each year, prior to pre-comprehensive exams:

- By Sept 30, complete Individualized Development Plan (IDP) with Faculty Advisor(s). The IDP is an HPS-specific requirement for doctoral students.
- During January, complete an Annual Progress Report (APR) with Faculty Advisor(s). The APR is a college-wide requirement for all graduate students.
- During early April, send updated CV and IDP progress to Faculty Advisor(s).

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(s) and Program Faculty. If it is determined that a student is not making timely progress, the student and Faculty Advisor(s) will meet to create a Retention Plan using the MEZCOPH form, "Graduate Student Retention Plan for Failing to Make Satisfactory Academic Progress." The purpose of this form is to address student's challenges and identify strategies and resources to help the student achieve academic progress.

Individualized Development Plan

To promote progress in the program, all HPS doctoral students who have not taken their comprehensive exam by fall of the current school year will participate in the development of an Individualized Development Plan (IDP). The IDP is a tool used to set goals for the academic school year.

The students and their Faculty Advisor(s) meet in August or September to complete and sign the plan. The completed IDP is then uploaded by September 30 to www.box.arizona.edu, to the student's assigned folder within the HPS Individualized Development Plan folder. Access to each folder is restricted to the student, the Faculty Advisor(s), Program Director and Manager of MS and Doctoral Programs.

From December to January, all graduate students complete the college-wide Annual Performance Report (APR) as an assessment of progress on their IDP goals. (Please see [“Continued Program Progress and Annual Progress Report”](#) in Section I above for further details.) In April, students supplement the APR material by emailing their Faculty Advisor(s) an updated CV and progress on their IDP goals.

Degree Requirements

The PhD course requirements are determined by the HBHP program. Students should refer to the Academic Curriculum Guide for the year they were admitted to their current program found on [the MEZCOPH Student Hub](#). The overall course of study (“Plan of Study”) will be developed by the student and the Faculty Advisor(s) and approved by the student's Graduate Committee and HBHP Program Director.

Doctoral Plan of Study

In collaboration with the Faculty Advisor(s), each student is responsible for creating a draft of their Doctoral Plan of Study during the first year in residence. There is a generic template for all majors on the Hub under MS/Doctoral Student Resources; however, students are encouraged to create a format that is most useful to them. The Faculty Advisor(s) should keep a copy of the draft Plan of Study and use it as an advising tool, until a dissertation topic and Comprehensive Exam Committee have been identified. At that point it should be approved by the Graduate Committee Chair and formalized with required electronic approvals. The Plan of Study form is completed 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 UA courses the student intends to apply toward the graduate degree; and (3) course work to be completed to fulfill degree requirements, including 18 units of dissertation (HPS 920). The Faculty Advisor(s), the Chair of the HBHP Program, and the Faculty Minor Advisor, and Chair of the minor program or department must all approve the Plan of Study. Formalizing the Plan of Study is sometimes the basis for an initial meeting with the Graduate Committee (Comprehensive Exam Committee).

Students are eligible to sit for the comprehensive exam once they have completed an estimated 80% of the major coursework and have completed all, or almost all, of the minor coursework as specified in the Plan of Study.

Students are responsible for making sure all GradPath forms have the required faculty and Graduate College approvals. Students can track the form approval progress to completion in GradPath (see the “GradPath” section above), summarized at the bottom of the online forms.

Transfer of Credits from a Master’s Program to the Doctoral Plan of Study

Up to 30 units of graduate level credit earned at accredited institutions may be counted toward the requirements of the PhD degree, as approved by the student’s Graduate Committee and/or approved by the HBHP Program Director.

Per Graduate College [policy](#), transfer credit may be considered if the grade earned was an A or B. 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. Per the Health Behavior Health Promotion Program's policy, the coursework being considered should be less than 10 years old at the time the student starts the program.

