



THE UNIVERSITY OF ARIZONA

Mel & Enid Zuckerman
College of Public Health

(Caution: Policies, processes and procedures do
change from year to year. Always consult the most
current handbook.)

Graduate Certificate Programs 2016-17 Student Handbook

TABLE OF CONTENTS

INTRODUCTION 1

MEZCOPH MISSION STATEMENT 1

MEZCOPH VALUES STATEMENT 1

PURPOSE OF THE HANDBOOK 2

DRACHMAN HALL 2

Bicycles and Bicycle Parking..... 2

Computer Lab..... 3

Lockers 3

Lost and Found..... 3

Policy for Posting Advertisements in Drachman Hall 3

Third Floor Patio..... 4

Wellness Room 4

Wireless Internet Access..... 4

PHOENIX BIOMEDICAL CAMPUS..... 5

Student Space 5

Wireless Internet Access..... 5

COMMUNICATING WITH STUDENTS 5

Email Accounts..... 5

Listservs..... 6

Student Intranet - HUB 6

Website 6

STUDENT SERVICES & OPPORTUNITIES 6

Confidential Problem Resolution 6

Disability Resource Center..... 6

Office of Student Services and Alumni Affairs..... 7

UNIVERSITY OF ARIZONA POLICIES 7

Academic Policies..... 7

Residency Classification 7

UA Smoking and Tobacco Policy 8

UA POLICIES GOVERNING ACADEMIC INTEGRITY, CONDUCT & NON-DISCRIMINATION 8

Academic Integrity Code..... 8

Student Code of Conduct..... 8

Disruptive Behavior in an Instructional Setting Policy..... 8

Non-Discrimination and Anti-Harassment Policy 9

Threatening Behavior by Students Policy 9

COLLEGE OF PUBLIC HEALTH MATRICULATION AND PROGRESS STANDARDS	9
GRADUATE COLLEGE & MEZCOPH POLICIES	9
Academic Deficiencies Noted at Admission.....	9
Academic Probation at the Graduate Level.....	10
GradPath	10
Incomplete Grades.....	10
Lapse in Enrollment	11
Leaves of Absence.....	11
Petitions	12
Responsible Conduct of Research Statement.....	12
Satisfactory Academic Progress	12
REGISTRATION, ENROLLMENT, & CREDIT REQUIREMENTS.....	13
Qualified Tuition Reduction	13
Registration and Payment Deadlines.....	13
Time Limitation	13
Transfer and Previously Earned Coursework.....	13
ENROLLMENT IN FIELDWORK	14
UA INTERNATIONAL TRAVEL PROCEDURES	14
CAMPUS HEALTH AND STUDENT HEALTH INSURANCE.....	14
ATTENTION INTERNATIONAL STUDENTS.....	14
GRADUATE CERTIFICATE PROGRAMS.....	15
Arizona Clinical and Translational Research	15
Global Health and Development.....	15
Health Administration.....	16
Public Health	16
Student Advising	17
Plan of Study	17
Certificate Completion	17

INTRODUCTION

The University of Arizona's Mel and Enid Zuckerman College of Public Health (MEZCOPH) was established in January 2000 and accredited by the Council on Education for Public Health in 2003. Under its administrative roof are academic programs that lead to five degrees - the Bachelor of Science (BS), with a major in public health; the Master of Public Health (MPH), with concentration areas in Biostatistics, Environmental and Occupational Health, Epidemiology, Family and Child Health, Health Behavior Health Promotion, Health Services Administration, Public Health Policy and Management, and Public Health Practice; the Master of Science (MS) degrees in Biostatistics, Environmental Health Sciences, and Epidemiology; Doctor of Philosophy (PhD) degrees in Biostatistics, Environmental Health Sciences, Epidemiology, Health Behavior Health Promotion; and a Doctor of Public Health (DrPH) degree with concentration areas in Maternal and Child Health and Public Health Policy and Management

The College of Public Health is committed to serving the public health educational needs of working professionals in the State of Arizona and beyond. In addition to offering curriculum at the undergraduate and graduate levels, we offer four graduate certificate programs. Designed for working professionals and/or those exploring the field of public health, the certificate programs provide skill enhancement for both domestic and international participants who have limited time to pursue a campus-based full graduate degree program.

