



MS CLINICAL RESEARCH
School of Public Health

2021-2022
STUDENT GUIDEBOOK

Welcome to the University of Minnesota School of Public Health!

This guidebook contains important information about SPH and University policies and resources that enable students to better navigate their academic journey and get the most out of their student experience. By combining this Guidebook with your program-specific Student Guidebook you will have a comprehensive reference that will answer most questions about academics, the University environment, policies, expectations, and the many resources available to students. Please note that this guidebook augments and is not a substitute for other sources of information. There are many additional resources available to graduate students that are listed throughout this handbook.

Refer to your Guidebook to ensure that you are informed of the essentials of student life but remember that your University-assigned student email account is the School's official means of communication. You are responsible for managing all information sent via the student email account.

All advising faculty have access to this guidebook. Please work with your adviser when making important decisions relating to your program.

Links to many policies and procedures can be found by clicking on the "Current Students" link at sph.umn.edu/current/resources/.

Land acknowledgement

The School of Public Health at the University of Minnesota Twin Cities is situated on the ancestral land of the Dakota people. Minnesota comes from the Dakota name for this region, Mni Sota Makoce — "the land where the waters reflect the skies." We acknowledge the ongoing debt that we owe to the Dakota people and we strive to create healthy dialogue, relationships, and practices that address this injustice, as well as others related to the Indigenous people of this state.

Diversity statement

At SPH, we believe that everyone has the right to live a healthy life. We recognize that systemic racism and oppression has led to health disparities, and we commit to making diversity, equity, inclusion, and justice central to our mission. This comprehensive approach is intended to influence every aspect of our school including education, hiring, fundraising, research, and community engagement.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

This publication can be made available in alternative formats for people with disabilities. Direct requests to the Student Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware Street SE, Minneapolis, MN 55455; (612)626-3500 or (800)774-8636.

6/21/2021

TABLE OF CONTENTS

Section 1	The School of Public Health	5
1.1	About the School	5
	SPH Faculty List	
1.2	School of Public Health Student Services Center	6
1.3	Mentor Program	7
1.4	SPH Student SPHere	7
1.5	Applied Practice Experience Agreement	8
1.6	Minors	8
1.7	Online Learning and E-Learning Resources	8
1.8	Surveys	9
1.9	Your Advising Team	9
1.10	Expectations for Class Participation	9
1.11	Commencement Eligibility	10
Section 2	The University of Minnesota	10
2.1	U of M Basics	10
2.2	University of Minnesota Calendars	12
2.3	Campus Services	12
2.4	Health and Well-Being	13
2.5	Diversity	15
2.6	Academic Resources	18
2.7	Campus Safety	18
2.8	Additional Resources	19
Section 3	Registration	19
3.1	Full-Time Status	19
3.2	Registration Process	19
3.3	Grade Option Changes, Course Additions, Withdrawals, Evaluations, and Equivalency Exams	20
3.4	Transfer Credit	23
3.5	Equivalency Exams	24
Section 4	Tuition, Fees, Billing, and Finances	26
4.1	My Finances Tab on MyU	26
4.2	Tuition and Fees	26
4.3	Billing	26
4.4	Financial Aid and Scholarships	27
4.5	Graduate Assistantships	28
Section 5	Guidelines, Policies, and Compliance	28
5.1	Student Responsibility and Conduct	28
5.2	University of Minnesota Policies	29
5.3	Complaints and Grievances	31

5.4	Privacy	32
5.5	International Student Requirements	33
5.6	Compliance	33
Section 6	Groups, Associations, and Societies	35
6.1	Student Groups	35
6.2	Public Health Related Associations and Agencies	35
6.3	Alumni Societies	36
Section 7	Division of Epidemiology and Community Health (EpiCH)	37
7.1	Welcome	37
7.2	The West Bank Office Building (WBOB)	37
7.3	Division Communication with Students	38
7.4	Seminars	38
7.5	Academic Credit for Independent or Directed Coursework	38
7.6	Division Resources and Policies	39
7.7	Division Advising Information	44
Section 8	Clinical Research MS Program	46
8.1	Fall 2021 Program Curriculum	46
8.2	Sample Standard Schedules 2021-22	48
8.3	Program Requirements, Resources, and Policies	49
8.4	Capstone Project	51
8.5	Published Work and the Capstone Project	53
8.6	Oral Examination	53
8.7	Checklist for Completing Degree	54
Appendix A		
	MPH Competencies	58
Appendix B		
	Clinical Research MS Competencies	59
Appendix C		
	Clinical Research MS Faculty List	60

1. THE SCHOOL OF PUBLIC HEALTH

1.1 ABOUT THE SCHOOL

Through excellence in education, research, and community engagement, the University of Minnesota School of Public Health advances health, from scientific discovery to public impact, by enhancing population health and preventing disease in the United States and around the globe.

In 1874, Charles Hewitt, the secretary of the Minnesota State Board of Health, began offering a class at the University of Minnesota covering topics in personal and community hygiene, epidemic diseases, and physiology. In the following decades, various University departments created programs in public health disciplines, such as biostatistics, environmental health, and epidemiology. In 1944, the University brought all these activities together under one roof and created the School of Public Health.

Today, our school ranks among the top ten in the nation, and annually serves more than 1,600 students to help meet the increasing demand for a public health workforce. We were the first in the country to grant a master's degree in hospital administration, establish a doctoral program in epidemiology, and, in 1950, launch a graduate program in maternal and child health.

At the School of Public Health, we leave no stone unturned as we tackle the world's most critical public health problems. Our faculty, staff, and students bring innovative thinking and swift action to emerging and persistent challenges, including structural racism, gun violence, an expanding aging population, and a changing climate. As one of the world's premier schools of public health, we prepare some of the most influential leaders in the field, and provide the knowledge health departments, communities, and policymakers need to make the best decisions about population health.

Proven Impact — our research has led to:

- Creation of the mathematical models that help guide Minnesota's response to COVID-19
- Minnesota's first report card for quality of life in nursing homes
- Fully accessible buildings for people with disabilities
- The first comprehensive definition of childhood abuse and neglect
- Restrictions of tanning bed use by people 18 years of age and younger
- Legislation to cover doula care through Medicaid
- Life-saving treatment protocols for HIV-positive people
- A nationwide model to track foodborne illness outbreaks
- A standard for reading ECGs in a universally acceptable way
- A model to predict probability of complications from radiation therapy.

School of Public Health Faculty List

For a listing of faculty, research and specialties refer to the [Faculty Directory](#) on the SPH website.

Health Sciences

The Health Sciences is home to six colleges and schools (including the School of Public Health), more than 150 centers and institutes, hospitals and clinics. About 70 percent of Minnesota's health care providers received their training at the University of Minnesota.

The School of Public Health is one of only three schools of public health nationwide with the support structure of a health sciences education center. This means that our health professionals and students work and learn together and take a skilled systems approach to solve some of the top health issues facing the world today. Doctors train with pharmacists, public health workers partner with veterinarians, and nurses collaborate with dentists.

Accreditation

The School of Public Health is accredited by the Council on Education and Public Health (CEPH). The benefits of accreditation are many as outlined on the [CEPH website](#). CEPH accreditation serves multiple purposes for different constituents. In general, specialized accreditation attests to the quality of an educational program that prepares for entry into a recognized profession.

- For the public: accreditation promotes the health, safety and welfare of society by ensuring competent public health professionals.
- For prospective students and their parents: accreditation serves a consumer protection purpose. It provides assurance that the school or program has been evaluated and has met accepted standards established by and with the profession.

- For prospective employers: it provides assurance that the curriculum covers essential skills and knowledge needed for today's jobs.
- For graduates: it promotes professional mobility and enhances employment opportunities in positions that base eligibility upon graduation from an accredited school or program.
- For public health workers: it involves practitioners in the establishment of standards and assures that educational requirements reflect the current training needs of the profession.
- For the profession: it advances the field by promoting standards of practice and advocating rigorous preparation.
- For the federal government and other public funding agencies: it serves as a basis for determining eligibility for federally funded programs and student financial aid.
- For foundations and other private funding sources: it represents a highly desirable indicator of a program's quality and viability.
- For the university: it provides a reliable basis for inter- and intra-institutional cooperative practices, including admissions and transfer of credit.
- For the faculty and administrators: it promotes ongoing self-evaluation and continuous improvement and provides an effective system for accountability.
- For the school or program: accreditation enhances its national reputation and represents peer recognition.

MPH Competencies, established and required from the Council on Education for Public Health (CEPH), can be found in Appendix A. intranet.sph.umn.edu/wp-content/uploads/2019/01/foundational-ceph-compentencies-sept-5.pdf.

1.2 SCHOOL OF PUBLIC HEALTH STUDENT SERVICES CENTER

Location:

Mayo Memorial Building, Room A395

Office Hours:

Monday – Friday, 8:00 AM - 4:30 PM

Telephone: (612) 626-3500 or (800) 774-8636

Fax: (612) 624-4498

Email: sph-ask@umn.edu

Mailing Address:

Student Services
Center School of
Public Health
MMC 819, Rm A395 Mayo
Bldg 420 Delaware Street
SE Minneapolis, MN
55455-0381

School of Public Health Student Services Center

The Student Services Center (SSC) is a school-wide office that assists students with all phases of their academic journey. The SSC staff works closely with each academic division and program to administer school-wide services and policies.

The Student Services Center is dedicated to serving a diverse community of future and current SPH students by enhancing the student experience, supporting the achievement of educational and career goals, and empowering future public health leaders.

We coordinate many functions including:

- | | | |
|-----------------------------------|--|--------------------|
| • Student Organization Support | • Registration | • Commencement |
| • Diversity, Equity & Inclusion | • Degree Clearance | • SPH Apparel Sale |
| • Career & Professional Education | • Applications and Admissions | • Orientation |
| • Mental Health Advocacy | • Applied Practice Experience/
Criminal Background Checks | |
| • SPH Scholarships | | |

Meet the staff and learn about the services provided at the SSC by clicking [here](#).

Career and Professional Development

The Career and Professional Development Center offers a variety of services and resources to assist you in your efforts to pursue advanced education, and to locate and apply for professional positions. Our Center believes that every individual has unique potential and should have the opportunity to pursue a meaningful and fulfilling career. Our goal is to facilitate the career and professional development process with you to ensure you have the confidence in conducting a competitive job search and help you maximize your career potential. We do so by offering one-on-one career coaching, programming, and online resources.

The Career and Professional Development website at www.sph.umn.edu/careers/ has many links to help you start your new career, including

- **One-on-One Career Coaching:** You can schedule individual appointments with one of our award-winning, evidence-based career coaches, Vic Massaglia and Darren Kaltved, to discuss any career or professional development topics, from creating a top-notch resume to interviewing and presentation skills. Appointments are also available via video or phone. To schedule an appointment, please visit the [Career Center Scheduling website](#) or email sphcareers@umn.edu.
- **Jobs & Internships:** Our online job posting system includes listings for internships, graduate assistantships and fellowships, volunteer, part-time, and full-time career opportunities. Check it out [here](#).
- **Career Resources:** General career-related links, guides, and tip sheets on a variety of job-search related topics can be found [here](#).

1.3 MENTOR PROGRAM

Our mentor program connects public health students to public health professionals to help with career and professional development. Mentoring relationships benefit both mentors and mentees. For mentees, the program can have a key impact on future career choices. For mentors, helping the next generation of public health leaders can be rewarding and impactful.

The School of Public Health boasts the largest mentor program of any school of public health, serving approximately 400 students and mentors annually with special events and helpful resources for mentor pairs. We work to provide students with diverse professional experiences and recognize the role that mentors have in training future public health leaders.

For more information, visit <https://www.sph.umn.edu/current/mentor/>.

1.4 SPH STUDENT SPHERE

Make use of the SPH Student SPHere to relax or study with your student colleagues. All students enrolled in an SPH degree program have access to the SPH Student SPHere (Mayo A-150) via their U Card. The SPHere has the following amenities:

- **Locker Room:** Free lockers are assigned in the Student Services Center (Mayo A-395). Students are able to renew their locker each year and need only provide their own lock.
- **Kitchen Area:** Tables, chairs, microwaves, refrigerators, and a sink are all accessible in the student kitchen. As this is a shared space, students are expected to pick up after themselves and clean any mess created during personal food preparation.
- **Lounge Area:** Couches, chairs, and University-supported eduroam wifi all create a perfect place for students to meet, study, or simply relax.
- **Study Room:** White boards, tables, chairs, computers with Microsoft Office, SAS and STATA software and a printer are all freely available to SPH students.

Please report any issues with computer systems, printers, trash, or other problems to sph-ask@umn.edu, or stop by Mayo A-395.

Please work together to ensure that the SPHere is a comfortable and safe place.

- Keep all areas of the SPHere clean in consideration of others.
- Please protect the security of access. Do not allow anyone to enter behind you that you do not know to be a SPH student. Never prop the door open for any reason. The student commons is designed for SPH students only.
- If you are aware of a breach of security or if you see something in the commons that needs repair, please report it to the SSC (A-395 Mayo) as soon as possible.
- Avoid being alone in the commons during the evening or early morning.
- If you believe you are in danger or see any improper activity in progress, call 911.

Printing in the SPHere

The SPH provides \$100 worth of printing (1,000 pages) for each Fall and Spring semester on your U Card. This value can only be used in the SPHere computer lab (Mayo A-151), has no cash value and is not valid in any other campus computer lab, including the libraries.

When you swipe your card at a print release station, UniPrint will show a balance on the screen. This balance is a

combination of the print value given to you by SPH and your Gopher GOLD balance. In order to determine how much print value you have left, you need to subtract your Gopher GOLD balance from the balance shown on screen. Once the \$100 SPH Print Value is exhausted, printing costs will be deducted from your Gopher GOLD account. To view your current balance and transaction history or to add value to your Gopher GOLD account online, please visit the [U Card Office](#) website. If you experience any printing issues or need to request a refund, please contact the SPH Student Services Center at (612) 626-3500.

1.5 APPLIED PRACTICE LEARNING AGREEMENT

All students pursuing a required Applied Practice (AP) or summer residency must complete an online learning agreement prior to beginning the experience. The online form provides a streamlined process that is comprehensive for you, your preceptors, your faculty advisor and your program coordinator. Please refer to the current student [website](#) for this and other resources related to the AP. Students exploring international AP opportunities need to begin the process six to eight weeks before departure and need to be aware of requirements specific to international travel.

More detailed information about AP can be found in the program portion of the guidebook.

1.6 MINORS

Minors

SPH students pursuing an MHA, MPH, MS, or PhD are eligible to declare a minor in other areas. For a listing of graduate level minors please visit the [Graduate Catalog](#).

A current listing of SPH-related minors and instructions for declaring can be found online www.sph.umn.edu/academics/degrees-programs/minors/.

1.7 ONLINE LEARNING AND E-LEARNING RESOURCES

Students can access their online courses, as well as support sites for hybrid and face-to-face courses at the University's [MyU](#) page. All students taking SPH courses are welcome to enroll in the SPH E-Learning Resources course site. You will have access to a variety of resources to support you in navigating University resources, such as the [Libraries](#) and [Center for Writing](#). You must have a university ID in order to access [Canvas](#).

Students in online courses will receive a welcome email approximately one week before the semester begins, which will detail when you can access the course sites. If you have questions, please contact sph-learningsupport@umn.edu.

1.8 SURVEYS

Graduate Student Experience in Research University

The [Graduate Student Experience in the Research University](#) (gradSERU) is the only comprehensive survey of graduate and professional students at the University of Minnesota. This survey provides a powerful way for students to tell us about what's working well, and what not so well, in classrooms, labs, and campus life. It is administered every odd year in the spring semester.

The University of Minnesota takes the results seriously in order to enhance programs and curricula, improve student services and policies, strengthen research and scholarship opportunities, and ensure a vibrant and supportive environment for all students.

To ensure confidentiality, [gradSERU](#) is hosted by the [Social & Economic Sciences Research Center \(SESRC\)](#). Neither the University of Minnesota Graduate School nor colleges/programs have access to identifiable response data. To verify eligibility, students are required to log-in to the survey using their Student ID number.

SPH Student Engagement Survey

Students are also strongly encouraged to evaluate and comment on the school and its programs through the SPH Student Engagement Survey. The survey covers many aspects of the student experience including field placements, career services, financing, and overall service. Feedback is used to enhance the services and resources provided to students. Stay tuned to your UMN email address for additional information later in the semester or contact sph-ask@umn.edu with questions about this survey.

Career Outcomes Survey

Students are required to complete the Career Outcomes Survey before they can be cleared for their degree. The survey captures important employment information, follows up on educational plans, compensation norms, and contact information. The School is required to collect this information as it relates to both accreditation standards and program improvement.

To complete the SPH Outcomes Career survey go to https://umn.qualtrics.com/jfe/form/SV_dorFMjgZueRCpNP.

1.9 THE ROLES OF YOUR ADVISING TEAM

The School of Public Health provides advising that promotes collaboration among students, staff, and faculty to enhance students' academic and professional development in the field of public health. The School's goal is to promote educational and experiential excellence that prepares students for successful careers improving the health of populations.

Defining Advising

The School of Public Health is committed to creating and sustaining high quality advising in the following four areas:

1. **Administrative Advising:** Course planning and scheduling, policies, procedures, and degree-planning benchmarks for both the SPH and the University. Your program coordinator is your first point of contact for these questions.
2. **Academic Advising:** Topics related to programs including, but not limited to, may include identifying appropriate coursework options, project selection and career planning. Faculty serve as primary advisors for academic advising. Program coordinators and career services staff also advise students on these issues as appropriate.
3. **Applied Practice/Internship/Practicum Advising:** Specifically for the applied practice, internship, and practicum development, placement, and completion. Your faculty advisor can assist you as you select the type of applied practice that best matches your goals.
4. **Integrated Learning Experience/Masters Project/Dissertation Advising:** The ILE advisor guides students regarding integration of competencies through a pre-determined project and demonstration of excellent written communication. Specific and targeted direction on a master's project or PhD dissertation including but not limited to: development, completion, and, in some cases, publication. The faculty advisor plays the primary role in advising students on these issues. MS and PhD examination committee members may also assist.

Advising Expectations for Students

SPH students are expected to:

- Regularly read and respond to University email; email is the official mode of communication at the University of Minnesota.
- Review program objectives and educational documents at least once per semester, or when directed by program coordinator or program director/Director of Graduate Studies; students are responsible for knowing the requirements of the degree program.
- Actively contribute to a welcoming and supportive student climate.
- Initiate meetings with advisors at least once per semester; regularly communicate with faculty advisors and/or program coordinators about program progress.
- Respond to inquiries from faculty or staff in a timely manner.
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

1.10 EXPECTATIONS FOR CLASS PARTICIPATION

“Good discussion involves people trying to build on, and synthesize comments from others, and on showing appreciation for others' contributions. It also involves inviting others to say more about what they are thinking.”

- Dr. Stephen Brookfield of the University of St. Thomas, Minneapolis, MN

Employers expect their employees to work effectively on teams and this has led to a competency required for an MPH degree: “Perform effectively on interprofessional teams.” Thus, a portion of your grade in class may be based on quality participation in group-based activities. We are providing the following examples* to let you know what we

expect for all communications in the class. These apply to in-person or online discussions and to interactions between both students and members of the faculty and staff.

- Imagine your interactions are with colleagues in a workplace.
- Show you are interested in what another person wrote or said.
- Encourage another person to elaborate on something they have already said.
- Provide a resource (a reading, web link, video) not covered in the syllabus that adds new information/perspectives to our learning.
- Summarize conversations so far and/or suggest new directions and questions to be explored in future.
- Summarize several people's contributions and reflect a recurring theme in the discussion.
- Comment that you found another person's ideas interesting or useful; be specific as to why.
- Paraphrase, at least partly, a point someone has already made.
- Seek assistance from others in understanding course content.
- Offer your explanations or solutions to others seeking help in understanding course content.
- Be succinct; avoid extraneous information.
- Address the point of the discussion; stay on topic.
- Provide constructive criticism where feedback or a critique is required.
- Avoid sarcasm, particularly in an online environment where it can create confusion.
- Avoid vitriol, this can create a hostile environment and does not add information.
- Keep your communication professional and refrain from using rude or offensive language.

*We thank Dr. Brookfield of University of St. Thomas, Minneapolis, for some of these tips.

1.11 COMMENCEMENT ELIGIBILITY

Students enrolled in MPH, MHA, MS, PhD programs are eligible to participate in the May Commencement Ceremony if they are on track to complete course credit requirements by the end of the spring or summer semester or have completed the necessary course credit requirements the previous summer or fall semester. Visit the SPH Commencement website for additional details: <https://www.sph.umn.edu/current/commencement/>

Exceptions may be granted on an individual basis per review by the program coordinator and program director. To seek an exception, please contact your program coordinator.

2. THE UNIVERSITY OF MINNESOTA

2.1 U OF M BASICS

University Identification Numbers and Accounts

<https://my-account.umn.edu/claim-acct>

All students and employees at the University of Minnesota are issued two unique identifiers. One is a seven digit student ID number which is sent to students in their acceptance letter, the other is an Internet ID (sometimes referred to as your "X500"). Your U of M Internet ID is the key to online services such as your University email account, Google apps, registration, library access, tuition, billing statements, and more.