During the first semester of the PhD program, the student will make an appointment with their Faculty Advisor(s) to review and approve the transfer proposal request. The student should share a copy of their transcript or create an Excel table documenting the classes to be transferred. They should also provide copies of the syllabus for each class, if possible. After approval by the Faculty Advisor(s), two forms must be completed in addition to the ultimate incorporation on the Plan of Study. The first form is the MEZCOPH Course Substitution form (see below for information about this form). It is used to evaluate the course for content and appropriateness within the Plan of Study. The second form that students must complete is the Graduate College's Transfer Credit form (found on the [UAccess Student Center](#) under the GradPath option). This form is required if the approved transfer coursework was taken at an accredited institution outside of the University of Arizona. 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 HBHP program to determine whether or not 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 UA 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 the student's grade. If approved, the course professor/instructor signs the Course Substitution Form that the student provides (found on the [MEZCOPH Student Hub](#)). The Faculty Advisor(s) 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.

Course Waivers

Under certain circumstances a Course Waiver (HPS Departmental process) may be considered in lieu of a Course Substitution. For example, a student may have gained expertise in at course subject matter through several transfer courses and but not a single equivalent/substituted one. In instances like these, the student may request a required course to be waived. The student begins a discussion with their Faculty Advisor(s). If the Advisor(s) approves, the

Program Director is consulted. Any approved course waivers are documented with emails from the Faculty Advisor(s) and Program Director sent to the student and Manager of MS and Doctoral Programs and must indicate how the units from the waived course will be fulfilled (e.g., an additional elective, independent study units, etc.). Having a required course waived does not reduce the number of units required for the degree.

Independent Study Registration Policy

A student who wishes to enroll in independent study (HPS 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, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form and received approval from the faculty member serving as Instructor (person responsible for overseeing the student's work and assigning credit) and Faculty Advisor(s), 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 (HPS 900) or dissertation units (HPS 920) and have met all program requirements to do so (see the ["Dissertation Unit Enrollment"](#) section), 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.

Minors for the PhD Degree

Graduate College policy requires PhD students to choose at least one supporting minor subject, in addition to the major subject. The minor and Faculty Minor Adviser will always be outside of the Health Promotion Sciences Department. The selection of a minor subject area is the responsibility of the student, in consultation with their Faculty Advisor(s) and/or Graduate Committee Chair. The faculty from the minor area of study serves on the Comprehensive Examination Committee and typically at least one faculty member from the minor serves on the student's Dissertation 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.

With committee approval, a minor may be selected from any program of study at the University of Arizona that offers a doctoral degree as well as others that have formulated a doctoral minor, and the academic requirements for the minor are determined by the selected minor academic department. The student is responsible for knowing and meeting the requirements of

the chosen minor area of study. Some examples of minors that might interest students in this program include Anthropology, American Indian Studies, Biostatistics, Communication, Epidemiology, Family Studies and Human Development, Geography, Mexican American Studies, Nutritional Sciences, Psychology, Sociology, Statistics, among many others from the diverse graduate institutional programming at the University of Arizona. The student may seek to explore the “doctoral” and “minor” programs listed on the graduate college page at <https://grad.arizona.edu/programs/>

Multidisciplinary Minor

It is possible for students to customize a minor area when no formal minor of interest exists. These ‘focus area’ or ‘thematic’ minors will be listed on the Plan of Study as a ‘Multidisciplinary Minor’ and not with the specific focus area name. Students interested in the Multidisciplinary Minor should discuss it with their Faculty Advisor(s) and Graduate Committee Chair before taking the courses that they hope to include. Focus-area minors must meet the following criteria: the 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, course must be chosen from a minimum of two disciplines and all coursework must be outside the HBHP program. In addition, the student needs to identify a Faculty Minor Advisor who has expertise in the focus area and does not have a primary appointment in HPS. The student may also need to pass or complete a culminating experience as identified by the Faculty Minor Advisor (i.e., examination, research project, or internship).

Change of Program within the HPS Department

Given the competitive nature of admission to our doctoral degree programs, students are expected to remain and graduate in the specific doctoral degree program into which they are admitted. The Health Promotion Sciences admissions committee and the faculty engage in substantial deliberation in evaluating faculty-advisee matches, and ultimately offering enrollment into our doctoral programs; students are expected to have a strong grasp of the expectations, goals and requirements of the doctoral degree they enroll in.

Students who pursue a potential switch from one doctoral degree to another after their admission and enrollment will be required to submit an application for admission to their desired doctoral degree program during the programs’ standard admission season. They will be competing for program openings with the next cycle of doctoral applicants.

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.