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

MEZCOPH MISSION STATEMENT

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

MEZCOPH VALUES STATEMENT

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

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PURPOSE OF THIS HANDBOOK

The objective of this handbook is to provide straightforward guidance to MEZCOPH students about how to navigate through the academic programs of the College.

While students are held to the program requirements of the academic catalog for the academic year in which they were admitted, operational processes and policies do change. These changes in policies and procedures are reflected in the Student Handbook. Please refer to the most recent Student Handbook (revised annually) for the most current policies. **Much effort goes into communicating changes to students but it is the student's responsibility to be aware of these policies and to adhere to them.** Additionally, it is intended that faculty refer to this handbook when mentoring and advising students. This handbook works to promote expectations that are shared by students, faculty, and staff.

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

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

DRACHMAN HALL

Roy P. Drachman Hall, MEZCOPH's home, opened for classes in January of 2006. MEZCOPH administrative offices are found on the 3rd floor and faculty offices are located primarily on the 2nd floor. Classrooms occupy the 1st floor of both sides 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 building. 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 Assistant Dean of Financial Affairs and Physical Resources at 626-4596. Building security services are not available in the evening or weekends; therefore, students should not be in the building after regular business hours (8 AM-5 PM) or weekends unless they are taking a class or working in an assigned cubicle or office space.

Bicycles and Bicycle Parking

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.

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For parking convenience, bicycle racks are located on the south side of both wings of Drachman Hall. Bicycles brought into the building or locked to stairwells or other architectural features will be impounded.

Computer Lab

MEZCOPH's computer lab, equipped with 21 personal computers, a printer, and projection equipment, is located on the third floor of Drachman Hall in Room A319. The computer lab is available for general use, Monday through Friday from 8 AM -5 PM, unless the lab has been scheduled for a class, study session, or other College activity. Information about courses scheduled in the computer lab will be posted outside the lab door. Students can also view the computer lab schedule via the [UA Health Sciences Scheduling System](#) (search by date for Room A319).

Stata, SPSS, SAS, ArcGIS, R, EpiInfo, Matlab, Skype and Microsoft Office are installed on each system. nVivo is available on lab computers in the first and half of the second rows. The systems revert back to an initial state after a reboot, so a thumb drive, cloud storage or CD/DVD is required to save any work. To use the systems students must login to the computers with their NetID. **Please make sure you logoff from the computer when done.** Students must provide their own paper for printing.

Lockers

Students may reserve a locker for use while a student at MEZCOPH. Requests for lockers are processed by the administrative assistant in the Office of Student Services and Alumni Affairs, Room A302 of Drachman Hall. A one-time, non-refundable user fee of \$5 is assessed. 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 A302, the Office of Student Services and Alumni Affairs, where the Lost and Found repository is located. Likewise, individuals who are attempting to locate lost property should check with the Office of Student Services to determine if the item has been turned in. Individuals must provide adequate description of the item and in some cases, personal identification.

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 Services and Alumni Affairs in Drachman A302 (for postings hung in Drachman A) or the College of Pharmacy's

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Office of Student Services in Drachman B107 (for postings hung in Drachman B). To gain approval, bring *an original copy* to the appropriate Office of Student Services. When approval is given, the announcement will be initialed and dated by the office. 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 approvals 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.

Third Floor Patio

Students are welcome to use the third floor patio adjacent to the south staircase, outside the Office of Student Services and Alumni Affairs.