Your Student ID number and Internet ID stay the same on all coordinate campuses and through any role changes (student to staff, staff to student, faculty to staff, etc.) and they will never be reassigned to another person. Each student attending the University of Minnesota must set up a student internet/email account by going to www.umn.edu/initiate or by calling the Technology Help Line at (612) 301-4357 (1-HELP).

Email

gmail.umn.edu

The University provides students with an email account upon the student's matriculation to the institution. Your University email address is: [your Internet ID] @umn.edu. This account is free of charge and is active as long as you remain active as a student. The [Office of Information Technology](#) posts information on their website about [end of life account policies](#). A University-assigned student email account is the University's official means of communication with all students. Students are responsible for all information sent to them via their University assigned email account. Course lists, immunizations, billing statements, financial aid updates, and other important information will be sent via the U of M student email address.

The School of Public Health relies heavily on email notices to students, staff, and faculty. To keep current on upcoming

events, job announcements, new course announcements, scholarships, internships, the SPH newsletter, and good opportunities, students should check their email regularly. If a student chooses to forward the provided University email account, the student is responsible for all information, including attachments, sent to any other email account. Because of this, it is strongly recommended that students use their U of M email account and do not transfer it to a personal email account.

Duo Security

The University of Minnesota is taking meaningful action to help students, faculty, and staff safeguard themselves against cybercrime. Duo Security, or two-factor authentication, is required at the University of Minnesota sign-in page. The sign-in page is the University's gateway to applications such as MyU, Gmail, calendars, docs, Canvas, and many other programs.

Enroll now:

- Visit my-account.umn.edu and select Password Management from the self-service menu on the left.
- Select Reset Your UMN password. Follow the instructions on the page.
- As soon as you've reset your password, you will be guided through the Duo enrollment process.

If you use Duo Security to sign in to University applications, you are strongly encouraged to set up back-up devices in Duo Security so that you are prepared in the event that your primary Duo device is unavailable. Learn about back up devices at it.umn.edu/duo-use-backup-device.

As a Duo user, it is your responsibility to come prepared to sign in to applications necessary for class activities, including exams and quizzes. If you are unable to sign in, you may lose points for the class activity. Failure to bring your Duo device or a back-up is not an excused absence or a valid reason for make-up work.

Learn more about Duo Security [here](#) on the OIT website.

One Stop Student Services

onestop.umn.edu/

One Stop Student Services is a resource for how things work at the University. One Stop falls under the umbrella of Academic Support Resources (ASR), which supports many functions for the University of Minnesota system campuses and Twin Cities Graduate School and Professional Schools. ASR also includes the Office of the Registrar, the Office of Student Finance, Office of Classroom Management, ASR- IT, and Continuity and Compliance.

The One Stop website is your source for general information about registration, financial aid, tuition and billing, grades and transcripts, dates and deadlines, financial wellness, veteran's benefits, and many other University resources.

One Stop counselors are also available to help you in-person at any of their three service centers: on the East Bank in Bruininks Hall, in the West Bank Skyway, or on the St. Paul campus in Coffey Hall. They provide walk-in services to students, no appointments necessary. You can also get your questions answered by calling or emailing One Stop. One Stop Counselors are certified financial managers and are available for confidential, one-on-one financial wellness appointments that cover a range of topics from budgeting, spending plans, credit, and much more. Call or email One Stop to learn more about this free service.

MyU

myu.umn.edu

While you can contact One Stop or visit the One Stop website to seek out information, you will use the MyU website to complete your University business. MyU is the official University of Minnesota web portal, personalized for you. It is where you'll register for classes, manage financial aid and billing, maintain your personal info, and much more.

U Card

<https://ucard.umn.edu/>

Your U Card can give you access to campus buildings and different accounts based on your role or status at the University. Your first U Card is free and can be obtained at the U Card Office. Bring your driver's license, state ID, or passport and be prepared to have your picture taken.

Accounts on the U Card

- Meal Plan
- Student Account
- Gopher GOLD Account
- FlexDine Account
- Library Account
- Department/College Printing
- TCF U Card Checking Account (Optional)

Additional services with your U Card

- Parking and Transportation Services (Bus & Metro Pass) - Purchase pass after you get your U Card
- Discounts
- Attendance verification card

Building Access with U Card

- Residential Halls
- Recreation and Wellness Center
- Secured Buildings

2.2 UNIVERSITY OF MINNESOTA CALENDARS

The official University Calendar can be found at onestop.umn.edu. Refer to this resource for academic calendars, drop/add deadlines, and other scheduling-related needs.

Additional calendar resources:

- School of Public Health-specific events, <http://www.sph.umn.edu/events-calendar/>.
- Health Sciences resource hub, <https://www.health.umn.edu/>.

2.3 CAMPUS SERVICES

Parking and Transportation

pts.umn.edu

The University's Parking and Transportation website has a wealth of information concerning getting to and around campus. Parking is extremely limited on campus and we encourage students to bus, bike, or walk if possible.

- **Campus Shuttle Buses:** Campus shuttle buses run at no charge between the East Bank, West Bank, and St. Paul campuses with varying routes and times. Current schedule information is posted on the above listed website as well as various locations throughout the Twin Cities campus.
- **Metro Transit and the U-Pass:** Take advantage of the deeply discounted Metro Transit bus pass. U-Pass is the ultimate transit pass that provides unlimited rides 24 hours a day. It is valid on all regular bus and light-rail train routes, as well as express, local, limited-stop, or Downtown Zone routes. It may not, however, be used on some special event services. Information can be found at www.pts.umn.edu/bus/upass.
- **Parking:** Contract parking for students is sold through a lottery system each semester. Locations may vary but include spaces on the East Bank, West Bank, and St. Paul campuses. Hourly parking is available in several University public facilities. Parking rates vary depending on proximity to campus and the facility type. Visit the Parking and Transportation website, www.pts.umn.edu, or call (612) 626-PARK (7275) for more information.

The Motorist Assistance Program offers free services (unlocking vehicles, jump-starts, adding air to flat tires, and referral to a service station) to all customers legally parked PTS customers. Hours are Monday through Friday from 7:00 AM to 8:00 PM. (Service is not available on weekends or official University holidays). Call (612) 626-PARK for any motorist assistance needs.

Disability parking is available in many parking facilities and metered areas. Use of these designated spaces requires a state-issued permit or license plate. For additional information, call the State of Minnesota at (651) 296-6911 or review the UMN Disability Parking content online at www.pts.umn.edu/park/disability.

PTS also offers Paratransit Service for anyone who is not able to use fixed transit and needs special transportation while on campus. This service operates on the Twin Cities campus. More information at pts.umn.edu/bus/university-paratransit-service.

Housing

housing.umn.edu & ocl.umn.edu

The University's Office of Housing & Residential Life is the best resource for finding housing on or near campus. Additionally, Off-Campus Living provides a variety of services and programs intended to meet the practical, social and advocacy needs of students living off campus.

Maps

campusmaps.umn.edu

Find your way to any University building.

Digital Signage

The School of Public Health has two different digital signs that provide information specific to the public health students. These can be found on the third floor of the Mayo building near the Dean's office in Mayo A-302 and the third floor of the West Bank Office Building (WBOB).

Dining

dining.umn.edu

University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus.

2.4 HEALTH AND WELL-BEING

University-Sponsored Student Health Benefit Plan

shb.umn.edu

The University requires all students to have health care coverage to ensure they have access to medical care and can maintain good health, which is essential for academic success. This requirement is University-wide and not specific to the School of Public Health.

The Office of Student Health Benefits (OSHB), a unit of the [Office for Student Affairs](#), administers health, dental, and other benefits and enrollment for all eligible University students, residents, fellows, and interns.

All students who are admitted to a degree program and registered for six or more credits per semester (or three or more credits during summer term) that count towards the automatic assessment of the Student Services Fee are required by the University of Minnesota to have health plan coverage. Students who meet both criteria are automatically enrolled in the University-sponsored Student Health Benefit Plan (SHBP). The Student Health Benefit Plan is a cost-effective, comprehensive health plan designed to meet the unique needs of students. Students may choose to waive the University-sponsored Student Health Benefit Plan by providing proof of enrollment in an alternative Eligible Health Plan. Please contact the [Office of Student Health Benefits](#) to determine your exact eligibility status.

Graduate Assistants (GA), Teaching Assistants (TA), and Research Assistants (RA) may be eligible for the Graduate Assistant Health Plan (GAHP), which is different from the standard SHBP. Please consult the OSHB for more details.

The University also requires all international students and their dependents to purchase the University-sponsored Student Health Benefit Plan unless they are eligible for a waiver. International scholars visiting the University for more than 31 days are also required to enroll in the University-sponsored Student Health Benefit Plan. Scholars who will be at the University for 31 days or less may choose not to enroll in the University-sponsored Student Health Benefit Plan, but are required to carry their own health plan coverage for the duration of their visit to the University and must meet J-1 U.S. Federal regulation requirements.

Long Term Care Disability Insurance Fee

shb.umn.edu

Health Sciences students, which includes the School of Public Health, enrolled in a qualifying Health Sciences program will be automatically covered under a group Long Term Disability plan while a student. This coverage is not optional. They will see a charge for this coverage on their student account once at the beginning of each fall and spring semester. Payment of this fee for two consecutive semesters provides year around coverage until graduation from their program.

Questions and More Information

Office of Student Health Benefits University of
Minnesota
410 Church Street S.E., N323 Minneapolis,
MN 55455

Phone: (612) 624-0627 or 1 (800) 232-9017
Fax: (612) 626-5183 or 1 (800) 624-9881
E-mail:
umshbo@umn.edu
www.shb.umn.edu

Boynton Health

boynton.umn.edu

Located on the University of Minnesota Twin Cities campus, Boynton Health (BH) is a primary healthcare clinic serving University students, staff, and faculty. BH accepts clients from most health insurance plans.

Boynton provides quality, comprehensive health care services, counseling, and education, beyond the scope of most primary health care clinics:

- Primary and urgent care
- Mental health services
- Dental and eye clinics
- Pharmacy needs
- Women's health
- Physical and massage therapy
- Health promotions such as flu shots and nutrition services

Student Mental Health Resources

mentalhealth.umn.edu

As a student you may experience a variety of stressors that could result in barriers to learning such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating, and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities. University of Minnesota services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about the broad range of confidential mental health services available on campus via the Student Mental Health Website at <http://www.mentalhealth.umn.edu>.

This website helps connect students to crisis help, counseling services, support groups, and offers tips on helping others who are experiencing stressful events and/or mental health challenges.

If you or someone you know is having a mental health crisis and/or is in immediate danger, please call 911.

If the mental health crisis you are experiencing is not dangerous, but you wish to talk to someone immediately for assistance about what to do next, call or text this 24-hour helpline:

Crisis Connection

(612) 301-4673 (or from a campus phone 1-4673)

U of M Textline

Text "UMN" to 61222

SPH Mental Health Advocates

For non-urgent, confidential situations where consultation is desired, the School of Public Health also has several trained [Mental Health Advocates](#) who are available to chat about any concerns you as a student are experiencing, or you can consult with them about a colleague or classmate who you believe may need assistance or resources. This consultation can be found in the Student Services Center, Mayo A-395. Drop-in to see if an advocate is available or to make an appointment. You can also email questions to sph-ask@umn.edu with a subject of "Mental Health Advocate", or you can call (612) 626-3500 and ask to see if an advocate is available or to make an appointment.

Smoke-free University

The University of Minnesota, Crookston, Duluth, Rochester, and Twin Cities are smoke- and tobacco-free campuses. All students, staff, faculty, and visitors are prohibited from smoking and using, selling, free distributing, and advertising tobacco products and electronic cigarettes in all facilities and on all University property.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of everyone on campus. All members of the University community are responsible for enforcing this policy. Students, faculty, staff, and visitors who violate this policy should be reminded of the policy and asked to comply. Repeated violation of this policy may be cause for disciplinary action in accordance with applicable student or employee codes of conduct.

Visitors who refuse to comply with this policy may be asked to vacate campus property.

The Aurora Center

umn.edu/aurora

The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victims and survivors of sexual and relationship violence, harassment, and stalking. The staff and volunteers are also available to provide prevention training and education on a variety of issues.

Lactation Spaces

lacsaces.umn.edu

Spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to pump and store breast milk. If you have questions and concerns about lactation spaces or resources, please contact Susan Warfield at warfi002@umn.edu.

Recreation & Wellness Center

recwell.umn.edu

The University Recreation and Wellness Center, commonly referred to as the RecWell, is a free resource for all students. Located on the University of Minnesota's East Bank Campus, the facility serves between 3,000 and 5,000 patrons on an average weekday during the academic year. The Department of Recreational Sports also offers opportunities for the following activities:

- Aquatics
- Fitness
- Golf
- Intramurals
- Outdoor Recreation
- Sport Clubs
- Wellness
- Youth Programs

Diversity and Equity

The University of Minnesota is committed to achieving excellence through equity and diversity. We believe that a diverse student body enhances the academic and social environment for all students and prepares students to thrive in an increasingly diverse workforce and society. Equitable access to education is critical to preparing students for the responsibilities of citizenship and civic leadership in a heterogeneous society. The University strives to provide equitable access and opportunity in its programs, facilities, and employment. The University will also establish and nurture an environment for faculty, staff, students, and visitors that actively acknowledges and values difference and is free from racism, sexism, ageism, homophobia, and other forms of prejudice, intolerance, or harassment.

The School of Public Health has made a commitment to making antiracism and anti-oppression a central part of our mission and operations. We recognize the moral imperative created by systemic oppression that led to health inequities. We are working to educate our community about these injustices and empower them to eradicate them through public health interventions. We believe in building public health leadership that can understand the complexities of power, privilege, and oppression, and how to work with a broad base of populations and challenges.

We strive to create a community that is actively engaging in the areas of diversity and inclusion to create an excellent educational environment. The SPH defines inclusion as all-embracing of the fullness of humanity. This sense of inclusiveness covers all of a person's identities as well as their intersections.

The Director of Equity, and Inclusion, Lauren Eldridge, works with students, staff, faculty, alumni, and community members to advance antiracism, equity, and justice within the SPH. She can be contacted at leldridg@umn.edu. The Coordinator of Diversity, Equity, and Inclusion is Gayle Smaller Jr., and he can be reached at smaller@umn.edu.

For more information please visit:

- University policy on [Equity & Diversity](#)
- [Office for Equity and Diversity](#):
- SPH office for [Diversity, Equity, & Inclusion](#)

In addition, the University has several offices across campus whose purpose is to support underrepresented students and promote diversity. The following is a list of some of those offices:

Disability Resource Center

diversity.umn.edu/disability

Location: 108 McNamara Alumni Center, 200 Oak Street SE (East Bank) Phone: (612) 626-1333 (Voice/TTY)

Disability Resource Center promotes access and equity for students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assists the University in achieving its mission to provide optimal educational opportunities for all students as well as obligations under federal and state statutes. If you have a disability and would like to discuss accommodations, please contact Todd Helmer, the SPH contact with the DRC, at helme062@umn.edu to schedule an initial appointment or consultation.

Graduate School Diversity Office

grad.umn.edu/diversity

Location: 333 Johnston Hall, 101 Pleasant Street SE (East Bank) Phone:
(612) 625-6858

The Graduate School Diversity Office coordinates and leads the University's initiatives in the recruitment, funding, retention and graduation of a diverse graduate and professional student body. The office is situated within [The Graduate School](#) and works with other units connected to diversity and multiculturalism.

The Gender and Sexuality Center for Queer and Trans Life

gsc.umn.edu

Location: 46 Appleby Hall, 128 Pleasant Street SE (East Bank) Phone:
(612) 625-0537

The Gender and Sexuality Center for Queer and Trans Life is dedicated to transforming campus climate for University of Minnesota students, staff, faculty, alum and community members by developing and supporting more inclusive understandings of gender and sexuality through education, advocacy, outreach and support.

International Student and Scholar Services

iss.umn.edu

Location: 109 Hubert H. Humphrey School, 301 19th Avenue S (West Bank) Phone: (612)
626-7100

International Student and Scholar Services (ISSS) is the office dedicated to serving the University's international community. Its primary mission is to assist international students and scholars in successfully accomplishing the goals that brought them to the University, by using all available resources. Services include:

- Counseling and advising
- Immigration and visa regulation advising
- Newsletters
- Career services
- Academic opportunities for university students
- Tax return information

Multicultural Center for Academic Excellence

mcae.umn.edu

Location: 140 Appleby Hall, 128 Pleasant Street SE (East Bank) Phone:
(612) 624-6386

The Multicultural Center for Academic Excellence (MCAE) is a campus-wide resource that promotes an inclusive atmosphere to foster and enrich multicultural understanding among all members of the University community. MCAE's commitment to creating such a climate is driven by a student-first culture in which students are the highest priority.

Office of Equity and Diversity

diversity.umn.edu

Location: 432 Morrill Hall, 100 Church Street SE (East Bank) Phone:
(612) 624-0594

The mission of the Office of Equity and Diversity (OED) is to leverage the transformative power of equity and diversity to advance excellence in teaching, research and community engagement at the University of Minnesota. OED envisions a University where equity and diversity are:

1. Integrated into the work and lives of every student, faculty and staff member.
2. Recognized as core institutional values, and will inform thinking, policies and practices throughout the University.
3. Inherently intertwined with academic excellence and the development of leaders for a globally inclusive society.

Office of Equal Opportunity and Affirmative Action

eoaa.umn.edu

Location: 274 McNamara Alumni Center, 200 Oak Street SE (East Bank) Phone: (612)
624-9547

The Office of Equal Opportunity and Affirmative Action (EOAA) was founded in 1972 to ensure that all University community members uphold federal and state civil rights laws and regulations, as well as University equal opportunity policies. The EOAA Office envisions a University community that is equitable, one that values the diversity of its workforce and student body and is free from discrimination and harassment.

Student Conflict Resolution Center

sos.umn.edu

Location: 254 Appleby Hall, 128 Pleasant St. SE (East Bank) Phone:
(612) 624-7272

The Student Conflict Resolution Center (SCRC) offers informal and formal conflict resolution services to resolve students' University-based problems and concerns. An ombudsman provides confidential, neutral, and informal options. An advocate is available to assist students in formal grievance or disciplinary proceedings.

Women's Center

womenscenter.umn.edu

Location: 64 Appleby Hall, 128 Pleasant Street SE (East Bank)
Phone: (612) 625-9837

The Women's Center advances equity for women students, staff, faculty, and alumni across identities. The Women's Center increases connections for women's success, cultivates socially responsible leaders, and advocates for organizational culture change toward excellence for all.

Bias Response & Referral Network

bias-response.umn.edu

The Bias Response and Referral Network (BRRN) responds to reports of bias incidents on the Twin Cities campus. The BRRN's goal is to contribute to a campus climate that is welcoming, inclusive, and respectful for all. The BRRN provides support resources to impacted parties, promotes education and dialogue, and affirms the University's commitment to equity and diversity, free speech, and academic freedom.

2.5 ACADEMIC RESOURCES

University Libraries

hsl.lib.umn.edu/biomed

The Bio-Medical Library is located in Diehl Hall and contains materials in the areas of allied health, medicine, mortuary science, nursing, pharmacy, public health, and the basic life sciences. In addition, the library provides numerous resources and services such as library instructional classes, research workshops, reference consultations, library mediated searches, and citation clarification. The Mathematics library (<https://www.lib.umn.edu/math>), located in Vincent Hall, contains materials in the area of mathematics and statistics.

Information on other University libraries and collections can be found at www.lib.umn.edu.

The Subject Librarian for the School of Public Health is Shanda Hunt. Please email hunt0081@umn.edu or call (612) 301-1318 to set up an appointment.

Bookstore

bookstores.umn.edu

The University of Minnesota Bookstores, located in Coffman Union, sells course materials for all public health courses. Course materials can also be ordered online.

Center for Educational Innovation

cei.umn.edu

The Center for Educational Innovation (CEI) was created in 2014 to strengthen instructional and academic technology collaboration and support across the University. By combining the Center for Teaching and Learning and the Office of eLearning, the CEI provides expertise that supports curricular and pedagogical innovation in campus classrooms and in online courses and programs.

Center for Writing

writing.umn.edu

The Center for Writing provides free writing instruction for all University of Minnesota students at all stages of the writing process. In collaborative consultations, they help students develop productive writing habits and revision strategies. Assistance can be found via appointments or online.

The Online Writing Center offers online tutoring to students taking writing intensive courses at the University of Minnesota. Online tutoring consists of comments and feedback offered by experienced writing tutors.

Tutors are trained in fields such as composition, speech communication, scientific and technical communication, and rhetoric, and many of them are instructors at the University. Tutors review the writing you submit by offering comments and suggestions for improvement; however, they will comment mainly on the areas students specify.

Information Technology

it.umn.edu

Technology Help is your first point of contact for hardware, software, and internet support. You can contact Technology Help for assistance even if you are not yet on campus.

IT@umn.edu can help you initiate and manage your student internet account, get connected to Wi-Fi on campus, explore discounted or free devices and software available to students, as well as show you how to keep your computers, mobile devices, and data safe, both at home and at the University.

2.6 CAMPUS SAFETY

Safe Campus

safe-campus.umn.edu

The safety of students, faculty, staff, and visitors is the University's top priority and is engaged in wide-ranging safety efforts from health emergencies and sexual misconduct prevention to transportation and workplace/lab safety. In all of these efforts, everyone has a role to play. The Safe Campus website provides information you need to help maintain our U of M culture of safety.