Recommended Teaching Experience

If an admitted PhD student does not have documented and substantial content-related college-level teaching experience upon entering the program, the student is encouraged to teach or be

part of an instructional team for at least one course or educational offering related to health promotion if it fits with their career goals. This may include serving as a Graduate Teaching Assistant, assisting a Service-Learning Course, or being involved in another type of teaching experience. The student should seek guidance from their Faculty Advisor(s) or Graduate Committee Chair about appropriate teaching experiences and opportunities. Graduate Teaching Assistantships and positions are funded by the College and are typically assigned by the HPS Program Directors and the Assistant Dean of Student Affairs. The student is encouraged to seek various opportunities for teaching experience if they plan to pursue a career that involves teaching.

Students serving as Graduate Teaching Assistants are required to 1) complete the UA's Graduate Teaching Assistant Orientation (TATO), and 2) participate in the MEZCOPH Teaching Assistant Orientation.

The UA Office of Instruction and Assessment offers a [Certificate in College Teaching](#). Graduate students can take advantage of this program prior to or while completing the teaching assistantship assignment. See the "[Graduate Teaching Assistantship](#)" section above for additional information about teaching assistantships.

Comprehensive Examination

The comprehensive examination consists of written and oral portions. Students must pass the written examination before the oral examination. Both written and oral comprehensive examinations must occur within two consecutive semesters and within that time, the student must be in good academic standing. The student can take the comprehensive examination when approximately 80% of the major course requirements and all (or nearly all) the minor course requirements are met. Full-time students are advised to take the comprehensive examination within 3 years from the date of admission to the HBHP doctoral program.

At least three months prior to submitting the written portion of the comprehensive examination, the student must have an approved Comprehensive Examination Committee Appointment Form on file with the Graduate College (see the "Composition of Graduate Committees" section above) along with completing the MEZCOPH Declaration of Committee Membership form (found on the [MEZCOPH Student Hub](#)) with all committee members' signatures and filing the form with the Manager of MS and Doctoral Programs.

Written Portion of Comprehensive Examination:

The written portion of the comprehensive examination must be completed prior to the oral examination. The written comprehensive exam involves writing a publication quality review of literature. The topic area should support the student's area of research interest (likely in support of the dissertation research proposal), fill a gap in available literature and be of high enough quality to support submission for peer-reviewed publication. In determining the type of review to conduct (i.e., systematic review, scoping review), students should seek guidance from their Faculty Advisor(s) and engage HPS faculty. Students are also advised to meet with staff with expertise in library science to gain further guidance for this review, such as systematic

review standards and approaches. Students should work closely with their Graduate Committee about their review paper. With advisement from their Chair and potentially other committee members, students should formally submit their completed review paper to their committee. The student will be notified within two weeks on whether the student earned a 'pass' or 'fail' on this comprehensive paper, which serves as the written portion of the comprehensive examination. The written examination can be repeated once if it is failed the first time within one year of the date of the first written examination. If a student fails the written comprehensive examination a second time, the student will be dismissed from the program.

Dissertation Research Proposal

After the student passes the written comprehensive examination, the student submits a written dissertation research proposal to their committee. The dissertation research proposal will be presented at the student's oral examination. The proposed format is a research proposal in the form of a National Institutes of Health grant (12-page R01 format), or another format approved by the HPS faculty and their Committee Chair. While students have the opportunity to discuss and seek guidance from their committee on all aspects of their proposal, students are expected to be fully responsible for the quality of the proposal, its originality, approach, and significance. First, the student selects the area and secures approval of the topic and methods from the Graduate Committee. After completing that step, the student prepares the written proposal and submits it to the Graduate Committee for review and approval. The student will defend the approved proposal during the oral examination. Note: The Graduate Committee must provide preliminary approval of the dissertation proposal before the student can proceed to the oral comprehensive examination. Such approval allows the student to proceed to the Oral Comprehensive Examination. The approval does not mean the Dissertation Committee will not expect or request additional research components or goals to be completed in the dissertation research project. The dissertation research proposal should be submitted to each committee member at least 3 weeks prior to the oral examination date. Faculty will review and give written (email) approval (or not) to proceed to oral examination within 7 days of the examination date. Emails will be sent from committee members to the Committee Chair who will be responsible for informing the student of the committee decision on advancement to oral examination.