Wellness Room

A Wellness/Activity Room is located in Drachman Hall A110. The room provides a safe and attractive space for faculty, appointed professionals, staff, and students to participate in a variety of physical activities for the enhancement and promotion of individual wellness. The room is equipped with exercise mats, small exercise equipment, a refrigerator, and sink. The Canyon Ranch Center for Prevention & Health Promotion, within the College of Public Health, is responsible for programming activities in the Wellness Room. These activities are advertised and promoted on the College's listservs. Those wishing to access the facility are required to sign a waiver (medical release form) and complete a Drachman Hall Access Application. These forms are found on the student Hub.

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 roaming 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 wireless access can be found [here](#).

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How to get help with UAWiFi

Help can be obtained through the [Office of Student Computing Resources \(OSCR\) Help Desk](#). Call 626-TECH (8324) to schedule an appointment, or stop by during walk-in hours. Limited support is available at OSCR computer labs and multimedia labs. The [UITS FAQ on UAWiFi](#) is another source of help for UAWiFi. The MEZCOPH Information Technology staff can also help with the setup by contacting them [online](#) or calling 626-7417.

PHOENIX BIOMEDICAL CAMPUS

The city-owned Phoenix Biomedical Campus (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 PBC Access Cards and cards must be displayed at all times when on campus. The MEZCOPH offices are located in Suite 119 of the UA Phoenix Plaza (Building 4) at 714 E Van Buren Street, Phoenix, AZ 85006. Students are also welcomed and encouraged to utilize the facilities in Building 1, 2, 3, and the Health Sciences Education Building (HSEB). Student access is limited to when Security is on site.

- Building 1, 2, 3, and 4: Weekdays 8:00 AM – 5:00 PM / No Weekends / No Holidays
- HSEB: Weekdays 6:30 AM – Midnight / Weekends 9:00 AM – 9:00 PM / No Holidays

Student Space in Phoenix

MEZCOPH students at the Phoenix Biomedical Campus are encouraged to use the central area in Building 4, Suite 119 as a meeting space, along with the student spaces in HSEB. Students may also use the lunch room located in Building 4. This area is equipped with a sink, microwave, and refrigerators. 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 Biomedical Campus via connection to the UAWiFi and UAPublic networks. See the section above about the Wireless Internet Access to connect to the internet.

COMMUNICATING WITH STUDENTS

The Office of Student Services and Alumni Affairs communicates with students primarily through email, student listservs and the College's student intranet, the MEZCOPH Student HUB.

Email Accounts

The University of Arizona requires that all students open email accounts through the University of Arizona. **Students are required to use these accounts for all University-related correspondence.** In turn, official University and College messages are communicated to students via this account. It is imperative, therefore, that all students keep the Office of Student Services and Alumni Affairs notified of any address changes. Failure to read the UA email account is not an acceptable excuse for not knowing important information. While forwarding

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one email account to another may be advantageous, there may be some risk of loss of information.

Listservs

Current information about new policies and procedures, program and college events, and course information is announced via the academic program listservs and then is posted on the MEZCOPH Student HUB.

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 for Student and Alumni Affairs for distribution. All attempts are made to eliminate email redundancy.

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 Midcourse Evaluation, the Student Annual Progress Report, and the Graduating Student Exit Survey. MPH students must submit their internship abstracts and final reports through the Student Hub. A UA NetID and password are required to access this site.

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 and job postings, and scholarship and fellowship announcements are posted on the MEZCOPH Student HUB.

STUDENT SERVICES & OPPORTUNITIES

Confidential Problem Resolution

Students who are experiencing difficulties of a sensitive nature are encouraged to make an appointment with the Assistant Dean of Student and Alumni Affairs who can provide assistance and guidance or can help the student find additional resources to solve the problem. Issues discussed with the Assistant Dean are held in confidence.

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

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disabled individuals. Through an interactive process, the DRC will facilitate access either through a reasonable accommodation or by redesigning aspects of a University experience. The DRC's processes are designed to be convenient for students.