U of M Police Department

publicsafety.umn.edu

The University of Minnesota has a full-service police department; in the event of an emergency dial 9-1-1.

624-WALK Service

publicsafety.umn.edu/home/security

University Security offers a walking and biking escort service to and from campus locations and nearby adjacent neighborhoods. This service is available at no charge to students, staff, faculty, and visitors to the Twin Cities campus. To request an escort by trained security personnel, please call (612) 624-WALK (9255) shortly before the desired departure time and walk safe.

Safe-U Emergency Notification safe-campus.umn.edu/emergency-notifications

The safety of students, faculty, staff, and visitors is of highest priority at the University of Minnesota. A multi-pronged, collaborative effort is in place to promote on-campus safety, while working with our community partners to ensure proper resources are dedicated to making off-campus neighborhoods safe as well.

The Safe-U text messaging system provides students, faculty, and staff timely emergency notifications so that our community can stay informed about critical campus safety issues.

Safe-U will be used infrequently and specifically for real emergency situations.

Campus Wide Emergency Alert System

The Campus Wide Emergency Alert System includes 21 outdoor loudspeakers mounted on poles and rooftops on the West Bank and East Bank and in St. Paul. The system will project an alert tone and vocal instructions in the event of a campus emergency.

2.7 ADDITIONAL RESOURCES

Post Office

sua.umn.edu

A full-service U.S. Post Office is located on the ground floor of Coffman Union.

Copies/Fax Machines

printing.umn.edu

A University Copy Center is located in Mayo D104 as well as other locations throughout the University.

Student Legal Service

sls.umn.edu

University Student Legal Service (USLS) provides legal representation and legal advice to eligible students on the Twin Cities campus.

3. REGISTRATION

3.1 FULL-TIME STATUS

In order to be considered full-time, degree seeking students must register for at least six credits in both fall and spring semesters; and summer, MHA and MPH students must be registered for six credits to be considered full-time, and three credits to be considered half-time.

Note: The [Office of Financial Aid](#) or external agencies may require students to be registered for more than three or six credits to be considered full-time; check with these agencies to verify their requirements.

3.2 REGISTRATION PROCESS

How-To Guides

The University of Minnesota provides how-to guides for many common procedures on the [One Stop website](#), including registering and enrolling for classes. These guides provide visuals as well as text.

Step One

Select courses for the term with your advisor before registering. Please make an appointment at the earliest convenient time. To view available courses:

1. Log into [MyU](#).
2. Select the **My Academics** tab, then the **My Classes** sub-tab.
3. Click on **Class Search** (in the Enrollment Tools section).
4. Determine search criteria; you must select your campus (Institution), term, and at least two additional criteria. Students in the School of Public Health will find the majority of their courses listed under the subject "PUBH".

Note: 5000- through 8000-level courses are considered graduate-level. 1000- and 3000-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances, with approval of the student's academic advisor, 4000-level courses may also be applied toward a degree as long as they are taught by a member of the graduate faculty.

5. View your search results. To see only classes that are open, select Show Open Classes Only.
6. To continue searching, click **New Search** or **Modify Search**. If you hit the back button, you will lose your search results. Click the class number to see more details. You can search for a subject by entering subject code or clicking **Select Subject**. For more search options, expand **Additional Search Criteria**. When you are satisfied with your criteria, click **Search**.

Step Two

After selecting your courses, run through the checklist below before registering. Frustrating delays can be avoided by following these hints:

- If instructor consent is necessary for any of your selected course(s), get a permission number from the course instructor or his/her designee before registering. This number permits registration for the course through the second week of the semester; after the second week, it expires. Note that the number is specific to the student it is given to and the course requiring instructor consent. Once a number is used to register, it becomes invalid and cannot be used for another course or by another student.
- You will not be able to register if you have any holds on your University record. Notice of any hold, including the name of the department or office where it may be cleared, is available at [myu.umn.edu](#).
- You can find your registration queue date and time on the web at [myu.umn.edu](#).
- You will need your Internet ID (x.500) and password to register. If you have forgotten your password, call (612) 301-4357 to have your password reset. You can also call this number if you have problems logging in to register.

Step Three

Register via the web at [myu.umn.edu](#) or go to One Stop Student Services Center in 333 Robert H. Bruininks Hall on the East Bank Campus to register in person. Students having difficulty with self-registration should contact the

registration help-line at (612) 624-1111 (M-F 8:00-4:00) or email onestop@umn.edu. You may also contact your program coordinator or the School of Public Health Student Services Center at (612) 626-3500. Please note the following when registering:

- Most courses give the option of either an A/F or S/N (pass/fail) grading option. Be sure to select the grade option desired for the course. Note that there may be a limit to the number of credits a student can take S/N (pass/fail); see the program section of this guidebook for more information. Stricter policies may be enforced by individual programs. There is a strict and early deadline for when grading options can be changed.
- Some courses have variable credits. Before selecting the number of credits, students should make sure they agree with the instructor as to the number of credits appropriate for the work proposed.

3.3 GRADES, COURSE ADDITIONS, WITHDRAWAL AND EVALUATIONS

Change of Grade Option

For full-semester courses, students may change their grade option, if applicable for the course, through the second week of the semester. After that, grading options cannot be changed. Grade option change deadlines for other terms (i.e., summer and half-semester) can be found at onestop.umn.edu. For more information about grading policies, see the University Senate [Grading and Transcripts: Twin Cities, Crookston, Morris, and Rochester Policy](#).

Grading Scale

The University uses plus and minus grading on a 4.000 cumulative grade point scale in accordance with the following, and you can expect the grade lines to be drawn as follows:

Grade	GPA	
A	4.000	A = achievement that is outstanding relative to the level necessary to meet course requirements.
A-	3.667	
B+	3.333	B = achievement that is significantly above the level necessary to meet course requirements.
B	3.000	
B-	2.667	
C+	2.333	C = achievement that meets the course requirements in every respect.
C	2.000	
C-	1.667	
D+	1.333	D = achievement that is worthy of credit even though it fails to meet fully the course requirements.
D	1.000	
F	0	F = failure because work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I (Incomplete).

- S = achievement that is satisfactory, which is equivalent to a C- or better
- N = achievement that is not satisfactory and signifies that the work was either 1) completed but at a level that is not worthy of credit, or 2) not completed and there was no agreement between the instructor and student that the student would receive an I (Incomplete).

Other Transcript Symbols

Incomplete [I]

There shall be a temporary symbol "I", **incomplete**, awarded to indicate that the work of the course has not been completed. The "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an "I" requires a written contract between the instructor and student specifying the time and manner in which the student will complete the course requirements. In no event may any such written agreement allow a period of longer than one year to complete the course requirements. The Incomplete contract can be found at <http://secure.ahc.umn.edu/publichealth/sphgrades/>.

For graduate/professional students, an "I" is to remain on the transcript until changed by the instructor or department.

When an "I" is changed to another symbol, the "I" is removed from the record.

A student does not need to be registered at the University in order to complete the work necessary to convert an "I" to a grade with credit in the time and manner previously agreed upon between the student and the instructor. The instructor is expected to turn in the new grade within four weeks of the date the work was submitted by the student.

Interpretation of Policy on Incompletes for Students Called to Active Military Duty

When appropriate, instructors may prefer to arrange for the student to take an incomplete. Senate policy requires that an incomplete be made up within one calendar year of the end of the term in which the incomplete is given. When students are called to active military duty and reach agreement with their instructor(s) to take an incomplete, they will have up to one calendar year following their discharge from active duty to complete their incomplete(s). Complete policies and procedures are available in the SPH Student Services Center.

Transfer [T]

There shall be a symbol "T", **transfer**, posted as a prefix to the original grade, to indicate credits transferred from another institution or from one college or campus to another within the University when re-evaluation is required.

Withdrawal [W]

If a student officially withdraws from a course during the first two weeks of classes, there shall be no record of that course registration entered on the student's transcript. There shall be a symbol "W", **withdrawal**, entered upon a student's record when the student officially withdraws from a course in accordance with procedures established by the student's college or campus. The "W" will be entered on the transcript irrespective of the student's academic standing in that course if the student withdraws from the course during the third through eighth week of class (second or third weeks of summer sessions). Withdrawal in the ninth or later week of classes (fourth or later in summer sessions) shall require approval of the college and may not be granted solely because a student is failing the course; there must be extenuating non-academic circumstances justifying late withdrawal.

Continuation [X]

There shall be a symbol "X", indicating a student may continue in a continuation course in which a grade cannot be determined until the full sequence of courses is completed. The instructor shall submit a grade for each "X" when the student has completed the sequence.

In Progress [K]

There shall be a symbol "K", assigned by an instructor to indicate the course is still in progress and that a grade cannot be assigned at the present time.

Grade Submission

All grades for all courses each term shall be submitted to the [Office of the Registrar](#) no later than 72 hours after the last final examination for that term. Students can view their grades online at myu.umn.edu 24 hours after they are posted by the course instructor.

Grade Point Average

Students must achieve a grade point average of no less than 3.0 (B) across their entire program to receive the graduate or professional degree.

SPH Incomplete Policy

The maximum time allowed for a student to fulfill incomplete course requirements is one year or as specified on the incomplete contract, agreed upon by the instructor and student. Students who fail to meet incomplete contract deadlines as determined by instructor and student will receive a grade of F or N (depending on grade option) to be entered by the SPH Registrar. Instructors are notified via email that an F or N was submitted due to failure in meeting the incomplete contract deadline.

Students can initiate an electronic Incomplete Contract form using the SPH Grades portal found here:

<https://publichealth.ahc.umn.edu/sphgrades/>.

The information needed for each contract is:

- Student ID
- Course number
- Course section
- Instructor name
- Reason for the Incomplete Contract
- Outstanding assignments

Deadline

Graduating students who, in consultation with their academic advisor and course instructor, determine not to finish course requirements may request that the incomplete permanently remain on their official transcript (if the course is not required for graduation).

Graduate Planning and Audit System (GPAS)

The Graduate Planning & Audit System (GPAS) allows graduate and professional students to plan future coursework and view student degree progress. You only need to add coursework that you plan on taking because the audit (advisement report) will already track completed coursework and requirements. If you want to add or remove a graduate minor, you will need to submit a separate form.

GPAS allows program coordinators, program directors, and director of graduate studies to approve students' coursework plans electronically.

Students will work closely with their academic programs to complete and submit GPAS for review and approval. onestop.umn.edu/academics/gpas.

Probation

At the end of the semester, the Director of Academic and Student Affairs identifies all SPH students with a cumulative GPA of less than 3.0 enrolled in an SPH program. Students will receive a letter of scholastic probation prepared by the Director of Academic and Student Affairs, to be approved and signed by the Associate Dean of Education & Student Engagement. The terms of this letter are the following: students will be placed on probation and informed that they must maintain a term GPA of 3.0 for each subsequent term. Students must achieve letter grades for all courses (incompletes are unacceptable while on probationary status) they are enrolled in during that semester. This written notice will inform the student that the GPA must be raised to a minimum of 3.0 to be removed from probationary status and to be awarded a degree. Students on probationary status who do not receive at least a 3.0 GPA for each subsequent term will be dismissed from the program by the Associate Dean.

Students who have been dismissed from the SPH and are interested in reapplication to the School are allowed to do so 12 months after the date of dismissal. The dismissal becomes part of the reapplication and is considered in any admission decision.

S/N Grade Option

Students may take no more than 20% of their coursework on an S/N grading basis, exclusive of those topics, seminars, and experience courses offered only on an S/N basis.

Adding a Course after It Starts

No approval is required to add a course during the first week of classes. Instructor approval is required during week two. After the second week of classes, instructor and college scholastic committee approval is required. Deadlines for adding a course for other terms (i.e., summer and half-semester) can be found at onestop.umn.edu.

Registration Requirement and Exceptions

Students are required to register for at least two semesters and 20 credits in the School of Public Health.

Students must complete a formal request to change their registration (e.g., add, drop, change your grade basis) after a deadline or to register for more than 18 credits. Students must consult with their program coordinator prior to submitting any forms. Approval is not automatic.

Course Cancellation and Withdrawal

Students should refer to the Refund and Drop/Add Deadlines for the particular term at onestop.umn.edu for information and deadlines for withdrawing from a course. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

Students wishing to withdraw from a course after the noted final deadline for a particular term must contact the School of Public Health Student Services Center at sph-ask@umn.edu for further information.

Course Prerequisites

Any college or campus may set special scholastic or other standards for registration in a particular course, for scholastic probation, admission, honors, continued residence, degrees, and other purposes they deem appropriate.

Time Frame for Degree

The maximum time allowed by the School of Public Health completion for a *master's degree* is five years. The five-year period begins with the first term of enrollment after admission to a degree program within the School of Public Health. If you have the flexibility to take a full-time course load, it is possible to complete the curriculum in a shorter amount of time depending upon the program requirements.

The maximum time allowed by the School of Public Health and the Graduate School for a *doctoral degree* is eight years. The eight-year period begins with the first term of enrollment after admission to a degree program within the School of Public Health.

Course Evaluations

Student feedback on course content and faculty teaching skills are an important means for improving our work. Please take the time to complete a course evaluation for each of the courses for which you are registered. The SPH collects student course evaluations electronically through the U of M [Office of Measurement Services](http://srt.umn.edu/blue) called Explorance Blue <http://srt.umn.edu/blue>. The system will send email notifications to students when they can access and complete their course evaluations. All students will have access to their final grades through OneStop two weeks after the last day of the semester.

Student privacy is protected through compliance with University policy, data processing procedures and in-house security. Responses will remain anonymous and will not be released to the course instructor until after final grades have been submitted (approximately three weeks after the semester ends). Aggregate summary statistics are provided to instructors and program directors in order to enhance future course experiences. More information can be found at: <https://oms.umn.edu/srt/students/about/student-privacy>

3.4 TRANSFER CREDIT

Course Credit Transfer Policy

Course credits may be used to satisfy public health core or other program requirements as jointly approved by the Program Director and the Associate Dean of Education and Student Engagement. No course credits older than 5 years from the date of the student's matriculation will be accepted for transfer. A grade of B- or better is required for each course requested for transfer credit.

SPH students who have completed graduate-level coursework at the University of Minnesota or another college or university may petition to transfer those courses toward their SPH degree. To be considered for transfer, graduate level coursework must have been taken at an accredited graduate institution.

Higher standards of achievement and stricter policies may be enforced by individual programs.

MPH and MHA students must:

1. Meet with their academic advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the Academic Policy Petition form and attach an official transcript on which the final grade has been posted.
2. Submit the Academic Policy Petition form to the program coordinator for processing. The Academic Policy Petition form can be found at www.sph.umn.edu/current/resources/.
3. The program coordinator will forward the petition to the Program Director for approval and signature and then to the Student Services Center for the Associate Dean of Education & Student Engagement for final evaluation and/or approval.

The Academic Policy Petition forms may be used for other academic reasons. Students are encouraged to discuss

petition issues with their academic advisor or program coordinator to determine the appropriate process and procedure.

MS and PhD students must contact their program coordinator for detailed information on transferring coursework.

3.5 EQUIVALENCY EXAM AND INFORMATION

Equivalency Exams

MPH students must satisfy competency requirements in the seven core areas of public health: administration, behavioral science, biostatistics, environmental health, epidemiology, ethics, and foundations. Courses designated as part of the public health core can only be taken for a letter grade (A-F). Students are required to achieve no less than a B- grade in each course taken on an A-F basis. Students may retake public health core courses with the exact same numbered course only once.

Students have the option of taking the equivalency exams in any of the following core areas; however, students can only take the exam one time in each core area. Students who pass the exam(s) are waived from taking the required course and must make up the credits per their area of study and degree requirements. Students who do not pass the exam(s) are required to take the appropriate core course area to satisfy the competency requirements.

Administration

PubH 6751 Principles of Management in Health Services Organizations (2 cr)

Behavioral Science

PubH 6020 Fundamentals of Social and Behavioral Science (2 cr)

PubH 6050 Community Health Theory and Practice I [CHP students only] (3 cr)

PubH 6914 Community Nutrition Intervention [PHN students only] (3 cr)

Biostatistics

PubH 6414 Biostatistical Literacy (3 cr) [Fall 2018 and beyond] **AND** a programming class from the following list [students must check with their advisor or program coordinator to ensure they are taking the correct required programming course]

PubH 6107 Excel and Access in Public Health Settings (1 cr)

PubH 6123 Violence Prevention and Control: Theory, Research and Application (2 cr)

PubH 6325 Data Processing with PC-SAS (1 cr)

PubH 6420 Introduction to SAS Programming (1 cr)

PubH 6755 Planning and Budgeting for Public Health (2 cr) PubH

6813 Managing Electronic Health Information (2 cr) PubH 6845

Using Demographic Data for Policy Analysis (3 cr)

PubH 7264 Fundamentals Exploring and Visualizing Data in R (1 cr)

PubH 7461 Exploring and Visualizing Data in R (2 cr)

OR

PubH 6450 Biostatistics I (4 cr)

Environmental Health

PubH 6102 Issues in Environmental and Occupational Health (2 cr)

Epidemiology

PubH 6320 Fundamentals of Epidemiology (3 cr)

OR

PubH 6341 Epidemiologic Methods I (3 cr)

Ethics

PubH 6741 Ethics in Public Health: Professional Practice and Policy (1 cr)

Foundations

PubH 6250 Foundations of Public Health (2 cr)

Equivalency examinations are given twice each year (January and August). Equivalency exams satisfy competency requirements for the following core courses only:

PubH 6020 Fundamentals of Social and Behavioral Science

Contact: Jennifer Linde at linde074@umn.edu

Number of questions on exam	3
Type of questions	Essay
Open or closed book	Open

PubH 6751 Principles of Management in Health Services Organizations

Contact: Jim Begun at begun001@umn.edu

Number of questions on exam	32
Type of questions	25 multiple choice, 3 essay, 1 case analysis with 4 questions
Open or closed book	Closed

PubH 6102 Issues in Environmental and Occupational Health

Contact: Matt Simcik at msimcik@umn.edu

Number of questions on exam	1
Type of questions	Systems Map
Open or closed book	Open

PubH 6320 Fundamentals of Epidemiology

Contact: Rachel Widome at widom001@umn.edu

Number of questions on exam	31
Type of questions	Multiple choice, show-your-work problems
Open or closed book	Open

PubH 6450 Biostatistics I

Contact: Sally Olander at brown198@umn.edu

Number of questions on exam	41
Type of questions	Multiple choice and true false format. During the exam you are encouraged to use a textbook and a calculator.

Open or closed book	Open
---------------------	------

PubH 6741 Ethics in Public Health: Professional Practice and Policy

Contact: Sarah Gollust at sgollust@umn.edu

Number of questions on exam	10
Type of questions	Short answer
Open or closed book	Open (no internet access)

PubH 6250 Foundations of Public Health

Contact: Emily Matson at emilym@umn.edu (exam is currently in development contact instructor)

Number of questions on exam	30-50
Type of questions	multiple choice, short answer, essay response to case study
Open or closed book	Open (no internet access)

4. TUITION, FEES, BILLING, AND FINANCES

4.1 MY FINANCES TAB ON MY U

The My Finances tab in MyU.umn.edu is where you'll find information about billing, payment, and financial aid.

The My Finances tab allows you to view account charges and billing statements. It is also where you can submit an online payment using the preferred, free e-check method, and where you can sign up for direct deposit. For residents of Wisconsin, North Dakota, South Dakota, and Manitoba, you may apply for reciprocity through your home state or province so your billing statement will have the correct amounts.

OneStop hosts "how-to guides" for common transactions. You can find financial how-to guides [here](#).

4.2 TUITION AND FEES

Please go to onestop.umn.edu/ for complete tuition and fee information. Additional information regarding tuition for specific SPH programs can be found the SPH website: <https://www.sph.umn.edu/prospective/tuition-finances/>

4.3 BILLING

Your billing statement details your amount due (tuition, fees, housing, books, and other campus charges) and your payment due date. You will receive a notice in your University email account when it is ready to view. If you have account charges on more than one campus, you will receive separate billing statements for each campus.

You may opt into a payment plan when your first bill is available, which will divide your payments over three billing periods throughout the semester. Make sure you always pay your bills on time to avoid late fees or cancellation of future class registration.

Your billing statement is a snapshot of the charges and credits applied to your account as of the date the statement was created. For the most up-to-date account activity information, you can check your student account on the My Finances tab in MyU.

Third Party Billing

onestop.umn.edu/finances/third-party-billing

When an organization, not owned by you or a family member, makes a commitment to pay your educational expenses, they are considered a third-party sponsor by the University of Minnesota. When payment is due on your student account, the sponsor is billed by the University; this payment process is termed "third party billing."

Sponsor's payments are subject to the same federal reporting requirements as other financial aid. Some sponsorships don't require a billing invoice and are administered by the University through One Stop Student Services.

Whether you are a student or a sponsor, you will find answers in the frequently asked questions sections of the One Stop website regarding how the third-party billing processes these payments at the links on the left. In addition, you can view current tuition and fee information.

If you have more questions or need further information, please contact the third-party billing office at tpbill@umn.edu or (612) 625-8559.