Per Graduate College policy, after the proposal is approved by the Graduate Committee, the student sends an email (copying the Graduate Committee) to the Manager of MS and Doctoral Programs with an electronic copy of the proposal attached. The Manager of MS and Doctoral Programs notifies the Graduate College that this requirement was met. The student should note that the Graduate College needs to be notified of this milestone concurrently with the student's successful passing of comprehensive exams.

Oral Portion of the Comprehensive Examination:

The oral portion of the comprehensive examination must be taken within the same or subsequent semester as the written examination. The oral portion of the comprehensive examination (also known as "oral comps") consists of a presentation and defense of the dissertation research proposal. This is in addition to examination of the student's breadth of

knowledge of the literature and methodology of the field of HBHP and any questions on the written comprehensive (literature review paper) that the committee seeks discussion with the student. The degree to which questions and themes are shared with the student before the oral examination is up to the discretion of the Committee Chair and other Committee Members. Students should work closely with their Chair to discuss expectations of the format and content of the presentation to the committee.

The [Graduate College](#) summarizes the goal of the 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.”

In addition, MEZCOPH has the following ‘Recommended Best Practices for Oral Examinations’:

- The student should spend no more than 30 minutes on the formal presentation by the student, with no more than 30 minutes for questions on the presentation. The remaining time should consist of general questions to determine whether the student has “a broad knowledge of the chosen field of study.” The student should expect this portion to last at least an hour.
- The student is encouraged to meet with each committee member individually before the exam to identify potential topics to be covered.
- The student is encouraged to “practice” both the presentation and answering general questions with other students.
- The student or Chair may request the presence of a senior faculty member who is not on the committee to observe the exam as a neutral third party.

The student is responsible for scheduling the oral comprehensive examination with the Comprehensive Examination Committee members. Comprehensive Examination Committee members’ schedules must accommodate the entire scheduled exam period. The student also needs to notify the Manager of MS and Doctoral Programs. If needed, the Manager of MS and Doctoral Programs will assist the student in scheduling a room for the examination.

The Graduate College currently approves flexible modalities for graduate oral examinations and defenses. As stated by the Graduate College, the following options are available without special approvals:

In-Person Option. For this option the graduate student and the full committee meet in person.

Hybrid Defense. This option allows for some members to be co-present in a campus venue while others engage remotely via Zoom.

All-Remote Defense. With this option, all participants attend remotely.

Regardless of whether the defense/exam is held in person, hybrid, or remotely, all Committee Members must participate for the entire duration of the exam. When exams are announced on GradPath, a note will be included in the comments about the format of the defense.

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

If the student fails the oral examination, the student may retake the oral portion of the comprehensive examination once within one year of the first unsuccessful oral examination. If a student fails the oral comprehensive a second time, the student will be dismissed from the program.

Once the student has successfully passed their comprehensive exams and has completed all course work listed on their approved plan of study, they transition from a doctoral 'student' 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. Students should refer to the [Graduate College website](#) prior to their anticipated completion to determine the charge amount.

Time Limitation

Per Graduate College [policy](#), all requirements for the PhD must be completed within five years of passing the Comprehensive Exam. Should a student have concerns regarding finishing the doctoral degree within that time period, the student needs to contact their Faculty Advisor(s) and the HBHP Program Director to make a plan of action and may have to re-take the Comprehensive Exam and some coursework before proceeding to complete the dissertation and degree. In the HBHP PhD Program, students must also complete the degree within 8 years of the first day of class of their first semester after admission to the PhD program.

Dissertation Committee Appointment

After completing all coursework and passing the written and oral portions of the Comprehensive Examination, the student must complete the Graduate College Dissertation Committee Appointment Form. The completion of this form indicates the student has identified committee members for the next stage of their graduate career. The final Dissertation

Committee must be composed of at least three faculty members representing the major. See the “Composition of Graduate Committees” section above for more information.

The Dissertation Committee Appointment form is found on the [UAccess Student Center](#) under the GradPath option. The Graduate Committee Chair reviews and approves the electronic form on behalf of the Committee. In addition, the Program Director reviews and approves the form on behalf of the HBHP faculty. This form must be submitted and approved by the Graduate College prior to the Final Oral Dissertation Defense.

Dissertation Unit Enrollment

With permission from the Graduate Committee Chair, students may enroll in HPS 920 dissertation units the same semester that they plan on completing the oral comprehensive exams.