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

Office of Student Services and Alumni Affairs

The MEZCOPH Office of Student Services and Alumni Affairs (frequently referred to as OSSAA) serves as the central point of coordination for student activities and provision of services to undergraduate and graduate students in all academic programs of the College. Each OSSAA student services professional has significant experience advising students, participates in numerous university wide taskforces and committees, and meets with MEZCOPH students on a daily basis 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 placement questions; travel requests; and graduation requirements.

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 Catalog](#) and [Graduate College Website](#) found on the web.

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](#).

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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 will prohibit 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 Biomedical Campus, 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](#).

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 in order to promote their own personal development, to protect the university community, and to maintain order and stability on campus. [The UA Student Code of Conduct](#) outlines these standards and sanctions.

Disruptive Behavior in an Instructional Setting Policy

The University seeks to promote a teaching and learning environment free from material and substantial classroom disruptions. Faculty members and teaching staff have the authority and responsibility to effectively manage their classroom environments. Instructors may determine the time and manner for student questions and expression of points of view in the instructional setting. Accordingly, instructors should establish, communicate and enforce reasonable rules of

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classroom behavior and decorum via the syllabus and classroom discussion. This policy is not intended to discourage appropriate classroom expression, discussion or disagreement, but to promote respectful interactions. Please review the full description of the [Disruptive Behavior in an Instructional Setting Policy](#).

Non-Discrimination and Anti-Harassment Policy

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

Threatening Behavior by Students Policy

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

COLLEGE OF PUBLIC HEALTH MATRICULATION AND PROGRESS 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 he or she has been admitted. A student's performance against these standards will be assessed during annual academic progress reporting or at any time during his or her 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.

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

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identified by program faculty during the admissions process. The program faculty has the authority to note that deficiency on the Admission Recommendation Form and 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 on their letter of admission. No student with academic deficiencies may hold a Graduate College fellowship, or graduate teaching or 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 the Certificate Programs Coordinator, discuss the steps to be taken to remedy the circumstances that caused the probationary status, and submit a written plan of action to the Graduate College. Graduate students who are on probation for two consecutive semesters will be converted to non-degree status by the Graduate College. Students who have been converted to non-degree status may again apply for admission to the program as early as the semester after their conversion to non-degree status, if they achieve a cumulative grade point average of at least 3.0 through additional graduate coursework. 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 concurrence only near the end of a term, when all but a minor portion of the course work has been satisfactorily completed. The incomplete grade will not be awarded in place of a failing grade or when the student is expected to repeat the course; in such a case, a grade other than incomplete must be assigned. Students must make arrangements with the instructor to receive an incomplete grade

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before the end of the term and will not automatically receive an incomplete simply because all course requirements were not met.

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

Lapse in Enrollment

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

Leaves of Absence

Academic Leave of Absence

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

Medical Leave of Absence

Graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College. Under extraordinary circumstances, LOAs may be granted retroactively for up to one year. Students will be readmitted without reapplying to the department and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

Personal Leave of Absence

Graduate students in degree programs may be granted a Leave of Absence for a maximum of one year throughout the course of their degree program by the Dean of the Graduate College. LOAs may be granted retroactively for up to one year. LOAs are granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the department and the Graduate

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College at the expiration of the LOA. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA.

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.

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 [Graduate College Forms page](#).

Petitions

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

Satisfactory Academic Progress

In accordance with Graduate College standards, all degree program students must take at least 3 credits or more per semester and maintain a B (3.00) grade point average (GPA). Failure to maintain a B average for two consecutive semesters will result in dismissal from the program. If a student is in danger of falling below a 3.0 GPA, he or she should contact the MPH or Certificate Programs Coordinator to create a plan of action. Students can earn a C in a course and still complete the graduate Program. However, to maintain a 3.0 GPA, the student would need to earn an A in another course to balance out the C. Additionally, all courses required for your program (i.e. those on your plan of study), must be passed with a grade of C or better. See below for academic probation information.

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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.