4.4 FINANCIAL AID AND SCHOLARSHIPS

A variety of resources to assist students in financing their education can be found on the SPH website. In particular, check [this page](#) for information on paying for your education. Scholarships specific to SPH divisions and/or programs can be found in the division and/or program section of this guidebook.

Financial aid information can be found at onestop.umn.edu under the finances tab or by emailing

onestop@umn.edu. Students with questions about the status of their financial aid should refer to the appropriate contact below:

AID TYPE	CONTACT	EMAIL ADDRESS
Division/Program specific awards and traineeships, division-related donor scholarships, Dean's Scholarship	Your program coordinator (see program section in this guidebook)	
Medical scholarships, MN tuition scholarship, general donor funded scholarships	SPH Student Services	sph-ask@umn.edu
Federal loans, financial aid package	Brian Olson - Office of Student Finance	olson282@umn.edu

Loan Deferment

A temporary postponement of loan payments is available only under certain conditions. Students requesting a loan deferment can get their form signed by One Stop Student Services: onestop.umn.edu.

Financial Aid Exit Counseling

Exit counseling sessions are required of all borrowers of federal and University-administered student loan programs. Exit counseling provides you information regarding the rights and responsibilities of a borrower and a lender/servicer. You learn about the repayment, deferment, and cancellation of your loan. These sessions prepare you to be responsible and effective in repayment of your educational loans.

You are required to complete exit counseling when you:

- Are about to graduate
- Leave the University (even temporary leaves)
- Drop your registration below half-time enrollment
- Transfer to another school
- Leave for a National Student Exchange (NSE) experience

Once you have been selected for the exit process, you will receive an email with instructions to complete your exit counseling online. Make sure you respond by completing your exit counseling in a timely manner. A hold will remain on your student record until your exit counseling is complete, delaying your diploma, preventing registration, and

preventing access to your transcripts.

For more information about student loan exit counseling, contact Student Account Assistance at onestop.umn.edu.

4.5 GRADUATE ASSISTANTSHIPS

SPH students may have the opportunity to use a graduate assistantship to help finance their education. These are campus working/learning positions that take the form of research, teaching, or administrative appointments. Degree-seeking students in the SPH registered for six or more credits, including international students, are eligible to apply for an assistantship on campus. Because many assistantships are funded by grants, the research activity of SPH faculty may result in numerous opportunities across the school; you are encouraged to check with your faculty to see if, or when, they may be posting new grant-related assistant positions. The Career & Professional Development Center staff can assist you with your search. Click here for more information.

For graduate assistant policies and benefits, visit Graduate Assistant Employment: umn.edu/ohr/gae

Graduate assistantships include an hourly wage, tuition benefits, subsidized insurance coverage, and may include resident tuition rates for students and dependents.

Graduate assistants who work at least 25% time from the beginning to the end of the official semester appointment dates are eligible to receive tuition benefits (tuition remission and resident rates) during that semester.

5. GUIDELINES, POLICIES, AND COMPLIANCE

5.1 STUDENT RESPONSIBILITY AND CONDUCT

Students are ultimately responsible for the level of success that they achieve in their program of study and for the time it takes to complete that program. Students should:

- Engage with SPH Orientation events and understand the information distributed.
- Understand and follow University, School of Public Health, division, and program rules and procedures for completion of degree requirements.
- Read email messages frequently for announcements from the program coordinators, program directors and director of graduate studies, Student Services Center, and Career Center. These announcements may involve changes in the University, School or division rules, and procedures for completion of degree requirements; students are responsible for reading and understanding these announcements.
- Contact a program coordinator, program director, or director of graduate studies if they are not getting reasonable assistance from their academic and/or master's project/thesis advisor.
- Initiate and maintain contact each semester with their academic advisor to review progress toward the completion of their degree.
- Complete the degree in a timely fashion.

The School of Public Health emphasizes three principles of student conduct in all of its degree programs:

1. **Respect Others:** Students are expected to behave in a respectful and professional manner with other students, faculty, and staff in the classroom and on campus.
2. **Honor Privacy:** Every student's course grades are private and are not to be shown to anyone else. This also applies to the grades of students in courses for which you are a Teaching Assistant.
3. **Present Your Work Honestly:** Plagiarism is defined as the presentation of another's writing or ideas as your own. For a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/sources/definitions.html>. Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to <https://www.lib.umn.edu/howto/citationguides>.

The Associate Dean of Education & Student Engagement is responsible for managing all School of Public Health issues and investigations of academic misconduct.

5.2 UNIVERSITY OF MINNESOTA POLICIES

As part of the larger University of Minnesota community, students in the School of Public Health are responsible for abiding by the Board of Regents policies and other University-wide administrative policies. These policies can be found in full in the [policy library](#).

This policy library holds policies that apply to the entire University system (all five campuses), as well as policies that apply specifically to the Twin Cities campus. The site also displays [Board of Regents policies](#), which are managed through the Board office.

In an effort to avoid potential duplication, omission, or transcription errors, we direct SPH students to read the policies at the original source. We encourage you to particularly become aware of the following:

Student Conduct Code

This policy governs the expected standards of behavior for students and applies to all students and student organizations at the University of Minnesota, whether or not the University is in session.

The [Office for Community Standards](#) is the unit of the university that works to educate the community about the policies governing student behavior and resolve reported violations of the Student Conduct Code. The process they follow is designed to resolve issues in a way that is fair to all community members.

Below are the Board of Regent's [Student Conduct Code's](#) guiding principles:

1. The University seeks an environment that promotes academic achievement and integrity, that is protective of free inquiry, and that serves the educational mission of the University.
2. The University seeks a community that is free from violence, threats, and intimidation; that is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and that does not threaten the physical or mental health or safety of members of the University community.
3. The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
4. The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
5. The University is dedicated to the rational and orderly resolution of conflict.
6. Students are entitled to the rights and responsibilities of other citizens with regard to freedom of speech, peaceable assembly, and right to petition. Students are entitled to exercise their rights to inquire and dissent, speak freely, and peaceably assemble and protest to the extent permissible under both the First Amendment and the Student Conduct Code.
7. Students are entitled to due process and procedural fairness protections, including the prompt notification of charges, the opportunity to respond, the right to an advocate of choice, and the right to the resolution of a case within a reasonable period of time.

Any student or student group found to have committed, attempted to commit, or assisted or abetted another person or group to commit the following misconduct is subject to appropriate disciplinary action under this policy:

- Scholastic Dishonesty
- Disruption of the Academic Environment
- Falsification
- Refusal to Identify and Comply
- Attempt to Injure or Defraud
- Harm to Person
- Bullying
- Sexual Misconduct
- Disorderly Conduct
- Illegal or Unauthorized Possession or Use of Weapons
- Illegal or Unauthorized Possession or Use of Drugs or Alcohol
- Providing Alcohol to Minors
- Unauthorized Use of University Facilities or Services
- Theft, Property Damage, or Vandalism
- Unauthorized Access
- Disruptive Behavior
- Hazing
- Rioting
- Violation of University Rules
- Violation of Local, State, or Federal Laws or Ordinances
- Persistent Violations

Scholastic Dishonesty and Plagiarism

Students are responsible for maintaining scholastic honesty in their work at all times. Students engaged in scholastic dishonesty will be penalized, and offenses will be reported to the [Office for Community Standards](#).

The University's Student Conduct Code defines scholastic dishonesty as "plagiarism; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using course materials without faculty permission; submitting false or incomplete records of academic achievement; acting alone or in cooperation with another to falsify records or to obtain dishonestly grades, honors, awards, or professional endorsement; altering, forging, misrepresenting, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis."

- Copying information word for word from a source without using quotation marks and giving proper acknowledgement by way of footnote, endnote, or in-text citation;
- Representing the words, ideas, or data of another person as one's own without providing proper attribution to the author through quotation, reference, in-text citation, or footnote;
- Producing, without proper attribution, any form of work originated by another person such as a musical phrase, a proof, a speech, an image, experimental data, laboratory report, graphic design, or computer code;
- Paraphrasing, without sufficient acknowledgment, ideas taken from another person that the reader might reasonably mistake as the author's; and
- Borrowing various words, ideas, phrases, or data from original sources and blending them with one's own without acknowledging the sources.

It is the responsibility of all students to understand the standards and methods of proper attribution and to clarify with each instructor the standards, expectations, and reference techniques appropriate to the subject area and class requirements. Students are encouraged to seek out information about these methods from instructors and other resources and to apply this information in all submissions of academic work.

Serious, intentional plagiarism will result in a grade of F or N for the entire course. For more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity on the [Office for Community Standards](#) website.

Students are urged to be careful that they properly attribute and cite others' work in their own writing. For guidelines for correctly citing sources, go to www.lib.umn.edu/instruction/tutorials and click on "Organizing and Citing Research."

In addition, original work is expected in all coursework. It is unacceptable for students to hand in assignments for any course for which they received credit in another course unless by prior agreement with the instructor. Building on a line of work begun in another course or leading to a thesis, dissertation, or final project is acceptable.

All issues relating to academic misconduct in the School of Public Health are referred to the Associate Dean of Education & Student Engagement.

Sexual Harassment, Sexual Assault, Stalking and Relationship Violence

This policy governs the commitment to the prevention and awareness of and response to sexual harassment at the University of Minnesota.

The University of Minnesota and the School of Public Health are committed to creating a respectful community that is free of harassment. If you see or experience sexual misconduct during a divisional, school, or University related event, or at a professional event (such as at a conference), please consult with a University employee with whom you feel comfortable, or directly report to the [Office of Equal Opportunity and Affirmative Action](#) (EOAA) so that they can review the situation. The EOAA will work with you to determine the best course of action to prevent any further misconduct or retaliation.

If you would like more information about sexual misconduct or would like to talk through an experience, the [Aurora Center](#), [Student Counseling Services](#), and [Boynton Health](#) provide confidential services and resources to help you better understand your rights and the resources available on campus.

Research Involving Human Subjects

This policy governs all research involving human subjects conducted at the University of Minnesota or by University faculty, staff, or student researchers.

Any research you conduct while a student at the University of Minnesota may be subject to review and approval by the University's Institutional Review Board (IRB) for the protection of human research subjects. This applies to projects conducted inside or outside the University. For research conducted outside of the University, students may still need IRB approval from the University even if approval has been obtained from an external agency. Any research involving human subjects must be reviewed by the IRB.

The IRB is a committee of faculty, students, and community members that follows federal regulations and ethical principles in order to protect human research subjects.

If your proposed research project is subject to IRB review, you must submit an application to the IRB before you begin. **You cannot begin any regulated research until you have IRB approval.** This includes sending out recruitment flyers or emails, accessing private data, or doing any aspect of your research. You may not be permitted to use any data that was collected without prior IRB approval. The IRB does not have the authority to approve a study *after* it has begun.

The IRB approval process may take as little as one week, but **can take up to 2 months or longer.** Last minute approvals are not possible, so it is important to plan ahead. Applications for international research, research with children, research about illegal or stigmatizing behavior, research with vulnerable populations, or research that incorporates deception often require more review time.

IRB Contact Information

(612) 626-5654

irb@umn.edu

research.umn.edu/units/irb

Projects that are not subject to IRB review include studies that rely on existing publicly available data, such as US Census data. If you are only doing an analysis of publicly available data (i.e., data you can download from a public website) you do not need IRB approval to use it. Technically, such work is research but does not involve living individuals from whom you collect information. On the other hand, an oral history study may not require IRB because it is not a systematic investigation designed to contribute to generalizable knowledge. There are many grey areas, so students proposing such work are strongly encouraged to collaborate with their advisor and contact the IRB to determine whether their project requires approval.

Additional guidelines are required for students involved in international fieldwork. If you plan to use data collected as part of your international applied practice experience for your master's project, you are strongly encouraged to contact the IRB before your applied experience begins to ensure that your project is approved in a timely manner. You will not be allowed to take data out of the host country without IRB approval.

Grading & Transcript Policy

This policy covers University-wide grading standards and the meaning of transcript symbols. A standard grading system establishes a common understanding of the meaning of grades and promotes uniformity in assigning them. Defining grades and their associated meaning (grade points and assessment of achievement) allows for comparison and for computation of the term and cumulative grade point average. See Section 3.3 of this guidebook for additional information.

Leave of Absence

Graduate students who experience circumstances that prevent them from maintaining active status through continuous registration (excluding summer term), and who, through consultation with their director of graduate studies (DGS), program director, advisor(s), and relevant offices determine that a leave of absence (LOA) is appropriate, must request a LOA from their college office using this form. Graduate students must receive approval for an official Leave of Absence.

Before requesting a Leave of Absence, students must review the U of M Administrative Policy at <https://policy.umn.edu/education/gradstudentleave>. Forms must be submitted to the School of Public Health Student Services Center, A395 Mayo Memorial Building, MMC 819, 420 Delaware Street SE, Minneapolis, MN 55455.

5.3 COMPLAINTS AND GRIEVANCES

The SPH strives to be responsive to student issues and complaints. There are numerous ways for you to channel your academic and student life concerns:

- Meet with your advisor and/or program coordinator.
- Raise the issue with your program director or director of graduate studies, either individually or in a meeting set up for this kind of feedback.
- Complete various evaluation and assessment such as gradSERU, the SPH Student Engagement Survey, and course evaluations.

The SPH takes all student concerns seriously and we welcome your input in any of these ways. If the matter is not handled satisfactorily by any of these methods, or if the issue is particularly widespread or serious, please make an appointment with Elizabeth Wattenberg, Associate Dean of Education & Student Engagement at watte004@umn.edu.

The School of Public Health is committed to ensuring that all of our students experience high-quality instruction and a positive and supportive environment in which to work and learn.

If you have a concern about your academic experience (e.g., grading, advising, instructional) and/or you believe a member of the

University community has violated an official University rule, policy and/or established practice, please refer to the University's Board of Regents policy and related informal and formal resolution processes.

The University's process encourages efforts to address concerns at the local level whenever possible. For assistance, students may contact the SPH Student Services staff or the SPH Associate Dean for Education & Student Engagement. For a confidential consultation outside of SPH channels, students may contact the [Student Conflict Resolution Center](#) (SCRC).

[The Equal Opportunity and Affirmative Action Office](#) is designed to handle reports of bias, discrimination, harassment, and sexual violence. EOAA is a resource for the entire University community.

Bias Grievance Process

Purpose: The School of Public Health strives to value and respect all that our students bring to the SPH community. However, events or conflicts may occur both in and out of the classroom that are deemed inappropriate and inconsistent with this value. Students have a right to report these concerns or incidents of bias. In order to address student reports in a confidential and supportive manner, the SPH developed a basic process that is outlined below. Specifically, if you are a student within the SPH, and feel you have been a victim of discrimination or bias based on your identity or beliefs, please reach out to the Director of Diversity, Equity, and Inclusion.

Intent: Students may not know all the resources available on campus to address bias-related issues, or they may not feel comfortable reporting these issues or concerns to University offices. Moreover, students may simply wish to talk through an experience before making any other decision. The Director of Diversity, Equity and Inclusion (DEI) can serve as this point of discussion and referral.

Process: Below is a set of process points related to addressing grievances. This is not an exhaustive list of steps, but an outline of critical pieces, meant to give both students and administrators an understanding of what may happen.

1. The Director of DEI, or another SPH administrator, will meet with the aggrieved student to collect information regarding an incident or issue.
2. The Director of DEI or other SPH administrator, may then talk with faculty, staff, or other students to ascertain the context of the incident, as well as the intent and impact of the situation as a whole. It is our intent to move expeditiously, but this process may take several days depending on the schedules of the involved parties.
3. Consult with related office(s). The Director of DEI will use all of the available information to help determine whether the situation should be handled by another office or individual (ex: Equal Opportunity and Affirmative Action).
4. Where applicable, the Director will identify and recommend options for resolution.
5. The Director of DEI will consult back with students and communicate next steps. These may include (but are not limited to) referral to another campus office or administrator, offer for facilitation or mediation, or a class change.

Our hope is to find reasonable resolutions that will make the aggrieved party/parties feel heard, understood, and continuously welcomed in the SPH community. The Director of DEI can also provide informal support while the student works with another office to find a resolution.

Note regarding retaliation: The University of Minnesota and the School of Public Health prohibit retaliation against anyone who raises concerns about discrimination, harassment, sexual violence, or nepotism; opposes such practices; or participates in an investigation. Retaliation may include intimidation or harassment. If you feel you have been a victim of retaliation in regards to a report please communicate with the Director of DEI or another administrator in the School of Public Health.

5.4 PRIVACY

The School of Public Health is committed to protecting the privacy of students, staff, and research participants. Students have privacy rights that assure confidentiality of their student records. In addition, research participants have many rights that guarantee their safety and privacy.

Often School of Public Health students work as Teaching Assistants or Research Assistants; both roles may require access to confidential or private information. Please be aware of privacy laws, complete assigned/required privacy training, and act with the highest honor towards all private information.

For further information, go to <https://www.healthprivacy.umn.edu/>.

FERPA (Family Educational Rights and Privacy Act): Student Records

FERPA grants four specific rights to a post-secondary student:

1. To see the information that the institution is keeping on the student.

2. To seek amendment to those records and in certain cases append a statement to the record.
3. To consent to disclosure of his/her records.
4. To file a complaint with the FERPA Office in Washington DC

In addition:

- University faculty and staff have a legal responsibility, under FERPA, to protect the confidentiality of your student educational records.
- Student educational records are considered confidential and may not be released without written consent of the student.
- Student information stored in electronic format must be secure and available only to those entitled to access that information.

5.5 INTERNATIONAL STUDENT REQUIREMENTS

Note: International student requirements may change over time. For up-to-date information go visit International Student and Scholar Services (ISSS) at issss.umn.edu.

International Student Preparation Course

The International Student Preparation Course is a tool to help new international students prepare for their arrival at the University by learning about certain expectations and requirements. Students are required to complete the International Student Preparation Course at least one week before their immigration check-in. More information can be found by visiting the [ISSS](#) website.

Immigration Check-In

All new international students must visit the University of Minnesota [International Student & Scholar Services](#) office (ISSS) shortly after arrival in Minnesota. ISSS will review immigration documents, register new students for the International Student Orientation Program, and provide information on how to release registration holds. These processes are mandated by the Department of Homeland Security (DHS); formerly known as Immigration and Naturalization Service (INS).

International students are allowed to enter the U.S. only within 30 days of their program start date. Regulations and SEVIS requirements provide strict guidelines regarding this date, to coincide with the term of admission.

Student and Exchange Visitor Information System (SEVIS)

SEVIS is an electronic reporting system that provides the Department of Homeland Security with information on international students and scholars in the United States who hold F, J, and M visas. This internet-based record-keeping system maintains electronic data on all international students. The system tracks entries into and departures from the U.S.

In addition to the information routinely reported on I-20 and DS-2019 forms, other information is reported, including but not limited to: academic status, employment, and residential address.

For more information on SEVIS requirements, including those listed below, go to issss.umn.edu.

Academic Status

International students must maintain full-time status; this means SPH master's and doctoral students must register for at least six credits each semester. Under special conditions, students may apply for an exemption from the full-time status rule at the ISSS office. Students must apply for the exemption before registering for less than a full course of study.

Address Change

International students MUST update their address within ten days of a change of address to maintain their legal immigration status. For more information go to issss.umn.edu/INSGen/address.html.

5.6 COMPLIANCE

Immunizations

boynton.umn.edu/immunization-requirement

According to OSHA regulations, CDC guidelines, and University of Minnesota policy, Health Sciences students are required to have a health clearance as a condition of enrollment. You must complete this requirement by the sixth week of the semester or a registration hold will be placed on your student account. In addition, internship or applied practice experience locations may require additional immunizations based on the location and/or work being performed. Finally, international experiences may also require other immunizations; international requirements are listed here: <https://boynton.umn.edu/clinics/travel>.

More details and the downloadable Student Immunization Record form are available from Boynton Health at

boynton.umn.edu/immunization-requirement. You can also stop by Boynton Health to schedule services, click here for more information boynton.umn.edu.

HIPAA (Health Insurance Portability and Accountability Act)

HIPAA is a federal law related to the privacy of an individual's health care information.

All students in the Health Sciences, including School of Public Health students, must complete the University's online HIPAA privacy training. The University of Minnesota provides online training courses on proper handling of health information and information security; everyone must complete this training, even if they don't work directly with protected health information. This is because students may have incidental contact with protected health information, and because students may encounter HIPAA violations, and are all required to know how to respond to these violations.

This training consists of two separate training courses that you may complete online: (HIP016) HIPAA Training; and (ISA17) University Information Security Awareness Training.

Login to <https://training.umn.edu/> and select **My Training** to see if you have been assigned the training, or click **Course Catalog** and enter the course name or number above.

Criminal Background Checks

Students should be aware that Minnesota law may require certain facilities to conduct a criminal background check for all personnel with direct, and/or unsupervised client contact. Facilities that are covered by this law include hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, board/lodging establishments providing health supervision services, and work with minor aged children. Students seeking internships or applied practice experiences may be required to undergo a background check as well, depending on the agency or facility's internal policies. The School will assist students with these requirements; students should call the Student Services Center at (612) 626-3500, email sph-ask@umn.edu, or go to A-395 Mayo for assistance.

Community Engagement Agreement

Many students in the School of Public Health volunteer in the community. Liability insurance is available through the University provided that the student registers for PubH 0020 (a zero-credit class) and has the approval of their academic faculty advisor.