All students who wish to enroll in dissertation units 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 Chair 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

The PhD dissertation should involve innovative, high impact research and demonstrate a sophisticated command of skills and knowledge relevant to health behavior and health promotion. If the research involves human subjects, even if it involves secondary data analysis, the student must have IRB approval before starting this work. It is the responsibility of the student, in consultation with the Graduate Committee Chair and the Office of the Associate Dean of Research, to obtain the approvals and conform to ethical research standards. See the [“Human Subjects Protection Program”](#) section above for more information about the Human Subjects approval process.

The HBHP program faculty currently supports the three peer-reviewed manuscript dissertation format. The Graduate Committee must approve the format of the dissertation prior to the student beginning the work. Students should follow [dissertation formatting guidelines](#) by the Graduate College. Past dissertations may be accessed for review using the [UA Thesis & Dissertation Repository](#).

While the Graduate Committee Chair will work closely with the student, the committee should approve the dissertation as the student works on it in order to avoid problems at the oral defense. Based on prior deliberations of the dissertation research proposal and potential changes in the Graduate Committee, the Chair may request a committee meeting to further refine the expected components of the dissertation project early in the student’s candidacy. It is expected that each Dissertation Committee Member will review and approve multiple drafts

of the dissertation after the Chair or Dissertation Research Director has worked with the student. It is recommended that the student work with the Dissertation Committee members to determine a communication plan and timetable for reviewing dissertation work. Students should expect to give each dissertation committee member at least 2 weeks to read each draft. When the student and Chair consider the dissertation complete, the student submits a copy of the penultimate draft to each Committee Member and negotiates a date for the oral defense with the Dissertation Committee. The penultimate draft should be submitted to the Dissertation Committee at least one month prior to the agreed upon date for the oral defense.

Final Oral Dissertation Defense Examination

No later than 15 working days before the proposed dissertation defense date, the student (with approval from the Graduate Committee Chair) 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 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](#).

The Graduate College currently approves flexible modalities for graduate defenses. As stated by the Graduate College, the following options are available:

In-Person Option. For this option the graduate student and the full committee meet in person.

Hybrid Defense. This option allows for some members to be co-present in a campus venue while others engage remotely via Zoom.

All-Remote Defense. With this option, all participants attend remotely.

Regardless of whether the defense is held in person, hybrid, or remotely, all Committee Members must participate for the entire duration of the defense. When defenses are announced on GradPath, a note will be included in the comments about the format of the defense.

Formal oral defense of the dissertation research constitutes the final examination. This consists of a public seminar by the student of no more than 50 minutes plus 10 minutes for questions from the general audience, followed by a closed oral examination by the student's Dissertation Committee. The entire exam must be completed within three hours. It is expected that the student will meet with the Graduate Committee Chair and possibly other committee members to discuss the content of the public seminar and review the PowerPoint slide presentation at least 14 days prior to the scheduled presentation. The student may take a printed Approval Page downloaded from the Graduate College website to the final defense or may request the

Manager of MS and Doctoral Programs initiate an electronic version via Adobe Sign prior to the defense.

The student needs to be sure that all Dissertation Committee members can attend the final examination. The Graduate Committee Chair presides over the examination. The initial seminar portion is open to the public; the remaining examination portion 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. This option is rarely awarded.
- Pass, with revisions that must be approved by the Graduate Committee Chair.
- 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 Graduate Committee Chair submits the defense results to the Graduate College. [Faculty instructions](#) for conducting a dissertation defense are provided by the Graduate College. When revisions are required, the student is responsible for meeting with the Graduate Committee Chair to work out a timeline for completion and review of the revisions.

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. The Graduate College publishes [deadlines for the completion of all degree requirements](#) on their website.

The student is also required to provide copies of the dissertation to the HBHP Program Director and Graduate Committee Chair. The student should check with the faculty and find out if they prefer bound or electronic copies. If requested, bound or electronic copies are also provided to the other Dissertation Committee members.

Because of instances of self-plagiarism, it is recommended that the student embargo the dissertation for an extended period of time or permanently at the time of submission. However, if the student chooses to embargo the dissertation, the Office of Student Services would appreciate a bound copy.