Qualified Tuition Reduction Benefit

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 including deadlines for claiming this benefit can be found on the [Human Resources website](#).

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 Services and Alumni Affairs cannot negotiate the removal of late fees. It is advisable that initially a student should pay for the number of units that she/he anticipates taking, even though the schedule may change later.

When changing the course schedule following the first registration and payment deadlines, the student must always drop and add at the same time. Failure to do so will result in late registration fees levied by the university.

Time Limitation

All requirements for a graduate certificate must be completed within 4 years. Time-to-degree begins with the earliest coursework to be applied toward the degree including any credits earned previous to entering the certificate program. Work more than 4 years old is not accepted toward meeting certificate requirements.

Transfer and previously earned coursework

Transfer of credits from other institutions into the program will not be accepted. Students must obtain graduate credits through the program. These credits may be transferred to other graduate programs, but that decision will be based on the graduate program's requirements and at the discretion of the program administrators.

A maximum of 3 units of graduate credit earned as an undergraduate senior or in graduate non-degree status at the University of Arizona may be applied for credit toward a graduate certificate.

If a student is working toward more than one certificate, double-counting of credits is limited to 20% of the number of credits of the certificate with the lower credit requirement or one course, whichever is greater. No credits may count toward more than two certificates.

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ENROLLMENT IN FIELDWORK

Many students undertake field work in support of independent study, 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 itinerary and complete the *Travel Description Questionnaire* in the University International Travel Registry – <http://ua-risk.terradotta.com>, as soon as your travel is known. At least 30 days prior to travel students must complete the Travel Authorization (TA) and obtain necessary signatures. Submit all original paperwork to FCO-Operations Travel Office, USB 402, P.O. Box 210158. Submit a copy of the Travel Authorization to the MPH Coordinator with the Internship paperwork.

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, cancelled, or changed through [UAccess Student Center](#) only during an “Open Enrollment” period, unless one qualifies for a prorated. When the insurance is ordered you are ordering 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-

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Doctoral Fellows, J1 Visiting Scholars and J1 Student Interns are handled directly through the Campus Health Service Insurance Office.

GRADUATE CERTIFICATE PROGRAMS

Arizona Clinical & Translational Research Graduate Certificate

The University of Arizona's Clinical & Translational Research (ACTR) graduate certificate program prepares inter-professional scientists for the complexities of clinical & translational research through high-quality didactic instruction, and mentored collaborative research experiences.

The mission of the ACTR is to educate inter-professional scholars in collaborative methods and techniques for clinical and translational research, and to provide them with the tools necessary to become independent clinical researchers who will contribute to the advancement of biomedical science and the improvement of healthcare.

Clinical and translational research is fundamental for prevention, treatment, diagnosis and relief of symptoms of disease in human populations. Worldwide, there is an increasing need for highly qualified clinical researchers. The ACTR graduate certificate program has a strong track record for training inter-professional translational clinical researchers.

This innovative training program integrates the knowledge and expertise of faculty and staff within the Mel and Enid Zuckerman College of Public Health, Arizona Health Sciences Center, and other University of Arizona departments. The inter-professional approach provides opportunities for program scholars to acquire fundamental clinical & translational research skills in a supportive environment.

This graduate certificate program can be successfully completed through taking courses in person or online or in a hybrid fashion of online and in person course work. The complete online training program and the hybrid training program have been specially designed to increase the accessibility of ACTR to busy health professionals and distant learners. ACTR scholars may complete this program in

Global Health & Development

This Global Health & Development Graduate Certificate Program is the product of many thoughtful scholars whose goal is to share knowledge that will improve health and well-being of all people around the world. Your participation in this program assures that the most up-to-date thinking in public health becomes readily available to communities virtually everywhere.

This is an exciting time for public health, a time for unearthing new ways to approach old problems through breathtaking technological advances. Less than two decades ago the World Wide Web was an interesting toy; now it is the world's central nervous system bringing together people and ideas in historically novel ways. Wireless technologies are rapidly transforming the ways people communicate – voice one day, text the next. Public health has

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barely scratched the surface of insight into how these, and future, technologies can change our research and our practices.