Registration for PubH 0020 will be officially documented on the student's transcript; however, the zero-credit course has no tuition, no fees, no credits, and no grades. It is important to understand that a zero-credit registration for a community engagement activity is not a substitute for a required course or field experience.

Prior to registration, students are required to provide information about the experience by completing the Community Engagement Agreement available at <https://publichealth.ahc.umn.edu/sphcommunity/index.cfm>. The agreement is complete once it has been approved by the student's advisor and the SPH Registrar and Director of Academic and Student Affairs.

To complete the Student Engagement Agreement a student must provide the following information:

- Name of the organization
- Address
- Organization phone number
- Supervisor within the organization
- Description of the activity
- Description of how this activity relates to their development as a public health professional
- Semester and date of experience
- Electronic signature of academic advisor

When the agreement is approved, the student will be contacted by email and provided with a registration permission number.

Health Insurance Requirement for Health Sciences Students Participating in Applied Practice/Clerkship/Practicum Experiences

School of Public Health students are expected to have health insurance coverage while participating in their applied practice, clerkship, or practicum experiences. This is a University of Minnesota Health Sciences requirement. A school/program or site may ask a student for proof of health insurance while participating in their AP, clerkship, or practicum experience. If the student cannot provide proof of health insurance, indicating they are not in compliance with this requirement, they will be pulled from the experience.

The complete policy can be found on the Health Sciences Education website https://drive.google.com/file/d/1uwjO4w0b2-xidGDntLlx27bSvh3HM0Q_/view.

6. GROUPS, ASSOCIATIONS AND SOCIETIES

6.1 STUDENT GROUPS

School of Public Health Student Senate

sph.umn.edu/current/senate/

The Student Senate is composed of graduate students from within the School of Public Health; it strives to serve as a representative body for students in SPH. The Student Senate provides a voice for students and allows them to get involved in University government, plan social activities, network with departments, work with faculty, demonstrate leadership skills, assist student organizations in hosting school-wide events, and develop creative solutions to new challenges. The Student Senate also provides various grants to students and SPH student groups.

Professional Student Government

gopherlink.umn.edu/organization/PSG

The professional student governance on the Twin Cities campus of the University of Minnesota rests with the Professional Student Government (PSG). All currently registered professional students at the University of Minnesota are members of PSG.

PSG represents and serves students in the Carlson School of Management, Law School, Medical School, Dental School, School of Nursing, College of Pharmacy, School of Public Health, College of Veterinary Medicine, College of Education and Human Development, and Humphrey School of Public Affairs. PSG is a resource for its 10-member councils, the primary contact point for administrative units, a professional student policy-making and policy-influencing body, and as a center of inter- and intra-collegiate interaction among professional students.

Council of Graduate Students (COGS)

cogs.umn.edu

The Council of Graduate Students (COGS) is the official student governing board of the Graduate School, representing all Graduate Students at the U of M. The U administration looks to COGS for consultation and direction on all matters pertaining to the Graduate School experience, including Graduate Assistant issues.

Center for Health Interdisciplinary Programs (CHIP)

chip.umn.edu/

The Center for Health Interdisciplinary Programs (CHIP) is a department of the Office of Education in the Health Sciences Senior Vice President's Office. The CHIP Student Center serves all Health Sciences students. CHIP exists to foster interdisciplinary relationships and teamwork between Health Sciences students. CHIP provides educational, leadership, and service opportunities for students.

Minnesota International Student Association (MISA)

facebook.com/misa.umn/

The Minnesota International Student Association (MISA) is a non-profit organization that aims at working in the interest of international students at the University of Minnesota. MISA represents the international community of the University of Minnesota Campus. There are over 6000 international students on this campus, whose length of stay varies from three months to several years. MISA plays a vibrant role in students' social lives, by being the forum for international students on the U of M campus and by organizing events throughout the year.

Other Groups

sua.umn.edu/engage/student-groups/

SPH is home to a number of student organizations. Some are registered campus groups and others are more focused on a division or program. In addition, there are more than 900 student groups on campus registered with the University's Student Unions and Activities Office, including academic societies, cultural centers, sports clubs, political action groups and fraternities and sororities. These organizations provide students with endless involvement opportunities and the chance to interact with others who share a similar interest.

If you want to know more about current SPH groups or are interested in forming a group within the School of Public Health, please contact sph-ask@umn.edu.

6.2 PUBLIC HEALTH RELATED ASSOCIATIONS AND AGENCIES

American College of Healthcare Executives

ache.org

The American College of Healthcare Executives is an international professional society of more than 30,000 healthcare executives who lead hospitals, healthcare systems and other healthcare organizations.

American Public Health Association

apha.org

The American Public Health Association (APHA) is the oldest and largest organization of public health professionals in the world, representing more than 50,000 members from over 50 occupations of public health.

Association of Schools and Programs of Public Health

aspph.org

The Association of Schools and Programs of Public Health (ASPPH) is the only national organization representing the deans, faculty, and students of the accredited member schools of public health and other programs seeking accreditation as schools of public health.

Centers for Disease Control and Prevention

cdc.gov

The Centers for Disease Control and Prevention (CDC) is recognized as the lead federal agency for protecting the health and safety of people - at home and abroad, providing credible information to enhance health decisions, and promoting health through strong partnerships. CDC serves as the national focus for developing and applying disease prevention and control, environmental health, and health promotion and education activities designed to improve the health of the people of the United States.

Council on Education for Public Health

ceph.org

The Council on Education for Public Health (CEPH) is an independent agency recognized by the US Department of Education to accredit schools of public health and public health programs offered in settings other than schools of public health.

Commission on Accreditation of Healthcare Management Education

cahme.org

The Commission on Accreditation of Healthcare Management Education (CAHME) is the only organization that accredits individual academic programs that grant master's degrees in healthcare management in the United States and Canada.

Minnesota Public Health Association

mpha.net

Founded in 1907, the Minnesota Public Health Association (MPHA) is a statewide professional organization actively serving Minnesotans, our members, and the public health profession through its efforts and activities. MPHA is an affiliate of the American Public Health Association.

National Institutes of Health

nih.gov

Originally a one-room Laboratory of Hygiene in 1887, the National Institutes of Health today is one of the world's foremost medical research centers, and the Federal focal point for medical research in the U.S.

National Board of Public Health Examiners

nbphe.org

National Board of Public Health Examiners (NBPHE) established in 2005 as an independent organization, the purpose of which is to ensure that public health professionals have mastered the foundational knowledge and skills relevant to contemporary public health.

6.3 ALUMNI SOCIETIES

School of Public Health Alumni Society

<https://www.sph.umn.edu/alumni/sph-alumni-society/>

Your connection to the School of Public Health doesn't end at graduation.

Since our school's founding in 1944, we have graduated over 12,000 alumni. These individuals are important members of the public health community as they shape public health policy, conduct ground-breaking research, lead innovative public health solutions and shape the future of public health.

Your SPH education is a valuable, lifelong investment. During school, and after graduation, we invite and encourage you to stay connected to the school, its resources and each other to make the most out of your degree from SPH.

Since its inception in 1982, the School of Public Health Alumni Society has worked to serve alumni and students, promote excellence in programs and serve the needs of the School. Membership is automatically conferred upon all graduates.

The SPH Alumni Society is committed to building relationships with students through various activities, including the SPH Mentor Program, partnering with SPH Student Senate, and bringing alumni to students to provide professional development opportunities to students.

Connect to the SPH Alumni Society and all it has to offer today.

MHA Alumni Association

sph.umn.edu/alumni/mha/

The University of Minnesota MHA Alumni Association was established in 1948 to facilitate ongoing support of the Healthcare Administration program and to continue fellowship among alumni. With 3200+ alumni members, the Association supports MHA students through scholarships, professional connections, and learning opportunities, and strives to provide MHA alumni with ongoing opportunities for education, engagement and philanthropy.

7. DIVISION OF EPIDEMIOLOGY AND COMMUNITY HEALTH (EpiCH)

7.1 WELCOME

The Division of Epidemiology and Community Health is one of four Divisions that make up the School of Public Health at the University of Minnesota. The Division Head is Dr. Dianne Neumark-Sztainer. The Division of Epidemiology and Community Health is home to six programs in the School of Public Health:

- Clinical Research MS
- Community Health Promotion MPH
- Epidemiology MPH
- Epidemiology PhD
- Maternal and Child Health MPH
- Public Health Nutrition MPH

EpiCH Student Services:

TBD: *Director of Epidemiology and Community Health Student Services* – Primary contact for prospective students, and curriculum development in master's and PhD level programs

Shelley Cooksey: *Sr. Academic Advisor*– Primary contact for current students in MS and PhD level programs, master's minors and certificate programs

Marlin Farley: *Academic Advisor* – Primary contact for current students in MPH programs

Janelle Willard: *Academic Support Coordinator* – applications and Applied Practice Experience

Laurie Zurbey: *Academic Support Coordinator* – course scheduling, data management, staff support

E-Mail	epichstu@umn.edu
Phone	612-626-8802
Fax	612-624-0315
Campus Mail	WBOB, #300, Delivery Code 7525
US Mail	1300 South Second Street, Suite 300, Minneapolis, MN 55454

7.2 THE WEST BANK OFFICE BUILDING (WBOB)

The offices are located in the West Bank Office Building (WBOB) at 1300 South 2nd Street in Minneapolis. Students can find directions to WBOB at <https://intranet.sph.umn.edu/about/divisions/epidemiology-community-health/location/>.

Forms

Forms are located at: <https://sites.google.com/umn.edu/divisionofepich/home> in the Current Student Section of the Home Page. Microsoft Word documents of all the forms are also available upon request. Contact the EpiCH student services staff at epichstu@umn.edu to obtain the Word documents via e-mail.

Evening and Weekend Access

Division graduate students who do not have a paid appointment in the Division can have access to the student lounge after work hours and on weekends. The student lounges (room 466) is where the student computers are located. Students obtain access by filling out a form to have their UCard programmed for access to the third and fourth floors of WBOB. Students are given the option to sign up for building access at Orientation. After orientation, contact the EpiCH student services staff for information at epichstu@umn.edu.

NOTE: There is approximately a one-week turnaround time to get a student's UCard programmed, so please plan accordingly.

Computer Lab

The Division computer lab in WBOB includes several PC's available for student use. The computer lab is located in the student lounge in room 466. The general policy for use of these computers is that they are for Division graduate students for work pertaining to their degree program. All of the computers have SAS and STATA. Printers are available.

Copier and Fax Access

The Division does not allow copy machines or fax machines to be used for personal use. Personal copies can be made for a cost at various locations throughout campus. Unfortunately, there is not a copier for use in WBOB.

Students should also refer to section 1.4.

7.3 DIVISION COMMUNICATION WITH STUDENTS

The Division communicates information to students in the following ways:

- **E-mail:** Students are expected to check their U of M email regularly. Communication between the Division and students regarding changes in programmatic requirements or announcements, as well as advisor, faculty, and student-to-student contacts is usually through e-mail. If you do not register for courses you will lose access to your e-mail account and will need to contact the Technology Helpline to restore your access. Alumni maintain lifetime access to their University e-mail account as long as the account is accessed on a regular basis.
- **My U Portal:** This is a form of communication and information exchange within the University. Students are expected to check their portal regularly. Access to the portal is available at <https://www.myu.umn.edu/>.
- **Weekly SPHere:** A weekly electronic publication for students. This publication contains important deadline reminders as well as updates on students and faculty research and activities.
- **University News:** The University of Minnesota student newspaper is called The Daily and is available campus-wide.

7.4 SEMINARS

The Division of Epidemiology and Community Health sponsors scientific seminars between September and June to exchange ideas and research findings pertinent to the field. Because the Division has a large faculty, staff and student body, the seminar provides a forum for exchange of information among people who may not otherwise meet or work together. All faculty and students are strongly encouraged to attend regularly.

Division faculty members and other scientific staff are asked to present at least one seminar every two years. Each year, the seminar brings in several scientists from outside the Division.

Notices are posted in the Division's third floor reception area as well as sent out electronically. Most seminars are held 10:00-11:00 a.m., on select Fridays, in Room 364 of WBOB. Seminars by visiting scientists may be at other times. Students can check the EpiCH Web site for seminar information by going to

<https://intranet.sph.umn.edu/about/divisions/epidemiology-community-health/epich-seminar-and-in-services/>

7.5 ACADEMIC CREDIT FOR INDEPENDENT OR DIRECTED COURSEWORK

Independent and directed coursework can be taken to fulfill elective credits and can take many forms depending upon the student's interests and needs. All independent/directed coursework needs the support of a Division of EpiCH faculty member who agrees to serve as an "instructor/advisor" for the independent or directed course. The expectation is that the student has something specific to propose prior to approaching a faculty member.

To fulfill the course requirements, the student and instructor should agree on the type, scope, and length of a final academic "product" whether it is a paper(s), an annotated bibliography, curriculum, training modules, media piece(s), etc. It is expected that the faculty member and student will meet regularly during the term.

It is very unusual for students to take more than four credits total of independent or directed coursework (over and above any credits earned for the Applied Practice Experience (AP) or Integrated Learning Experience (ILE)/thesis requirement). Students are expected to fulfill the majority of their elective credits through regularly-scheduled courses.

Examples of Independent and Directed Coursework

1. Students interested in a theory, an evaluation method, or a skill not covered in depth in a specific course could arrange for an independent study course with a faculty member knowledgeable in that area and/or willing to work with the student.

2. The student wants to attend a conference, workshop, or mini-course, but there is no academic credit involved. The student must find a faculty member willing to work with the student to develop academic work over and above the actual event to fulfill some elective credits. This must be arranged ahead of time, not after the event has occurred.

Additional comments

Arranging an independent/directed course depends upon the student putting together an academically rigorous proposal and finding a faculty member to serve as an instructor. The faculty instructor does not have to be the student's faculty advocate or Integrated Learning Experience (ILE) advisor. The instructor must be a member of the program associated with the course number; see below.

The student should also receive prior approval from the EpiCH student services staff to count the independent/directed work as an elective course.

Choosing Course Numbers

Independent study, directed study, and readings courses are available within the Division of Epidemiology and Community Health. The student and instructor should agree on the course number/title that most closely matches the work being proposed. Course options are:

- PubH 7091 Independent Study: Community Health Promotion (only CHP faculty can serve as instructor)
- PubH 7391 Independent Study: Epidemiology (only Epi MPH or Epi PhD faculty can serve as instructor)
- PubH 7392 Readings in Epidemiology (only Epi MPH or Epi PhD faculty can serve as instructor)
- PubH 7691 Independent Study: Maternal and Child Health (only MCH faculty can serve as instructor)
- PubH 7991 Independent Study: Public Health Nutrition (only PHN faculty can serve as instructor)
- PubH 8392 Readings in Clinical Research (only Clinical Res. graduate faculty can serve as instructor)
- PubH 8393 Directed Study: Clinical Research (only Clinical Res. graduate faculty can serve as instructor)

NOTE: Other programs in the School of Public Health may have independent/directed coursework opportunities in their areas. Check with the Divisions of Environmental Health Sciences, Health Policy and Management, and/or Biostatistics. You could also do an independent/directed course with another graduate-level program. Remember that the EpiCH student services staff has to approve it as an elective.

Procedures

1. Student meets with the faculty member to discuss the requirements for the independent/directed course.
2. Student fills out an Independent/Directed Study Contract form outlining the requirements for the course and has the form signed by their faculty advocate and Independent/Directed Study instructor. This information is vital to receive proper credit for this course (i.e., a grade). The instructor needs to agree to work with the student and both need to agree on the requirements. You can request this form by contacting epichstu@umn.edu.
3. Student gives the completed/signed Independent/Directed Study Contract to the EpiCH student services staff. Once the completed form is received you will be sent registration information.
4. At the end of the semester, the instructor assigns a final grade. The grade will then be entered on the official transcript. It is the student's responsibility to make sure that all requirements are completed so a grade can be submitted.

7.6 DIVISION RESOURCES AND POLICIES

Incomplete Grades

Students should also refer to section 3.3.

For MPH students, all required courses (with the exception of Applied Practice Experience (AP), internship, or Integrated Learning Experience (ILE) credits must be completed during the term of registration. Students must complete all course requirements by the end of the registered term so that faculty can submit a grade by the appropriate due date. A grade of incomplete "I" shall be assigned at the discretion of the instructor when, due to extraordinary circumstances, the student was prevented from completing the work of the course on time. The assignment of an incomplete grade requires an electronic contract between the instructor and student specifying a deadline by which the student will complete the course requirements. In no event may the written agreement allow a period of longer than one year to complete the course requirements. If the requirements of the contract are not met by the contract deadline a final grade will be submitted based on the work submitted to date. Applied Practice Experience (AP), internship, and Integrated Learning Experience (ILE) projects that are not completed by the end of the term of graduation will receive a grade of "K" indicating "work in progress."

PhD Students only: The symbol "I" may be assigned by an instructor to indicate "incomplete," in accordance with the provisions announced in class at the beginning of the semester and outlined on the course syllabus, when in the instructor's opinion there is a

reasonable expectation that the student can successfully complete the work of the course. An "I" remains on the transcript until the instructor replaces it with a final A-F or S-N grade. Course instructors are encouraged to establish a time limit for the removal of incomplete grades.

Six Credit Minimum Exemption

The University of Minnesota has a policy that students must register for a minimum of six credits in order to hold a Graduate Assistant position. The policy states that "exemption from [this requirement] is determined on a semester by semester basis" and that "eligibility criteria are to be determined by each graduate program...these criteria will be well publicized and administered equitably among all Graduate Assistants in the program."

The Division Training Committee (DTC) approved the following policy: "Students will almost always be granted a one semester exemption so they can finish their work toward the end of their degree program but must petition the DTC for more than one semester's exemption and this would be given under only extraordinary, extenuating circumstances. Extending coursework in order to remain a graduate assistant will not be sufficient reason." Students who wish to request an exemption should contact epichstu@umn.edu. It may take several weeks for this request to be reviewed so please submit your request at least one month prior to the start of the term.

Graduate Assistants who wish to be exempt from FICA withholding must register for at least three credits per term (one credit for PhD candidates working on a dissertation).

Sitting in on a Class

Students are not permitted to attend a class for which they are not registered. This means that if you are unable to register for a class before it begins for any reason you may not attend the class.

Support for Student Travel (effective 5/2017)

1. The Division will provide up to \$600 per student in a 12 month period [a maximum of \$3,200 available for all students during the fiscal year] for travel to a scientific meeting under the following conditions:
 - The student is currently enrolled in the Epi PhD/MS/MPH, CHP MPH, MCH MPH, PubH Nutr MPH, or Clinical Research MS program and must be the presenter of the paper or poster. The student has been enrolled in their program as least one term at the time of the conference; the work was done during the time the student was in their program.
 - The meeting can be local, regional, national or international but must have relevance to the student's field of study.
 - There are no other sources of support specifically allocated for such travel. For example, whenever a training grant provides funds for travel for its fellows, those fellows will not be eligible for travel support under this policy. However, students whose work was supported by a research grant with no funds specifically for student travel will be eligible for travel support under this policy. Principal Investigators are encouraged to provide support for student travel from their grants since their grants benefit as well as the students.
2. All requests for travel support must be in writing. The request should be addressed to the Chair of the Division Training Committee and sent to epichstu@umn.edu. The request should include:
 - The dates, location and purpose of the meeting and describe the student's role. A link to information about the conference should also be included.
 - A copy of the abstract and letter of acceptance must be attached to the request. In addition, a letter from a member of the Division's faculty indicating that he/she is familiar with the student's work, judges it to be of good quality, and supports the student's request. The faculty letter should also provide any necessary clarifications on the student's role to ensure that the role of the student in the presentation is clear. The student must be the primary author. If the student is not also the first author, we need a reason why the student is presenting.
 - The request must be made in advance of the scientific meeting. Since the DTC only meets once per month, it is suggested that complete requests be submitted at least six weeks prior to the scientific meeting.
 - A summary of the travel expenses (cost of air fare, hotel price, registration fees, etc.).
 - Students need to include information about any other sources of funding they have applied for, even if the funds have not been awarded yet, including SPH Student Senate funds.
3. Allocations under this policy will of course be subject to the availability of funds for this purpose.

Payment for TA English Program

If a nonnative English-speaking Division student is required by their degree program to fulfill a teaching assistantship position (i.e. Epidemiology PhD students), the Division will pay one-half the cost of instruction the first time the student takes the course (the University's Office of Academic Affairs pays the other half). Students not passing the exam must pay the costs of any additional instruction.

SAS Access

Students can purchase the SAS program for a fee if it is necessary for them to complete research. Additional information on ordering the software is available at <https://it.umn.edu/sas>. Please note that all of the computers in the student computer lab (466 WBOB) have SAS.

J.B. Hawley Student Research Award

The Division has established the J.B. Hawley Student Research Awards, a small grant mechanism to support public health oriented research projects. This is a wonderful opportunity for students and post-doctoral fellows to obtain funds for their research, gain experience in grant proposal writing, and receive faculty feedback on their ideas. During the 2021-22 academic year, two rounds of requests for proposals (one per semester) will be conducted.

WHO MAY APPLY?

Students currently enrolled in degree programs in Epidemiology, Community Health Education, Maternal and Child Health, Clinical Research, or Public Health Nutrition or post-doctoral fellows in Epidemiology & Community Health. The proposed research must have direct or indirect relevance to public health and related disciplines. Priority will be given to studies that are thesis or masters projects. Those who have received previous funding under this mechanism will not be eligible for further support until they have submitted the required one-page report for their prior award (see below).