The University of Arizona Dean of the Graduate College then certifies that the student has fulfilled all requirements for the Doctoral Degree 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.

THE PhD MINOR IN HEALTH BEHAVIOR HEALTH PROMOTION

Minor Requirements

The PhD minor in Health Behavior Health Promotion (for majors outside of HBHP) is administered by the HBHP program in MEZCOPH. A total of 12 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

A core faculty in the Department of Health Promotion Sciences can serve as an HBHP Faculty Minor Advisor. After identifying an HBHP Faculty Minor 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 HBHP Program Director. The form must be filed with the MEZCOPH Manager of MS and Doctoral Programs in the Office of Student Affairs. The Minor Faculty Advisor will serve on the student's Graduate Committee for the Comprehensive Exam. They may also serve on the Dissertation Committee, depending on the policy of the minor department.

Composition of Committee

The composition of the Health Behavior Health Promotion Minor portion of the student's Graduate Committee shall consist of at least one primary faculty member from the Department of Health Promotion Sciences. HBHP Faculty Minor Advisor/Committee Members will formulate questions for the comprehensive examination.

Transfer of Credits

Graduate credit earned at other approved institutions may be counted towards fulfilling the requirements of the PhD Minor in Health Behavior Health Promotion, if approved by the Minor Faculty Advisor, the faculty who teaches the course to be substituted, and the student's Graduate Committee. Two forms must be completed in addition 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 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.

THE MSPH DEGREE IN HEALTH BEHAVIOR HEALTH PROMOTION PROGRAM

The Master of Science in Public Health degree in Health Promotion Science is designed for students admitted to the PhD program from a bachelor's program or without a prior master's degree related to health promotion. The MSPH develops the student's ability to think critically, develop and execute research, while also providing depth in health promotion, epidemiology and methodology (qualitative methods and quantitative methods such as biostatistics). These skills are essential to the success of a future PhD student and future health promotion health behavior scholar. Students are expected to complete the MSPH as a required component of this program when entering without a prior master's degree. Except for the thesis credits, all internal MSPH coursework will apply toward the PhD provided the student received an A or B grade.

The MSPH program typically requires 2 to 2 ½ years for completion. The first year is usually devoted to core coursework and methodological foundations. The next two to three semesters are focused on advanced methodological training, specialized coursework and development of the master's thesis research. The elective coursework and thesis are specific to the desired career focus. For students on track with completing this degree and in good standing, another 2-3 years of full-time study would be expected to complete the PhD.

For complete information about the University of Arizona Graduate College policy for MSPH students, please see the [Graduate College website](#).

New Student Activities

All new students are expected to participate in the Doctoral and MSPH Student Orientation, scheduled in August prior to the beginning of fall semester. Topics include research and academic ethics, College and University policies and procedures, and an introduction to college faculty and their research. Orientation provides an opportunity to meet other students.

Competencies

A set of [competencies](#) specific to the MSPH Health Behavior Health Promotion degree have been developed which will allow students and the faculty to determine progress. It is recommended that this list be used by students to help assess training needs and progress.

Program Steps and Milestones to Degree

Typical time to completion: 2 years for full-time students, 3-4 years for part-time students.

Program Steps to Completion (Full-time student timeline):

During first year in the program

- Attend mandatory new student orientation in August.
- Devote time to course work.
- Discuss thesis topics with Faculty Advisor(s).

During second and third years in the program

- Devote time to course work.
- Form Thesis Committee.
- Submit a 2-page written "prospectus" to Thesis Committee.
- Meet with the Thesis Committee to discuss the prospectus and obtain feedback.
- If necessary, begin the process for Human Subjects approval for thesis research.
- Begin research/thesis development.
- Defend thesis and finalize revisions.
- Submit final version of thesis to Graduate College.

Each year:

- By Sept 30, complete IDP with Faculty Advisor(s).
- January, complete an Annual Progress Report with Faculty Advisor(s).
- Early April, send updated CV and IDP progress to Faculty Advisor(s).

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(s) and Program Faculty. When it is determined that a student is not making timely progress, the student and Faculty Advisor(s) will meet to create a Retention Plan using the MEZCOPH form, "Graduate Student Retention Plan for Failing to Make Satisfactory Academic Progress."