The Mel and Enid Zuckerman College of Public Health (MEZCOPH) houses the Global Health Institute (GHI), one of the many centers of excellence in education, research, and service of the University of Arizona's Health Sciences Center. GHI is dedicated to finding evidence-based solutions to global health problems through the education and training of tomorrow's global health leaders. It is a unique partnership that promotes collaboration between the University of Arizona, partner universities, organizations, and individuals around the world.

The Graduate Certificate in Global Health & Development is one of the flagship education programs of the GHI. Designed for professionals and those entering the field of global health, this online program is a flexible option for those who wish to balance coursework and career, while maintaining an environment of utmost academic rigor. The course meets the need for skill enhancement for both foreign and domestic individuals who have limited time to pursue a campus-based full degree program.

Health Administration

The Graduate Certificate in Health Administration offers Tucson or Phoenix-based working health professionals and graduate students an opportunity to advance their health administration training. Upon completion of the certificate program, students will have knowledge and skills in the following areas: strategic planning, budgeting and finance, health care economics and policy, and advanced health care services administration.

The certificate is comprised of five courses (for a total of 15 credits) and courses are offered to students on both the Tucson and Phoenix MEZCOPH campuses (NOTE: with the exception of one course, in-person attendance is required for students, so this is not an online or correspondence program). The time needed to complete the certificate requirements largely depends on a student's existing commitments at entry to the program and especially the support the student has from his/her supervisor or employer to participate in the program. Students are strongly encouraged to secure sufficient support to complete the program within one to two years.

Upon completion of the certificate, all five courses will be allowed to transfer to the Master of Public Health degree program if the student is admitted to the MPH program and the courses meet degree requirements.

Public Health

The Graduate Certificate in Public Health is a distance-learning program at the UA Zuckerman College of Public Health that offers working professionals a flexible and convenient option for advancing their public health training. The certificate is affiliated with the Master of Public Health (MPH) degree and consists of the five core courses that are required of all MPH graduates.

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As a fully online program, the certificate is offered as part of the UA Online Campus. It is a variable schedule program that can be completed in one to four years. Students enrolled in a UA Online Campus program are restricted to taking only those courses offered through the campus and may not register in Main Campus courses while in the program. Upon completion of the certificate, students who are admitted to the MPH program may apply all fifteen credits to their degree.

Student Advising

Student advising will be handled by the MEZCOPH Office of Student Services and Alumni Affairs. This office currently provides student advising services for MEZCOPH students who have been admitted into graduate and undergraduate degree, and certificate programs. The following is a list of advising services provided by the Office of Student Services and Alumni Affairs:

- Respond to prospective student inquiries
- Collect application materials, review for completeness, and disseminate to faculty reviewers in fall and spring
- Communicate with students regarding course registration, plans of study, and other policies Collaborate with the student and Graduate College on admissions and certificate completion
- Collaborate with the student regarding student eligibility for registration and other student issues

Plan of Study

Each student is responsible for developing a Plan of Study as early as possible during the first few months in residence, to be submitted to the Graduate College no later than the second semester of coursework. The Plan of Study identifies:

1. Courses already completed at The University of Arizona which the student intends to apply toward the graduate certificate; and
2. Additional course work in progress or to be completed in future terms to fulfill certificate requirements.

The Plan of Study must have the approval of the student's Program Coordinator and the Director of Graduate Studies before it is submitted to the Graduate College.

Certificate Completion

Once all coursework as listed on the Plan of Study is completed with a grade of C or better and a GPA of 3.0 or higher is achieved, the Graduate College will award the certificate credential. This achievement will be noted on the student's official transcript. A Certificate of Completion, signed by the Dean of MEZCOPH, will be mailed shortly thereafter to the most recent address listed in the student's UAccess account.

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