NEW STARTING FALL 2018: PhD students who have an urgent need for a Hawley award in order to stay on schedule for a Preliminary Oral examination are allowed to submit a proposal at any time.

HOW MUCH?

\$3,500 maximum, including fringe benefits when applicable. PhD students may request a maximum of \$7,500 to support thesis research. Additionally, post-doctoral fellows with a primary mentor in the Division of Epidemiology and Community Health may request a maximum of \$7,500.

HOW USED?

The award may be used to support research activities including supplies and equipment. It cannot be used for stipends or salary support for the applicant. Tuition in UMN courses is generally not eligible for Hawley funds. Please note that before making any expenditures with the award (i.e., ordering, purchasing, hiring, or contracting for services) the applicant must meet with accounting personnel in the Division to ensure that procedures are followed and IRB clearance must be documented.

BE AWARE OF THE STATE FAIR OPPORTUNITY

The Driven to Discover Research Facility (D2D) presents opportunities for rapid recruitment and assessment and therefore broadens the scope of the research activity that may be supported by a Hawley award. If new participants will be recruited for the research, large numbers of subjects of widely varying ages can be recruited, enrolled, and assessed in a short period of time at the new D2D Facility at the Minnesota State Fair. Over one quarter of 2018 participants were from outside the 11-county metro area. D2D shift fees (2019 fees were \$867 per half-day; average 162 subjects per half-day) are an allowable use of Hawley Funds. More information? Email: d2d@umn.edu; Url: d2d.umn.edu. Please check with the D2D program for current pricing.

HOW LONG?

One-year project.

WHAT IS THE FORMAT?

You must follow the format or the proposal will be returned without review. Electronic submission is required.

1. Cover Letter

Please indicate in the letter whether or not the project will help support a master's project, master's thesis, Ph.D. thesis, or applied practice experience. Describe the project in 1-2 sentences in the cover letter.

2. Face Page (1 page)

- a. Title
- b. Investigator information, including name, address, telephone, and e-mail address. (Be specific with the address as to where the Awards Committee should send notification)
- c. Your degree program
- d. Collaborating investigators (faculty, staff, students), if any

3. Research Proposal (font: 12-point Times or larger)

- a. Background and Significance (1 page maximum): Describe the background and justification for the study and state the research questions/ hypotheses. Clearly state how the project is relevant to public health.
- b. Research Methods (3 pages maximum): Describe the study design and detailed methods. Be sure to include information on each of the following:
 - Study population
 - Sample selection and recruitment

- Measurements
 - Data analysis plan (required for both quantitative and qualitative research)
 - Timeline
 - Sample size (justified by formal statistical calculations or other means)
- c. Human Subjects (no page limit): All proposals must address protection of human subjects and have the project approved by the University of Minnesota's Institutional Review Board (IRB) prior to receiving funds. However, a project will be reviewed by the Research Awards Committee prior to receiving final IRB approval.
- d. References (no page limit): Citations for articles referenced in the background and significance and research methods portions of the proposal should be listed after the Human Subjects section of the proposal.

4. Detailed Budget & Budget Justification (2 page maximum):

The proposed budget should include precise amounts requested in various categories (e.g., postage, supplies, printing, personnel, etc.). Provide a brief justification for the amount requested in each category and state why these funds are needed to conduct the proposed research. The budget should clearly itemize and justify expenditures. If the request is part of a larger project, the proportion to be supported by this award and the rationale and need for this funding mechanism should be specified clearly.

The following items are NOT allowed: stipends or salary for the applicant, computer purchase, publication costs (e.g., page charges, reprints), and presentation costs (e.g., travel to a conference, conference fee).

5. Letters of Endorsement from Faculty Advocate and Project Advisor (1 page per letter):

A primary or adjunct faculty member in the Division of Epidemiology & Community Health must provide a brief letter to accompany the proposal, specifically endorsing the applicant's request. The letter should state that the faculty member has read and approved the proposal. The letter should also include the faculty member's opinion of the quality and importance of the research.

In cases where the faculty member is NOT the applicant's research project advisor, an additional letter is required from the research project advisor. This second letter must include the same elements as the faculty member letter described above.

If the proposed research is a collaboration with a community organization or other external partner, a letter of support from that organization is required.

Letters of Endorsement Summary:

- Epidemiology & Community Health faculty member: ALWAYS REQUIRED
- Research Project advisor: SOMETIMES REQUIRED [if faculty member is not the research project advisor]
- Community Organization Partner: SOMETIMES REQUIRED (if research is a collaborative partnership with an external organization)

6. Appendices, if needed (no page limit)

ADDITIONAL COMMENTS AND GUIDELINES

The Hawley grants are intended to support student research. Applied Practice experience is generally not eligible for an award; what should be requested in that case is the research component of that experience.

Evaluation of the proposals is in terms of the committee's view of the importance of the inquiry, quality of the research design and methodology, experience of the investigator, relevance of the project to public health or related disciplines, and contribution of the project to the student's academic training.

SUBMISSION

Submit your proposal electronically to epihawley@umn.edu

DEADLINE

By stated deadline on the call for submissions

REVIEW PROCESS

All applications will be reviewed by the Division of Epidemiology & Community Health Research Awards Committee, which includes faculty members representing the program fields. Each proposal will be evaluated according to its scientific and technical merits and public health implications. The most important criteria are (1) importance of the area, (2) quality of proposed research, (3) investigator's experience and resources to accomplish the project, and (4) relevance to public health.

SUBMISSION QUESTIONS

If you have general questions regarding the Hawley grants, please contact Dr. David Jacobs, the Chair of the committee, at jacob004@umn.edu. For questions on budget items, please contact Sarah Shorma at 612-624-9895 or shorm001@umn.edu.

Information regarding the status of human subjects (IRB) applications must be provided to the Committee. Award funds will not be released until Division of Epidemiology & Community Health Accounts Administration has received notification of Human Subjects Committee approval.

FINAL REPORT

A one-page report to the Research Awards Committee on progress and outcome is due on the one-year anniversary date of the award.

Martinson-Luepker Student Travel Award

The Martinson-Luepker Student Travel Award will support Division of Epidemiology and Community Health students pursuing an international Applied Practice Experience (AP) placement in fulfillment of curriculum requirements for an Applied Practice Experience (AP) or Integrated Learning Experience (ILE) project. Funds will be provided to help support the cost of air fare to the international location. Students may request up to \$1500 U.S. Students must apply for this award. As part of this application, students should fully describe their proposed Applied Practice Experience (AP) project, including location, populations to be worked with and proposed program activities. The application form can be obtained from EpiCH student services staff epichstu@umn.edu.

Division of Epidemiology and Community Health Student Support Policies

Doctoral Student Support Policy, for those matriculating Fall 2003 or later

1. Students can be accepted to the program with varying levels of support including no guaranteed support, guaranteed support for the initial year, or support for multiple years.
2. Support levels will be set at the level of an NIH Pre-Doctoral Fellow or, if not an NIH Fellow, not more than 50% RA/TA position. This means that those who accept a pre-doctoral fellowship may not also accept an RA or TA position in the Division. Scholarship or block grant awards are not included.
3. Students on fellowships perform their TA requirement as part of the fellowship, with terms to be negotiated with the training director.
4. Requests may be made to the DGS for levels of RA/TA support up to 75% for students who have passed their preliminary examinations and are working on their thesis. These requests are required to show that such additional work does not delay the thesis defense and graduation.
5. Physicians who are licensed to practice medicine in the United States will have an RA/TA stipend set at the doctoral level. Those who are not licensed to practice will be paid at the Masters level RA/TA position stipend.
6. There is no limit on the number of years of support; however, adequate progress toward degree completion is required for continued support.
7. Students may increase support to 75% during the Summer term.
8. This policy only applies to positions held within the Division. For example, a student with a 50% research assistantship in the Division would also be able to hold a 25% research assistantship in the Medical School.

Approved 7/1/03, revised 06/08

Master's Student Support Policy

No one may hold a graduate assistantship of more than 50% (75% in the Summer) in the Division of Epidemiology and Community Health. Adopted 12/17/03 and applies to students matriculating Fall 2004 and after. This policy only applies to positions held within the Division. For example, a student with a 50% research assistantship in the Division would also be able to hold a 25% position in Medical School because that is not in the Division.

Policy for Graduate Assistant Pay Scale for Post-Baccalaureate Professional Students

Post-baccalaureate professional students in doctoral-level programs (e.g., dental, medical, law, veterinary students) who have completed two years of their professional studies will be paid at the rate of those who have completed a master's degree. Those who have not completed the first two years will be paid at the rate of those whose highest degree is a bachelor's degree. This policy is effective beginning Spring semester, 2004. Adopted 12/17/03.

Division of Epidemiology and Community Health Websites

EpiCH website	http://www.sph.umn.edu/academics/divisions/epich/
EpiCH Student Guidebook and Forms	https://www.sph.umn.edu/current/resources/
Course syllabi	https://www.sph.umn.edu/current/resources/syllabi/
EpiCH faculty information	https://directory.sph.umn.edu/division/epidemiology-community-health/
EpiCH seminar	https://intranet.sph.umn.edu/about/divisions/epidemiology-community-health/epich-seminar-and-in-services/

7.7 DIVISION ADVISING INFORMATION

Team approach to Advising at the Master's level

At the master's level students are advised by a team which includes their faculty advocate, staff from the EpiCH student services office, an Applied Practice Experience (AP) advisor, and the program director for their program. The role of the faculty advocate is to advise students on things like their career goals and objectives, provide advice for securing an Applied Practice Experience (AP), and help students with their initial Integrated Learning Experience (ILE) planning. The role of the EpiCH student services staff is to assist students with course planning, petitions, and to provide general procedural advice. The role of the AP advisor is to guide the student in the learning agreement process and to help determine appropriate competencies that will be met as well as what products will be acceptable for that placement. The program director will meet with students as a group to discuss issues related to the entire major and is also available to assist students with any issues they might be having with the program.

Guidelines for Faculty/Student Interactions

Faculty members often develop close working relationships with students, especially advisees. Often a relationship is formed that provides benefits to both the faculty member and the student. Faculty should be cognizant of the power differential in these types of relationships and set appropriate boundaries. Although faculty members may not intend that a request of a student be an obligation, they should be aware that such requests might place a student in a difficult position. Some students are intimidated by faculty members and may not feel free to decline such requests. Since faculty/student interactions often are situations that are ambiguous, included below are examples to help you think through a variety of situations that you may encounter:

- **A faculty member asking you to drive them somewhere, including the airport, home, or main campus.** Such a request does not fall under a student's duties. A situation when this may be acceptable is when the student has the same destination.
- **A faculty member asking you to work extra hours or late hours.** Students should be expected to work the hours for which they are paid. Students may volunteer to work extra hours to gain more experience (e.g., grant writing), gain authorship on a paper or help meet a deadline – but should not be expected to work these extra hours.
- **Your advisor asking you to housesit, take care of children or pets, or help them move.** While some students may not mind house sitting, taking care of children or pets, or helping someone move, others may only agree to do these jobs because they feel obligated or worry that saying no will somehow affect their relationships with faculty members. To avoid problematic situations, a faculty member may post a flyer requesting a sitter or mover for pay without the faculty member's name attached to the request – ensuring that respondents really want the job.

Faculty members who are uncertain about the appropriateness of requests they have for students should consult with the DTC Chair. Students should talk with their program director, DGS, or EpiCH student services staff if they have concerns about the appropriateness of requests from faculty members.

The University of Minnesota's Board of Regents policy on Nepotism and Consensual Relationships (including student and faculty relationships) can be found at <http://regents.umn.edu/sites/regents.umn.edu/files/policies/Nepotism%26Personal.pdf>.

Confidentiality

Student records—including materials related to advisees—are protected under Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99; 1974) and the Student Data Privacy Act. Student information should be secure – not left in an unlocked location. If faculty advocates have a concern about a particular student, only EpiCH student services staff, appropriate program director/DGS, or DTC Chair should discuss the situation and have access to records. Any confidential information shared by a student with a faculty member must remain confidential – whether the student approaches you as a faculty advocate, instructor, program director, DGS, or DTC Chair. Talking about individual students in hallways and other public areas should be avoided.

If a faculty member feels he/she must consult with another faculty member about a student, consider talking about the issue without providing the name of the individual student. If the student's name must be shared, tell the student ahead of time that you intend to talk with the program director (or other appropriate person) about the issue in question. Some issues, such as sexual harassment, are governed by law and require faculty members to report the problem to the division head. In these situations, explain to the student that you are required to report the incident/problem.

Guidelines for Changing Advisors

Master's Students

At the master's level, students may change faculty advocates if they have serious personality or other conflicts with their assigned advocate. In that case, they should discuss their reasons and their preferences for a different advisor with the program director or the EpiCH student services staff. The change will be finalized at the discretion of the program director.

PhD Students

Many PhD students shift their courses of study and focus over their graduate careers but doing so does not necessarily require a change in advisors. Faculty advisors can facilitate students' academic development, by working directly with them or by encouraging them to gain experience with other faculty members (e.g., through research or teaching assistantships or grant-writing opportunities). Sometimes students work more closely with one (or more) members of their committees than with their advisors. Faculty advisors can also suggest changes in committee membership to accommodate a change in dissertation focus.

Once PhD students have begun work on their dissertation, changing advisors should be rare, and limited to circumstances of personality conflicts, major ethical problems, or substantial shifts in areas of interest. Students wishing to change graduate advisors should consult with the director of graduate studies (DGS). Likewise, faculty who are considering a change in their role as an advisor should consult with the DGS. Changes in graduate advisors should be approved by the DGS and forwarded to the EpiCH student services staff who will file the change with the Graduate School.

Guide to Mission, Definitions and Expectations of Advising

Mission Statement

The School of Public Health strives to provide advising that promotes collaboration among students, staff and faculty to enhance students' academic and professional development in the field of public health. The School's goal is educational and experiential excellence that prepares students for successful careers improving the health of populations.

Defining Advising

Refer to section 1.9 for more information.

Advising Expectations for Students

SPH students are expected to...

- Regularly read and respond to University email (ideally once per day); email is the official mode of communication at the University of Minnesota.
- Review program objectives and educational documents at least once per semester, (i.e., Student Guidebook, etc.), or when directed by EpiCH student services staff or program director/DGS; students are responsible for knowing the requirements of the degree program.
- Actively contribute to a welcoming and supportive SPH climate.
- Meet with faculty advocate at least once per semester; regularly communicate with faculty advocate(s) and/or EpiCH student services staff about program progress.
- Respond to inquiries from faculty or staff in a timely manner (ideally within 5 – 7 business days).
- Behave in a professional and courteous manner; fulfill educational and advising commitments, such as appointments, project deadlines, etc.

Advising Expectations for Faculty Advocates

Faculty advocates are expected to...

- Refer advisee to EpiCH student services staff for course planning/scheduling, policy and procedural information.
- Review program objectives and educational documents at least on an annual basis, (i.e., Student Guidebook, etc.), or when directed by EpiCH student services staff or program director/DGS.
- Actively contribute to a welcoming and supportive SPH climate.
- Initiate meetings with advisee(s) at least once per semester; regularly communicate with students on program progress.
- Respond to student inquiries in a timely manner (ideally within 5 – 7 business days).
- Provide reasonable office hours and/or appointments and be generally available to student inquiries; communicate with students about extended absences or travel.
- Serve as a model and example of respectful behavior.
- Provide referrals to school and university resources when appropriate (e.g., Student Mental Health Services).

8. CLINICAL RESEARCH MS DEGREE PROGRAM

8.1 FALL 2021 PROGRAM CURRICULUM

38 semester credits minimum

① Clinical Research students must take these courses on an A-F grade basis and achieve a B- or above

Course	Notes	Title	Offered	Credits
PubH 6250	①	Foundations of Public Health (online) students with prior knowledge/experience in public health may request an exemption to this requirement. Please contact the EpiCH student services staff for additional information	Fall/Spring/Summer	2
PubH 6301	①	Fundamentals of Clinical Research ⁱ	Fall	3
PubH 6341 or PubH 6320	①	Epidemiologic Methods I (in-class) or Fundamentals of Epidemiology (offered in-class Fall, Spring; offered online Fall, Spring, Summer)	Fall Any term	3
PubH 6310	①	Clinical Epidemiology I (on-line, first half-semester) ⁱⁱ	Spring	1
PubH 6311	①	Clinical Epidemiology II (on-line, second half-semester) ⁱⁱ	Spring	1
PubH 6450	①	Biostatistics I (offered in-class and online both terms)	Fall/Spring	4
PubH 6451	①	Biostatistics II (6450 is prerequisite; offered online Fall; in-class and online Spring)	Fall/Spring	4
PubH 7420 or PubH 7415	①	Clinical Trials: Design, Implementation and Analysis (in-class; 6450 is a prerequisite; can be taken concurrently with 6451) Introduction to Clinical Trials (6450 is a prerequisite; online only; Summer option is available but students encouraged to take Fall class)	Spring Summer/Fall	3 3
PubH 6742	①	Ethics in Public Health: Research and Policy (In-person and online Fall; online Spring)	Fall/Spring	1
Supporting Program credits		Supporting program credits (electives): see sample course list below	Any Term	6 -12
PubH 8394		Capstone Project: Clinical Research ^{iii, iv}	Any Term	6-10

Note i: PubH 6301 is an online class but does meet online each week in a live/synchronous session using Zoom video conferencing: Thursdays 11:15-1:10

Note ii: Prerequisites for PubH 6310 and PubH 6311, Clinical Epidemiology I and Clinical Epidemiology II include: Epidemiologic Methods I (PubH 6341; grade of B-or higher), OR Fundamentals of Epidemiology (PubH 6320; grade of A-or higher), or equivalent. Biostatistics I (PubH 6450; grade of B-or higher), Biostatistical Methods I (PubH 6414; grade of B-or higher), or equivalent. In addition, the prerequisite for PubH 6311, Clinical Epidemiology II includes PubH 6310, Clinical Epidemiology I.

Note iii: Guide to Capstone Project credits and supporting program credit expectations

Required Course Credits	PubH 8394 Credits Taken	Hours of Work Expected for Capstone Credits	Supporting/Electives Needed
22	10	450	6
22	9	405	7

22	8	360	8
22	7	315	9
22	6	270	10

Note iv: Students must have their final oral examining committee formed and approved, and a proposal for their capstone project approved, by their advisor and the director of graduate studies (DGS) prior to registering for capstone project credits. Once approval is given, the student can take all the credits in one term or spread them out, as financial needs warrant.

Students can demonstrate foundational knowledge in public health (a broad introduction to public health) and waive the requirement for PubH 6250 by documenting a prior master's or bachelor's level degree in Public Health.

Sample Supporting Program Credits

Supporting program credits are intended to help you tailor your training to suit your research interests and career focus. The potential courses are many and are found in the Academic Health Sciences schools. Students may also choose to do independent work for academic credit under PubH 8392 or 8393; see *section 7.5*. We recommend talking to your advisor and the DGS for suitable supporting program courses to match your career interests.

Methods and Data Analytic Courses

PubH 6325	Data processing with PC-SAS or PubH 6420 Intro to SAS Programming
PubH 6343	Epidemiologic Methods III (Prerequisites: PubH 6342 and 6451)
PubH 7430	Statistical Methods for Correlated Data
PubH 7440	Introduction to Bayesian Analysis
PubH 7445	Statistics for Human Genetics and Molecular Biology
PubH 7450	Survival Analysis
PubH 7470	Statistical Methods for Translational and Clinical Research

Health Services Research, Policy and Administration Courses

PubH 6717	Decision Analysis for Health Care
PubH 6803	Conducting a Systematic Literature Review
PubH 6863	Understanding Health Care Quality
PubH 6864	Conducting Health Outcomes Research

Please check under PubH 67xx and 68xx for other Health Services Research, Policy & Administration courses

Epidemiology Content courses

PubH 6381	Genetics in Public Health
PubH 6385	Epidemiology and Control of Infectious Diseases
PubH 6386	Public Health Aspects of Cardiovascular Disease
PubH 6387	Cancer Epidemiology
PubH 6108	Foundations of Global Health
PubH 6389	Nutritional Epidemiology

Nursing

Nurs 6102	Family Health Theory
Nurs 7202	Moral and Ethical Positions and Actions in Nursing
Nurs 8152	Scholarship in Health Care Ethics
Nurs 8172	Theory and Theory Development for Research
Nurs 8173	Principles and Methods of Implementing Research
Nurs 8175	Quantitative Research Design and Methods

Dentistry/Oral Biology*

DENT 8100	Literature Review Periodontology
DENT 8120	Advanced Principles and Techniques of Orofacial Pain Disorders
DENT 8121	Current Literature in TMD and Orofacial Pain
TMDP 8441	Seminar in Temporomandibular Disorders & Orofacial Pain

**Please contact the course director for times courses are taught*

Experimental and Clinical Pharmacology*

ECP 5220	Regulatory Issues in Drug Abuse
ECP 5620	Drug Metabolism and Disposition

ECP 8100 ECP Seminar
 Phar 6224 Pharmacogenics: Genetic Basis for Variability in Drug Response

**Please contact Professor Brundage prior to electing one of these courses, as they are not offered every year.*

Veterinary Medicine

VMed 5080 Problems in Veterinary Epidemiology and Public Health
 VMed 5165 Surveillance of Foodborne Diseases and Food Safety Hazards
 VMed 8090 Epidemiology of Zoonoses and Diseases Common to Animals and Humans

Other recommended electives

PHCL 5111 Pharmacogenomics
 MICa 8013 Translational Cancer Research

The School of Public Health Institute offers 1 credit and/or short-term (i.e., one week) courses each summer:

<http://www.sph.umn.edu/academics/institutes/public-health-institute/>

Online electives

Students can seek out online elective courses using the class search feature on the Academics tab at myu.umn.edu

Clinical Research Competency Areas, upon completion of the degree students will have the....