Degree Requirements

The MSPH course requirements are determined by the Health Promotion Science program. Students should refer to the Academic Curriculum Guide found on [the MEZCOPH Student Hub](#) for the year they were admitted to their current program. The overall course of study will be developed by the student, the Faculty Advisor(s), and the approved Thesis Committee selected by the student and approved by the Health Behavior Health Promotion Program Director.

Master's Plan of Study

In conjunction with the Faculty Advisor, each student is responsible for developing a Master's Plan of Study as early as possible during the first few months in residence. The final version must be submitted to the Graduate College in the semester prior to defending the thesis. The Plan of Study identifies (1) courses the student intends to transfer from other institutions; (2) courses already completed at the University of Arizona which the student intends to apply toward the graduate degree; and (3) additional course work to be completed to fulfill degree requirements. The Plan of Study form is completed on [UAccess Student Center](#), under the GradPath option. The Plan of Study must have the approval of the Faculty Advisor(s) and the Health Behavior Health Promotion Program Director. As stated under the GradPath description (see "GradPath" section above), 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.

Transfer of Credits

Per Graduate College [policy](#), transfer of credit toward an advanced degree may be considered if the grade earned was A or B, corresponds to a similar course offered at the University of Arizona, and if it was awarded graduate credit at an approved and accredited university. Seminars, thesis, and independent studies cannot be used for transfer credit. 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 UA grade-point average.

In the MSPH program, no more than 20% of the total coursework (9 credits) required for the master's degree can be transferred from another, properly accredited institution. A total of 12 credits earned as an undergraduate senior (if not used toward the undergraduate degree) or while in non-degree status at the University of Arizona, may also be applied to the MS degree.

The student must transfer credit during the first semester of the MSPH program. Transfer of credit must be approved by the Faculty Advisor(s). The process starts by making an appointment with the Faculty Advisor(s). The student brings a transcript or Excel document documenting the classes to be transferred and a syllabus for each class, if possible.

Two forms must be completed in addition 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 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 (see the "GradPath" section above).

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 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 UA 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 the student's grade. If approved, the course professor/instructor signs the Course Substitution Form that the student provides (found on the [MEZCOPH Student Hub](#)). The Faculty Advisor(s) 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.

Course Waivers

Under certain circumstances a Course Waiver (HPS Departmental process) may be considered in lieu of a Course Substitution. For example, a student may have gained expertise in at course

subject matter through several transfer courses and but not a single equivalent/substituted one. In instances like these, the student may request a required course to be waived. The student begins a discussion with their Faculty Advisor(s). If the Advisor(s) approves, the Health Behavior Health Promotion Program Director is consulted. Any approved course waivers are documented with emails from the Faculty Advisor(s) and Health Behavior Health Promotion Program Director sent to the student and Manager of MS and Doctoral Programs and must indicate how the units from the waived course will be fulfilled (e.g., an additional elective, independent study units, etc.). Having a required course waived does not reduce the number of units required for the degree.

Independent Study Registration Policy

A student who wishes to enroll in independent study (HPS 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, provide a permanent record for the student's academic file, and facilitate the assignment of final grades at the end of each semester. After the student has completed the form and received approval from the faculty member serving as Instructor (person responsible for overseeing the student's work and assigning credit) and Faculty Advisor(s), the student submits the signed document to the Manager of MS and Doctoral Programs who registers the student for the units.

Research and Thesis Registration Policy

A student who wishes to enroll in research units (HPS 900) or research units (HPS 910) 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 (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.

MSPH Thesis Committee

(See the "[Composition of Graduate Committees](#)" section above.)

Thesis

A thesis is required for the MSPH degree. Prior to initiating the research for the thesis, the student must submit a 2-page written "prospectus" to their Thesis Committee outlining the approach to be taken, the methodology to be used, additional expertise that the student must develop to execute the project, the expected results and the source of project funding if required. The student then meets with the Thesis Committee to discuss the prospectus and to formulate any additional plans the committee deems appropriate, such as a subsequent committee meeting with a more detailed research plan (e.g., introduction and methods).

Thesis: The thesis is typically undertaken after the first year of coursework. The student will have a Thesis Chair for this project, agreed to by the student and Faculty Advisor(s). The Thesis Chair is usually the Faculty Advisor but could be another faculty member in the major. As described the student writes a 2-page document describing the proposed research. With input from the Faculty Advisor(s), the student identifies a three-person Thesis Committee. The scope of the rigorous proposed research, typically with a goal of leading to a peer-reviewed publication, will be narrower than that for a PhD dissertation (see the “Dissertation” section above for further distinction).

In the final semester/fourth semester, the student must circulate a written draft of the thesis. First it must be approved by the Faculty Advisor/Thesis Chair. When the Thesis Chair considers the thesis sufficiently complete, the student submits a draft copy to the Thesis Committee at least one month prior to the proposed defense date. The student makes all required changes with repeated reviews if required. Once the written draft is approved by the Thesis Chair and the Committee, the student presents the thesis in a public forum. A defense of the thesis by the research committee follows the presentation. It is expected that the findings of the thesis project will be publishable in a peer-reviewed journal in the student's area of research.

If work included in the thesis involves human subjects, even if it involves secondary data analysis, the student must have IRB or college approval/exemption before starting this work. It is the responsibility of the student in consultation with the Thesis Director to obtain the approvals and conform to ethical research standards. See the [“Human Subjects Protection Program”](#) section above for more information on the Human Subjects approval process. Preparation of the written thesis follows the Graduate College [guidelines](#). Past theses may be accessed for review using the [UA Thesis & Dissertation Repository](#).

Oral Defense of Thesis Research

The MSPH student is required to complete a formal defense of the thesis research in a public seminar, followed by an oral examination by the student's committee. Following the presentation, the examination can be no more than one-hour duration. The Graduate College publishes [deadlines for the completion of all degree requirements](#), including the final submission of the thesis for archiving, on their website. No later than 15 business days before the defense, the student needs to contact the Manager of MS and Doctoral Programs to schedule the defense and to publicize the open portion of the defense.

The Graduate College currently approves flexible modalities for graduate defenses. As stated by the Graduate College, the following options are available without special approvals:

In-Person Option. For this option the graduate student and the full committee meet in person.

Hybrid Defense. This option allows for some members to be co-present in a campus venue while others engage remotely via Zoom.

All-Remote Defense. With this option, all participants attend remotely.

Regardless of whether the defense is held in person, hybrid, or remotely, all Committee Members must participate for the entire duration of the defense. When defenses are announced on GradPath, a note will be included in the comments about the format of the defense.

The student may take a printed Approval Page downloaded from the Graduate College website to the final defense or may request the Manager of MS and Doctoral Programs initiate an electronic version via Adobe Sign prior to the defense. [Faculty instructions](#) for conducting a dissertation defense are provided by the Graduate College.

Time Limitation

Per Graduate College [policy](#), all requirements for the master's degree must be completed within six years. Time-to-degree begins with the earliest course to be applied toward the degree, including credits transferred from other institutions or credits taken under non-degree seeking/certificate status.

Completion of Master's Requirements

After addressing comments on the thesis from the Thesis Committee and obtaining final approval for the written thesis, the student prepares the final copies of the thesis. The student makes any format corrections required by the program and submits an electronic copy to the Graduate College via the [electronic submission site](#) and must meet all Graduate College requirements.

Bound or electronic copies are to be delivered to the Health Behavior Health Promotion Program Director and Thesis Chair. The student must check with the faculty first whether they prefer a bound or electronic copy. If requested, bound or electronic copies are also provided to the other Thesis Committee members.

Because of instances of self-plagiarism, it is highly recommended that the student embargoes the thesis, if the student intends to publish, for an extended period of time or permanently at the time of submission. However, if the student chooses to embargo the dissertation, the Office of Student Services would appreciate a bound copy.

Per Graduate College policy, after all requirements are met by the student, the student should notify the Manager of MS and Doctoral Programs via email (copying the Thesis Director and Faculty Advisor). The Manager of MS and Doctoral Programs 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 MSPH degree requirements and eligibility for that same semester graduation.

The University of Arizona Dean of the Graduate College then certifies that the student has fulfilled all requirements for the degree and will recommend conferral of the Master of Science in 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.

After completion of MSPH, and assuming affirmative HPS faculty progress reports and continued appropriate doctoral advising (either from prior faculty mentors or a new one in HPS), the student should begin working on the milestones as described for PhD students with a prior related master's degree (beginning on page 36).