- Ability to conceptualize and design clinical research of high quality and scientific integrity.
- Ability to plan and manage clinical research studies.
- Ability to perform data collection, management, analysis and interpretation of clinical research findings and to report them at professional meetings and in the peer-reviewed literature.
- Thorough understanding of human subjects' protection and the responsible conduct of research.
- Ability to write competitive research grants and obtain research funding for the projects.
- Ability to work with multidisciplinary teams to accomplish clinical research projects.

8.2 SAMPLE STANDARD SCHEDULES

Full-Time In 1.5 Years

Fall Semester Year One

Course	Title	Credits
PubH 6301	Fundamentals of Clinical Research (online)	3
PubH 6341 OR PubH 6320	Epidemiologic Methods I (either section fits schedule) OR Fundamentals of Epidemiology	3 3
PubH 6450	Biostatistics I (in-class or online)	4
PubH 6250	Foundations of Public Health (if required) (online) OR	2
	Supporting program credits (electives)	2

Spring Semester Year One

PubH 6310	Clinical Epidemiology I (online first half-semester)	1
PubH 6311	Clinical Epidemiology II (online second half-semester)	1
PubH 6451	Biostatistics II (PubH 6450 is prerequisite; in-class or online)	4
	Supporting Program credits (electives)	4

Fall Semester Year Two

PubH 6742	Ethics in Public Health: Research and Policy (In-person and online Fall; online Spring)	1
-----------	---	---

PubH 7415	Introduction to Clinical Trials (PubH 6450 is prerequisite; PubH 6451 must be taken previously or concurrently)	3
PubH 8394	Capstone project credits; can be taken other terms; you have to have your committee formed and your proposal approved by your committee and the DGS before registering.	10*

*Students take 6 – 12 supporting credits and 6 – 10 capstone credits.

Part-Time in Two Years

Fall Semester Year One

Course	Title	Credits
PubH 6301	Fundamentals of Clinical Research (online)	3
PubH 6341 or PubH 6320	Epidemiologic Methods I (in-person) or Fundamentals of Epidemiology (online or in-person)	3 3
PubH 6450	Biostatistics I (in-class or online)	4

Spring Semester Year One

PubH 6310	Clinical Epidemiology I (online first half-semester)	1
PubH 6311	Clinical Epidemiology II (online second half-semester)	1
PubH 6451	Biostatistics II (PubH 6450 is prerequisite) (in-class or online)	4
PubH 6250	Foundations of Public Health (if required) (online)	2

Fall Semester Year Two

PubH 6742	Ethics in Public Health: Research and Policy (In-person and online Fall; online Spring)	1
PubH 7415	Introduction to Clinical Trials (PubH 6450 is prerequisite; PubH 6451 must be taken previously or concurrently)	3
	Supporting program credits; can take any term; total 6-12 cr required	4

Spring Semester Year Two

	Supporting program credits; can take any term; total 6-10 cr required	2
PubH 8394	Capstone project credits; can be taken other terms; you have to have your committee formed and your proposal approved by your committee and the DGS before registering.	10*

*Students take 6 – 12 supporting credits and 6 – 10 CAPSTONE PROJECT credits.

8.3 PROGRAM REQUIREMENTS, RESOURCES AND POLICIES

Grade Point

The CR MS program requires a cumulative GPA of at least 3.00 for graduation. Regular meetings with advisors and reviews by the director of graduate studies and the EpiCH student services staff will ensure student progress.

S/N Credits

Clinical Research MS students can take up to one-third of course credits (does not include thesis credits) for a grade of S/N (satisfactory/non-satisfactory). Note that the one-third limit does include courses available only S/N. For most CR MS students who take 28 course credits, a maximum of nine credits are allowed S/N.

Transfer Credits (Bringing in courses taken prior to matriculation)

Masters of Science degree students are required to complete at least 60 percent of coursework for their official degree programs (excluding thesis credits) as Clinical Research MS students. See the EpiCH student services staff for details on the process to transfer in a course.

Time Frame

All requirements for the MS degree must be completed, and the degree awarded, within five years. The five-year period begins with the earliest coursework included in the student's official degree program, including any transfer work.

The Clinical Research MS program is flexible, allowing part-time status and up to five years to complete degree work. Some students may choose to complete the degree full-time, in approximately 18 months or less, especially if they have already earned a few credits transferable to the degree program. With no prior coursework, it will likely take 18 months to two years to complete the degree. However, since many students have simultaneous clinical duties completing the program in two to four years is reasonable.

Capstone Project credits; Oral Examination

Students are required to complete a capstone project by taking Capstone Project credits and complete an oral examination. See *sections 8.5 through 8.7* for detailed information.

Setting the Oral Exam Committee

Students are required to submit an electronic form that assigns their final oral exam committee. The form needs to be submitted at least one month prior to the oral exam, and should be completed with the assistance of EpiCH student services staff. See "Forming a Master's Final Exam Committee" in *section 8.5* for more information and also review Checklist #8 in *section 8.8*.

Residency/Graduate School Active Status

All Clinical Research MS students are required to register *every fall and spring term* to maintain their active status. If students are done taking coursework and/or capstone project credits, Grad 999 is available and is a free, zero-credit, non-graded option for MS students. Active status is required for students to be able to register for courses, take exams, submit official forms, apply to graduate, or otherwise participate in the University community as a Graduate School student. Grad 999 only meets the registration requirement. It does not meet registration requirements established by departments/agencies within or outside the University (which include, but are not restricted to, registration required to hold an assistantship, maintain legal visa status, obtain financial aid, or defer loans). Students can find the Grad 999 class number (for registration) under the Graduate School designator in the online Class Schedule.

Students who do not register for a fall or spring term must be reactivated in the program. Please contact EpiCH student services staff at epichstu@umn.edu for more information. Summer registration is not required to maintain active status.

Enrolling for Capstone Project credits

Prior to registering for capstone project credits, students must (1) have their master's oral exam committee formed and approved, and (2) get their capstone project proposal approved by at least their advisor and the director of graduate studies (DGS). It is recommended that students get approval for their proposal from the full committee.

Students should consider how to spread out the registration of their capstone project credits to best suit their financial needs. Students can register for all credits at once or spread them out over two or more terms. If a department, fellowship, or business is paying for tuition, students may want to figure out the most economical way to register for the credits. Note that as long as you keep your active status by registering for Grad 999 in Fall and Spring terms, you do not have to be registered for capstone project credits or course credits in the term in which you hold your oral exam.

Students who plan to work on their capstone project over a longer period--more than one year--should remember there are specific residency requirements; see *Residency* in this section.

Informational Notice

The Health Sciences (HS), Office of the Vice President for Research (OVPR) distributes a brief newsletter focusing on Clinical Research issues via e-mail each month. Research News Online is an online newsletter providing information about news, policies, procedures, funding opportunities, and events of interest to our University of Minnesota research community. It is sent by the Office of the Vice President for Research (OVPR) twice a month to faculty, staff, and other interested parties. To subscribe, send an e-mail to resnews@umn.edu. To submit an article, see the Research News Online submission guidelines. Comments and questions may be sent to resnews@umn.edu. The newsletter is at the RSO web site at <http://www.research.umn.edu/connect/>

Responsible conduct of research and scholarship, and professional ethics

This site (<https://research.umn.edu>) introduces graduate students to these very important concepts; to institutional expectations regarding intellectual honesty and integrity; and to the Graduate School's commitment to provide educational opportunities and resources for students to learn about these topics.

8.4 CAPSTONE PROJECT

The capstone project for students in the Clinical Research MS program is in the form of a written product that is orally defended. It demonstrates the student's ability to do quantitative research utilizing data collected by the student or obtained from another source. The capstone project must demonstrate the student's familiarity with the design and conduct of clinical research. The capstone project may include materials that the student has published while enrolled in the Clinical Research program, provided the research is conducted under the direction of the Clinical Research Master's faculty member and approved by the student's advisor for incorporation into the capstone project. Publication in the peer-reviewed research literature is considered the best demonstration of quality in a student's research. It has to meet the NIH definition of clinical research at this link:

<https://orwh.od.nih.gov/toolkit/nih-policies-inclusion/definitions>

The capstone project must represent work done during the student's enrollment in the Clinical Research MS program. Prior to commencing the capstone project, and prior to registering for capstone project credits, please send a one-page summary of the proposal by email to the advisor and DGS, for approval. The project may start after the capstone project advisor and DGS approves the summary, and after IRB procedures are followed.

The capstone project must reflect work on the design, implementation, and analysis of a research project. It is recognized the time period of training may not permit the development and completion of a research project from start to finish, however the capstone project must minimally include a detailed protocol for a study and either the collection and summary of preliminary/pilot data or the analysis of a data set in support of the research project. The protocol must include a literature review, a clear statement of objectives, a discussion of sample size considerations, a data collection plan (including forms design), and an analysis plan. The capstone project must demonstrate the student's knowledge in how to carry out the research project. Students who have never done quantitative analysis outside of normal coursework are strongly encouraged to do a project that includes quantitative analysis. Examples of quantitative analysis projects – in addition to a detailed protocol – include collection, analysis, and interpretation of data collected by the student, or secondary analysis and interpretation of data collected by a research project, or data from a public access source. Please also see *section 8.6* below, Clinical Research Program Model for additional helpful information.

The goal of the capstone project is to allow the student to select an experience that would be relevant to their career goals. Acceptable projects for the capstone project include a grant at the level of an NIH R21, R01 or R23 or a K23 as described. See link for description of grant format and specifics: <http://grants.nih.gov/grants/oer.htm>. Agencies other than the NIH are acceptable if the grant length, format and rigor are comparable to the specific NIH grants cited above and if discussed with the DGS. Other than a grant, a full-length manuscript submitted to a lead journal is acceptable. Brief reports, conference abstracts/posters/presentations and literature reviews are not acceptable projects. Prior to commencing the capstone project, and prior to registering for project credits, please send a one-page summary of the proposal by email to the DGS and your project advisor, for approval. The project may start after the project advisor and DGS approves the summary.

Clinical Research Capstone Project Guidelines

The following is intended to help students compute how many credits to register for the capstone project. We assume that a one credit workload is 3 hours of work/week. For a typical 15-week semester this translates into 45 hours of work over the whole semester. Similarly, a 2-credit course will involve 90 hours of work over the semester. If the 90 hours of work is distributed over 2 semesters then the students will register for 1 credit each semester for a total of 2 credits. Based on the reasoning above, the following are the expected hours of work for a range of capstone project credits. The actual scope of the work, i.e., how much work time a given project will take is a decision to be made by the student and their capstone project advisor since they will have an idea of the expected magnitude of the research project. See *Section. 8.1* for a detailed table on how many elective credits you need to take based on how many capstone project credits you register for.

- 6 credits = 270 hours total work time
- 7 credits=315 hours total work time
- 8 credits=360 hours total work time
- 9 credits=405 hours total work time
- 10 credits=450 hours total work time

Human Subjects Information

All students at the University of Minnesota who conduct any research using human subjects are required to submit their research proposal to the University of Minnesota Institutional Review Board, for approval prior to conducting their study. This procedure is necessary even for students who are doing secondary data analysis.

Forming a Master's Oral Exam Committee

Note: When you start the MS program, Dr. Kamakshi Lakshminarayan, the DGS (director of graduate studies) is your academic advisor. When you start putting together your capstone project proposal, the faculty member you select to be your capstone project advisor then becomes your academic advisor. Dr. Lakshminarayan will no longer be your academic advisor, although she is always available as a resource to you and your capstone project advisor.

The committee consists of three faculty members. Two must represent the major field (Clinical Research master's faculty) and one must represent a minor/related field (e.g., not Clinical Research master's faculty).

Who are the three committee members?

1. Your capstone project advisor is one member and serves as chair. She/he must be a member of the Clinical Research MS faculty body. If s/he is not a member, please contact EpiCH student services staff at epichstu@umn.edu as soon as you've identified that person as the project advisor. EpiCH student services staff will work with you, the faculty member, and the DGS to get this person nominated so s/he can serve as your advisor. This can take about a month so please plan accordingly.
2. A second member must also be a Clinical Research faculty member, but note:
 - a. If they are not a member of the CR MS faculty, contact EpiCH student services staff at epichstu@umn.edu so the nomination process can start;
 - b. There is now more flexibility in eligibility for committee members. For example, experts outside the University may serve on a master's committee in any role except advisor. Discuss with Shelley if this is a possibility for your committee. The Graduate School says: "Occasionally there is not sufficient expertise among the faculty to examine a student with a very narrow or specific research focus. In these instances, the college may consider a request for an expert outside the University of Minnesota to serve as a member of the student's examining committee. Students interested in including an external committee member on his or her examining committee should discuss the possibility with his or her adviser or director of graduate studies (DGS)." Please start by discussing this with EpiCH student services staff;
3. Your third exam committee member cannot be a member of the CR faculty—they have to be from a "related" field. Examples: students have had faculty serve in this role from Biostatistics, Epidemiology, the Medical School, Lab Medicine, Pharmacology, Veterinary Medicine, and Dentistry. Experts outside the University may be able to serve in the outside role. The exceptions are James Neaton and David Vock: they are on both the Clinical Research and Biostatistics faculty bodies, so can serve any role on your committee.

Who cannot serve on a committee?

- (1) Individuals having a nonacademic relationship with the student may not serve;
- (2) Individuals working toward a graduate degree at the University (including faculty working toward an additional degree) may not serve unless an exception is requested and granted.

Costs Associated with the Capstone Project

Students are responsible for costs associated with completing their capstone project. These costs are sometimes offset in part by the organization with which the student is working. Funds may also be available from programs associated with the Clinical Research MS or available from the Division of Epidemiology and Community Health by applying for the J. B. Hawley Student Research Award; see *section 7.6* for further information.

There are also Division of Epidemiology and Community Health resources available for statistical computing. In *section 7.6*, see subsection titled "SAS Access." It gives information about how to obtain the SAS program; offers a suggestion for a helpful guide. In addition, the Division will provide MS students working on research projects free access to the Division's research computers. This policy is addressed to those students who need computer access for faculty-sponsored research that is part of their master's capstone project. The following rules apply:

- A sponsoring faculty member should initiate access for the student and specify the time period that access is needed.
- Access beyond the initial time period is renewable at the request of the faculty member and subject to approval by the Computer Resources committee.
- To be courteous, the student should run only one job at a time.
- The computer may not be used for other coursework.
- This access is limited to the main research computers and does not necessarily include exclusive use of a PC or Mac (the student is assumed to need access to the specialized analysis software only available on the Epi main system).
- Any problems should be reported to the faculty sponsor, not the computer support staff.

Other departments in the Health Sciences associated with the Clinical Research MS may also have computer support for students.

8.5 PUBLISHED WORK AND THE CAPSTONE PROJECT

The capstone project may be a thesis or a grant as described below. The following information indicates that an acceptable alternative to the traditional dissertation format is to publish a paper on a related theme and combine these with a summary paper reviewing the studies to form the basis of the dissertation.

Clinical Research Program Model

The Capstone Project: At least one first-authored manuscript suitable for a peer-reviewed journal must be combined with a summary paper. The manuscript does not have to be published nor accepted for publication (although it is deemed desirable for the manuscript to be submitted for publication), but rather judged by the capstone project examining committee to be ready to submit to a peer-reviewed journal. Individuals seeking this alternative approach to a more traditional thesis should present their program plan to their committee members, and they will decide the number of manuscripts and authorship necessary to satisfy requirements. Please note that a sole brief report, abstract or literature review will not satisfy thesis requirements.

How to put your capstone project together: Your capstone project has three pieces. First, write your manuscript. Typically, manuscripts are only 5000- 6000 words - so not much space. Take the introduction of your manuscript and expand it into two to three pages, setting the stage for why you did the research you did. The second part is the manuscript. For the third part take the future directions part of the manuscript and expand it into one to two pages to show where you are headed with your research after your capstone project. If there is redundancy between parts 1 and 2 or parts 2 and 3 - that's fine.

The Grant Option: A grant at the level of an NIH R21, R01 or a K23 as described in the following link:

<http://grants.nih.gov/grants/oer.htm> is acceptable. Agencies other than the NIH are acceptable if the grant length, format and rigor are comparable to the specific NIH grants cited above and if discussed with the DGS.

Please note that all students in the CR MS program must have approval for their capstone project proposal from the DGS and their project advisor prior to embarking on their thesis/project work.

8.6 ORAL EXAMINATION

The following are guidelines for the oral examination for the Clinical Research Program.

Material Covered

The oral examination is comprehensive and covers the following:

- Capstone project
- Course materials and seminars (including both major field and related fields)
- Application of knowledge to practical use.

Committee

The exam committee is governed by both Graduate School rules and additional policies specific to the Clinical Research major. See the detailed information in *section 8.5*.

Required One-Month Notification Interval

Please remember faculty must be given sufficient time to read the thesis/culminating experience and decide whether it is ready for defense. Students must notify their advisor and other members of the committee at least two weeks in advance that the capstone project will be delivered on a specific date. It is also required that all members of the committee must have at least two weeks to read it after it is delivered. Thus, you need to schedule your oral exam and notify your committee of the date at least one month in advance.

Format of Oral Exam

Schedule a two-hour block of time for your oral exam. The oral examination for the masters' degree requires a 30-minute public presentation followed by a closed examination (approximately 1.5 hours), attended only by the student and the final oral exam committee. The capstone project advisor is the chair of the student's exam committee and s/he runs the final exam.

All committee members must be present at the examination; the absence of any member results in an invalid examination.

Note: some CR MS students are required or expected to give a half-hour or one-hour lecture/seminar on their capstone project results as part of their fellowship or as part of other professional obligations. If this fits your situation, please talk with EpiCH student services staff to see if your final exam can be scheduled to coordinate with your lecture/seminar.

Date, Time, and Location

The student must coordinate a date and time (two hours) for the exam, must arrange for a conference room to meet in, and secure any equipment needed. The program does not cover the cost for any special AV equipment required.

The program is also required to announce the 30-minute public presentation. Students have to contact Shelley EpiCH student services staff at least two weeks in advance of the oral examination with the following information:

1. How you want your name and degrees listed on the email announcement;
2. Day, Date, and start time;
3. Building and room location;
4. Title of the talk and an abstract. The abstract must be 300 words or less.

An announcement will be generated which is emailed out to all Clinical Research MS faculty, students, and is posted on the HS electronic announcement board.

Grading

A majority vote of the committee, all members present and voting, is required to pass the oral examination. The results of the examination are reported to the Graduate School on the Final Examination Report form. A student who fails the examination may be terminated from the graduate program or may be allowed, on unanimous recommendation of the examining committee, to retake the examination, provided the re-examination is conducted by the original examining committee.

Required Paperwork

Please see points #7 through #15 for a detailed explanation of the paperwork required to be completed prior to, and after, holding the final oral exam.

8.7 CHECKLIST FOR COMPLETING DEGREE

Step and Deadline	Check when complete
<p>1. Register for coursework before late fee kicks in.</p> <p>Deadline: First day of each term.</p> <p>Tips:</p> <ul style="list-style-type: none"> • Some courses, or sections of a course, fill up quickly so you are encouraged to register when your name appears in the registration queue. The registration queue is available on your Myu.umn.edu portal • You need to be registered by the first day of each term; if not, you will be “inactive” and will have to complete a form in order to be re-admitted. • Continuous registration can be accomplished, once other credits are taken, using the course designation GRAD 999, which incurs no fee. 	<input type="checkbox"/>
<p>2. If you took any CR MS coursework prior to matriculating, see EpiCH student services staff to transfer any coursework into the Clinical Research MS program.</p> <p>Deadline: Can be done anytime but suggest first term so you can plan the rest of your coursework accordingly.</p>	<input type="checkbox"/>
<p>3. Set up an appointment to discuss potential capstone project advisors. Most CR MS students get accepted into the program with an advisor already in mind. If you don't have one, you can discuss potential advisors with the DGS (Dr. Lakshminarayan) and EpiCH student services staff.</p> <p>Deadline:</p> <p>If completing the program in 18 months – December of year one. If completing the program in 24 months – June of year one. If completing the program in 36 months – December of year two. If less than 18 months or longer than 36 months – arrange with DGS and EpiCH student services staff.</p>	<input type="checkbox"/>

<p>4. Develop a capstone project proposal with your advisor, discuss the format of the project and form a final exam committee. Please consult with EpiCH student services staff, who can assist with questions about forming a committee. You can find guidelines about the committee in <i>section 8.5</i>.</p> <p>Deadline: If completing the program in 18 months – December of year one. If completing the program in 24 months – June of year one. If completing the program in 36 months – December of year two. If less than 18 months or longer than 36 months – arrange with DGS and EpiCH student services staff.</p>	<p style="text-align: center;">□</p>
<p>5. Before starting your capstone project research, complete the following:</p> <ul style="list-style-type: none"> Establish your final capstone project committee. Have your proposal reviewed by the committee, either in a meeting, or, more efficiently, by collecting comments from individual members, and then review comments with your project advisor. Check to see if you will need human subjects' approval from the University of Minnesota Institutional Review Board (this will almost certainly be the case) and/or a criminal background check. Submit your one-page proposal to the DGS and project advisor for approval to proceed. <p>Deadline for all #5 tasks: Prior to embarking on your capstone project research</p>	<p style="text-align: center;">□</p> <p style="text-align: center;">□</p> <p style="text-align: center;">□</p> <p style="text-align: center;">□</p>
<p>6. Register for capstone project credits. Deadline: After you have completed all the steps in #5 above.</p>	<p style="text-align: center;">□</p>
<p>7. Contact EpiCH student services staff at epichstu@umn.edu to determine the best time to submit your Graduate Program Audit System (GPAS) after you have registered for all of your coursework and capstone project credits. The GSSP office states the GPAS should be turned in at least one semester prior to the final oral defense; there is some latitude with this deadline, but a minimum of 8 – 10 weeks is required. When the GPAS audit has been submitted additional information will be provided at that time to the student. You will also receive a link to an online checklist that outlines any remaining requirements</p> <p>Deadline: Immediately after you have registered for all required credits and no later than 8-10 weeks prior to your final oral defense.</p>	<p style="text-align: center;"></p> <p style="text-align: center;">Consult with the CR MS program coordinator to complete this step</p>
<p>8. Assign members to final oral exam committee</p> <p>You will work with your advisor to form your committee but early in the discussion about potential committee members please consult with EpiCH student services staff to ensure your selection of faculty members for the committee meets both the graduate education policy and the program's rules.</p> <p>The Final Exam Committee form is completed online and is sent around for electronic signatures. Please consult with EpiCH student services staff for directions on how to enter your final oral exam committee membership: it's a quick process (less than 10 minutes). Submit the form at least eight weeks prior to the exam. It is important to initiate the form far enough in advance to allow time for automated routing for approvals. You will not be allowed to hold your exam until the form has been submitted and approved. After the electronic form is submitted, when your committee has been approved, the GSSP office will notify you via email.</p> <p>Deadline: About two months prior to the final oral exam.</p>	<p style="text-align: center;"></p> <p style="text-align: center;">Consult with the CR MS program coordinator to complete this step</p>

<p>9. Submitting the GPAS and submitting the Final Exam Committee form electronically allows you to move forward with final Degree Clearance Steps. You can view those steps at https://onestop.umn.edu/academics/degree-completion-steps.</p> <p>Read through the instructions carefully for Plan B Master's students and complete all paperwork by the deadlines outlined. The instructions include information about completing the Graduate Application for Degree form, the timing of giving your final capstone project draft to your committee, scheduling your final oral exam with the Graduate School, and initiating the Final Oral Report form. Please use Shelley as a resource for any questions.</p> <p>Deadline: No later than 8 weeks prior to the final oral exam.</p>	□
<p>10. Schedule your final oral exam with your committee</p> <p>This can take some work and advance notice, depending on their travel and work schedules. After the time and day are set, find a room in which to hold the defense. A conference room in the West Bank Office Building can be used if available (find out by calling the Division of Epidemiology and Community Health receptionist at 612-624-1818). Most CR MS students find it more convenient to have it in a room near their department. It is possible to have it off-site if that is where the audience for your public presentation is located. For example, there have been final oral defenses at the VA. Again, please contact Shelley if you have questions or concerns.</p> <p>Remember, the first half-hour of the defense is public, so the room must be large enough for an audience. Students need to arrange for any audiovisual equipment.</p> <p>Deadline: It is recommended that the student plan ahead one to two months to arrange for a specific time and date.</p>	□
<p>11. Submit the Graduate Application for Degree form. Application instructions are available here: https://onestop.umn.edu/academics/apply-graduate</p> <p>Deadline: On or before the first day of the month the student wishes to graduate.</p>	□
<p>12. Get the first 30 minutes of your final oral publicly announced as required</p> <p>No later than two weeks prior to the defense, email EpiCH student services staff (epichstu@umn.edu) with the following information: how you want your name and degrees listed on the announcement, the day, date, time, and location (building and room number), the title of the talk and a brief abstract (must be 300 words or less).</p> <p>The first half-hour of your final oral defense is public and it is required this public presentation be announced to all Clinical Research MS students and faculty. The EpiCH student services staff need to send out the announcement no later than two weeks prior to the final oral exam.</p> <p>Deadline: Either at the time the date/time/location is finalized with the committee (preferred) or no later than two weeks prior to the defense.</p>	□
<p>13. Timeline to notify your committee when they will receive your final draft</p> <p>Your committee must have at least two weeks' notice that your final project will be given to them by a specific date. It is also required that all committee members have at least two weeks to read your final project before the exam date. In other words, a month before the exam, the committee has to know the exam date and that they are getting the final draft in two weeks.</p>	□
<p>14. Initiate the Final Oral Report Form</p> <p>A week before your final oral exam initiate the Final Oral Report form.</p> <p>Deadline: One week before the final oral exam</p>	□

<p>15. Complete all academic requirements including: Deadline: By the last working day of the month you want to graduate.</p> <p>Coursework</p> <p>Any independent credits</p> <p>Finish any incompletes</p> <p>Hold your final oral exam</p> <p>Make any changes, edits, etc. to your project as requested by the committee</p> <p>Turn in your final capstone project via email to EpiCH student services staff at epichstu@umn.edu</p> <p>Complete the SPH Career Survey at https://umn.qualtrics.com/jfe/form/SV_doRfMjgZueRCpNP</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>Note: Students are cleared for graduation only once per month on the final business day of the month.</p>	

All Division of Epidemiology and Community Health students who fulfill, or anticipate fulfilling, the above requirements and deadlines for Fall 2021 through Summer Session 2022 are eligible to participate in the School of Public Health commencement ceremony in May 2022. We encourage you to attend! See *section 1.11* for additional information.

It is considered highly unethical and inappropriate to use or include in your title or professional signature any degree that you have not completed. This means you cannot use the MS title prior to completing all your degree requirements and your degree has been conferred.

MPH 22 Foundation Competencies
Established and Required from the Council on Education for Public Health (CEPH)
Effective Fall 2018

Note: The Foundations Competencies are met by completing the MPH core curriculum.

Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership

16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making
17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

18. Select communication strategies for different audiences and sectors
19. Communicate audience-appropriate public health content, both in writing and through oral presentation
20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

21. Perform effectively on interprofessional teams

Systems Thinking

22. Apply systems thinking tools to a public health issue

APPENDIX B

Clinical Research MS Competencies

1. Design high quality clinical research studies with scientific integrity.
2. Collect, manage & analyze clinical research findings.
3. Develop written and oral communication skills to communicate with scientific and lay audiences.
4. Analyze human subject protections and responsible conduct of research.

APPENDIX C

Clinical Research MS Faculty List

Additional faculty can be added as the program needs grow and specific skills are required. Please note that all academic and thesis advisors must be Clinical Research faculty. Please see the EpiCH student services staff, to verify potential committee members.

CR Faculty/Home Department	Research Expertise
Selcuk Adabag, MD, MS Medicine	Cardiology; cardiac electrophysiology; arrhythmias and sudden death
Rafael Andrade, MD Department of Surgery	Sympathectomy for hyperhidrosis; endobronchial ultrasonography; diaphragmatic plication; esophageal mucosal resection; impedance esophageal function tests; esophageal stents; GERD; 3D bio printing for esophageal reconstruction
Tamas Alexy, MD, PhD, FACC Medicine Cardiovascular Division	Advanced heart failure therapies. Heart transplantation outcomes
Gregory Beilman, MD, FACS Surgical Critical Care; Surgery	Tissue energetics in hemorrhagic and septic shock; new monitoring strategies in the ICU; Novel treatments of sepsis; outcomes in ICU and surgical infections
Megan Besignor, MD, MSHP Department of Pediatrics	Evaluating the effects of eating patterns on obesity risk and appetite, in addition to novel and effective treatments for youth with Type 2 Diabetes and obesity.
Joanne Billings, MD, MPH Pulmonary, Allergy, Critical Care and Sleep Medicine	Primary research and clinical work focuses on cystic fibrosis (CF). I have a particular interest in the women's health issues in patients with CF. I investigate the role of sex hormones in CF and their impact on CF lung disease. My research examines lung function during the phases of the menstrual cycle in young women with CF
Donna Bliss, PhD, RN, FAAN Nursing	Symptom management; use of technologies for promoting self-management of chronic health conditions and education of clinicians; epidemiological surveillance; planetary health
Hanna Bloomfield, MD, MPH General Internal Medicine; VA Medical Center	Health services and outcomes research, chronic disease, cardiovascular disease prevention and clinical trials
Gert Bronfort, DC, PhD Professor Integrative Health & Wellbeing Research Program Center for Spirituality & Healing	Integrative health and wellbeing. Clinical trials, and systematic reviews for complementary and integrative therapies. Main focus: mind and body therapy, self-care interventions, exercise, and brain imaging for musculoskeletal pain (mainly low back pain, neck pain and headache).
Caramori, Luiza, MD, PhD, MSC Medicine/Endocrinology	Diabetic nephropathy; metabolic memory in Type 1 diabetes
Blanche Chavers, MD Department of Pediatrics	Cardiac disease in the setting of pediatric chronic kidney disease; pediatric kidney transplantation
Lin-Yee Chen, MD, MS Cardiovascular Division Department of Medicine	Clinical expertise in atrial fibrillation ablation with research on the epidemiology of heart rhythm disorders, particularly atrial fibrillation. My overall research goal is to elucidate the determinants and health impact of heart rhythm disorders in the population.
Lisa Chow, MD Division of Diabetes, Endocrinology and Metabolism	Actively engaged in clinical research and is especially interested in the effects of exercise and fitness on insulin resistance/diabetes
Rebecca Cogswell, MD Cardiovascular Division	Heart failure specialist; cardiology; heart failure with preserved ejection fraction; advanced heart failure; hemodynamics; cardiac transplant/mechanical circulatory support
Jon Cole, MD Department of Emergency Medicine	Dr. Cole practices the breadth and depth of Emergency Medicine, regularly treating patients of all ages and backgrounds. He focuses his practice on sedation, medication safety, and poison-induced cardiogenic shock. As medical director of the Minnesota Poison Control System, he also practices a broad range of Medical Toxicology.

<u>H. Erhan Dincer, MD</u> Division of Pulmonary, Allergy, Critical Care and Sleep Machine	Interventional pulmonology; lung cancer; sleep-disordered breathing; COPD
<u>Paul Drawz, MD, MHS, MS</u> Renal Diseases and Hypertension	Renal Diseases and Hypertension
<u>R. Adams Dudley, MD, MBA</u> Division of Pulmonary, Allergy, Critical Care and Sleep Medicine	Research is focused on measuring clinical performance and using incentives to improve it. He has applied both qualitative and quantitative methods to identify important policy issues, such as variation in quality of care, and to study first the feasibility of and then the impact of novel policy responses, including payment reform and public reporting of quality of care.
<u>Daniel Duprez, MD, PhD</u> Cardiology; Medicine	Clinical trials cardiology, primary and secondary prevention, arterial stiffness, lipid disorders, arterial hypertension, peripheral vascular disease, cardiovascular risk scores. New techniques for early detection of cardiovascular disease
<u>Susan Duval, PhD</u> Cardiovascular Division; Division of Biostatistics	Cardiovascular and diabetes epidemiology, biostatistical methods, meta-analysis, publication bias, statistical consulting
<u>Susan Everson-Rose, PhD, MPH</u> Division of General Internal Medicine	Cardiovascular psychophysiology, behavioral medicine, stress mechanisms of disease, neuropsychology, and cardiovascular and social epidemiology.
<u>Kristine Ensrud, MD, MPH</u> Epidemiology/Medicine; VA Medical Center	Epidemiology of chronic diseases with focus in osteoporosis prevention and treatment, management of menopausal symptom, sleep disorders
<u>Howard Fink, MD, MPH</u> Minneapolis VA Health Care System	Education, exercise and chiropractic for treatment of chronic back pain, osteoporotic fractures in men; screening for and management of chronic kidney disease and medical management of urinary stone disease
<u>Claudia Fox, MD, MPH</u>	Pediatric obesity, particularly in the area of pharmacotherapy for pediatric severe obesity. Her personal mission is to lead the development of effective, comprehensive, evidence-based treatment strategies that will improve the lives of youth afflicted with severe obesity.
<u>Melissa Geller, MD, MS</u> Division Director, Gynecologic Oncology, Dept of Obstetrics, Gynecology and Women's Health	Specializes in the treatment and management of gynecologic malignancies and is committed to clinical and translational research
<u>James Harmon, MD</u> Department of Surgery	Surgical and anesthesia care for patients
<u>Dorothy Hatsukami, PhD</u> Psychiatry; Medical School	Behavioral pharmacology and treatment of nicotine addiction; toxicity of tobacco products
<u>Charles Herzog, MD</u> Hennepin County Medical Center: Medicine	International expert in assessing cardiovascular disease among individuals with chronic kidney disease
<u>Areef Ishani, MD, MS</u> VA Medical Center, Renal Division	The prevention of chronic kidney disease and complications associated with kidney disease. Is involved in a number of epidemiological studies to define the epidemiology of complications associated with chronic kidney disease such as osteoporosis and progressive loss of bone mineral density.
<u>Ajay Israni, MD, MS</u> Nephrology Division, HCMC	Molecular epidemiology and renal transplantation, outcomes in renal transplantation and end-stage renal disease
<u>James R. Johnson, MD</u> VA Medical Center, Infectious Disease Section	Molecular pathogenesis of urinary tract infections, with an emphasis on the virulence properties, ecology, and phylogenetic aspects of uropathogenic E. coli; molecular epidemiology of antibiotic resistance in E. coli; virulence factors and molecular epidemiology of enterococci, including VRE.
<u>Anne Joseph, MD, MPH</u> General Internal Medicine	Primary research interests are in tobacco control. Conducted research focused on reducing harm from tobacco use, with an emphasis on randomized controlled clinical trials and health services research. Her work has focused on smoking cessation and smoking reduction interventions for special populations of smokers that experience unique barriers to delivery of tobacco treatment.
<u>Alexander Khoruts, MD</u> Division of Gastroenterology	Microbiota-host interactions in health and disease

Hepatology and Nutrition	
Mary Jo Kreitzer, PhD, RN, FAAN Center for Spirituality and Healing; School of Nursing	Optimal healing environments; complementary therapies and healing practices; mindfulness-based stress reduction
Shalini Kulasingam, PhD Epidemiology and Community Health	Chronic diseases, infectious disease, management & economics, mother & children, cancer, screening, vaccination, HPV, decision modeling, sexually transmitted infections
Ken Kunisaki, MD, MS Minneapolis VA Health Care System, Pulmonary, Critical Care and Sleep Apnea	Pulmonary, Critical care and Sleep apnea
Kamakshi Lakshminarayan, MD, PhD, MS Epidemiology and Community Health Director of Graduate Studies (DGS)	Stroke epidemiology; quality of stroke care and long term stroke outcomes; interventions to improve stroke outcomes; stroke genetics
Russell Luepker, MD, MS Epidemiology and Community Health; Public Health; Cardiology Division, Department of Medicine	Cardiovascular disease epidemiology and clinical trials
Pam Lutsey, PhD Epidemiology and Community Health	Identify potentially changeable factors that influence risk of cardiovascular disease (CVD) and other chronic conditions. Areas of particular interest include nutritional biomarkers (e.g. serum magnesium), sleep disordered breathing, venous thromboembolism, and the identification of risk factors for dementia.
Erin Marcotte, PhD Epidemiology and Clinical Research	Primary research interests include the genetic, molecular, and environmental causes of childhood leukemia and hepatoblastoma and also interested in understanding how maternal and early life nutrition impact childhood cancer risk and studying pediatric outcomes among children born by cesarean section.
Genevieve Melton-Meaux, MD, PhD Department of Surgery	Clinical colorectal surgery, improving note usage in EHRs, evaluating standards in practice, clinical natural language processing (NLP), and improving surgical care with informatics.
Bradley Scott Miller, MD, PhD Pediatrics	General Disorders of Growth and Puberty; Endocrine problems in children with brain tumors and other cancers; Growth and pubertal disorders in children who have experienced early adversity including International Adoption, Fetal Alcohol Syndrome, Prematurity and Small for Gestational Age; Congenital Disorders of Glycosylation.
James R. Miner, MD, FACEP Department of Emergency Medicine Hennepin County Medical Center	Emergency medicine setting including diagnosis, therapy and clinical trials.
Antoinette Moran, MD Endocrinology; Pediatrics	Diabetes mellitus/cystic fibrosis
James Neaton, PhD Biostatistics; Public Health	Randomized clinical trials - HIV treatment, hypertension, and heart failure trials
Joseph Neglia, MD, MPH Pediatrics, Division of Hematology/Oncology/Bone Marrow Transplantation	Long-term effects of cancer therapy. Occurrence of second malignancies following childhood cancer.
Donald R. Nixdorf, DDS, MS Division of TMD/OFP School of Dentistry	Epidemiological aspects of tooth pain association with dental procedures, specifically root canal therapy; functional imaging of chronic orofacial pain conditions; classification of orofacial pain disorders; dental MRI
Jen Poynter, MPH, PhD Department of Pediatrics	Genetic and epigenetic alterations in the etiology of pediatric germ cell tumors. Molecular epidemiology of childhood and adult cancers, including hepatoblastoma, adult testicular germ cell tumors and adult myeloid neoplasms.

<u>Michael Puskarich, MD, MS</u> Emergency Medicine	Specializes in the assessment and treatment of patients presenting to the emergency department. Research expertise in the assessment and treatment of patients with sepsis and life-threatening infections.
<u>Scott Reule, MD</u> VA Health Care System, Division of Nephrology and Hypertension	Nephrologist
<u>David Rothenberger, MD</u> Department of Surgery; Colon/Rectal Surgery	Rectal cancer; Familial Colorectal cancer; Clinical research in a managed care environment
<u>Behnam Sabayan, MD, MSc, PhD</u> Affiliate Asst. Professor, Division of Epidemiology and Community Health	Clinician-scientist neurologist with a strong background in clinical and epidemiological research in the field of Geriatric and Neuro Epidemiology
<u>Kyriakie Sarafoglou, MD</u> Department of Pediatrics	Specializes in rare endocrine and metabolic disorders holding multidisciplinary clinics that care for patients with congenital adrenal hyperplasia and disorders of sex development, hypophosphatasia, Turner syndrome and inborn errors of metabolism (e.g., congenital disorders of glycosylation)
<u>Eric Schiffman, DDS, MS</u> School of Dentistry	Study of temporomandibular disorders (TMD), especially randomized clinical trials to assess treatment efficacy and diagnostic tests for TMD.
<u>Nancy Sherwood, PhD</u> Division of Epidemiology and Community Health	Development and evaluation of behavioral obesity prevention and treatment interventions across the lifespan with a focus on reaching engaging lower income, ethnically diverse children and their parents
<u>Logan Spector, PhD</u> Department of Pediatrics	Research focuses on the causes of childhood leukemia, hepatoblastoma, and osteosarcoma
<u>Julia Steinberger, MD, MS</u> Pediatrics, Division of Cardiology	Metabolic syndrome in youth
<u>Marie E. Steiner, MD</u> Pediatrics	Coagulation disturbances in the critically ill pediatric patient
<u>Christopher Streib, MD</u> Department of Neurology	Vascular Neurology
<u>Lucie Turcotte, MD, MPH</u> Department of Pediatrics	Research focuses on second malignancies and short- and long-term outcomes in pediatric cancer survivors. Has specific clinical interest in childhood leukemias and lymphomas, as well as histiocytic disorders
<u>Todd Tuttle, MD</u> Surgery, Oncology	Clinical trials evaluating therapies for breast cancer, melanoma, and gastrointestinal malignancies
<u>David M. Vock, PhD</u> Division of Biostatistics	Chronic diseases, methods, causal inference, clinical trials, adaptive interventions, dynamic treatment regimes, semiparametric theory, machine learning, electronic health data, transplantation
<u>Daniel Weisdorf, MD</u> Hematology, Oncology, Transplantation; Medicine	Clinical bone marrow transplantation and management of hematologic malignancy
<u>Christine Wendt, MD</u> Pulmonary, Critical Care and Sleep VA Medical Center	Clinical focus has been on advanced therapies for emphysema. Area of study has focused on two major diseases: COPD and allograft rejection in lung transplant recipients.
<u>Demetris Yannopoulos, MD</u> Center for Resuscitation Medicine	Cardiopulmonary resuscitation, hypothermia, and myocardial salvage during acute coronary syndromes. Cardiorespiratory interactions and hypothermia during CPR.
<u>Douglas Yee, MD</u> Hematology, Oncology, Transplantation; Medicine	Breast cancer: on insulin growth factors (IGF) in breast cancer, including their signaling pathways and receptors
<u>Bevan Yueh, MD, MPH</u> Department of Otolaryngology	Head and neck cancer survivorship and treatment effectiveness