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/.

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.

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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 globally. 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, ranked #9 in the nation, 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 concrete action to emerging and persistent challenges, including structural racism, gun violence, our expanding aging population, and a changing climate. As one of the premier schools of public health in the world, 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:

- 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.

For a listing of faculty, research and specialties refer to [www.directory.sph.umn.edu](http://www.directory.sph.umn.edu)

Academic Health Center

University of Minnesota health sciences form one of the largest, most comprehensive academic health centers in the nation. The Academic Health Center (AHC) is home to six colleges and schools (including the School of Public Health), more than 150 centers and institutes, and 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 an academic health center. This means that our health professionals and students work and learn together and take a skilled systems approach to 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 [ceph.org/constituents/students/benefits-of-accreditation/](http://ceph.org/constituents/students/benefits-of-accreditation/). 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 assuring 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.


### 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
- Diversity, Equity & Inclusion
- Career & Professional Education
- Mental Health Advocacy
- SPH Scholarships
- Registration
- Degree Clearance
- Applications and Admissions
- Applied practice experience/criminal background checks

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 from applied practice experiences, internships, and residencies to fellowships and full-time 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.

**Career and Professional Development Website**

The Career and Professional Development website at [www.sph.umn.edu/careers/](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 ideas for field experiences, interviewing, and presentation skills. Appointments are also available via video or phone. To schedule an appointment, please visit [sphcareers.appointments.umn.edu](sphcareers.appointments.umn.edu) or email sphcareers@umn.edu.

- **Jobs & Internships:** Our online job posting system includes listings for internships and applied practice experiences, graduate assistantships and fellowships, volunteer, part-time, and full-time career opportunities: [https://z.umn.edu/sphjobs](https://z.umn.edu/sphjobs).

- **Career Resources:** General career-related links, guides, and tip sheets on a variety of job-search related topics: [www.sph.umn.edu/careers/students/](www.sph.umn.edu/careers/students/)
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 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 wireless internet all create a perfect place for students to meet, study, or simply relax.
- **Study Room:** Whiteboards, tables, chairs, computers with internet connectivity, 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 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 School of Public Health (SPH) provides $100 worth of printing (1,000 pages) for each Fall and Spring semesters on your U-Card. This value can only be used in the SPHere computer lab (Mayo A-151) 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 ucard.umn.edu/umtc/deposit. If you experience any printing issues or need to request a refund, please contact the lab attendant or call 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 sph.umn.edu/current. 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 [onestop2.umn.edu/pcas/viewCatalogSearchForm.do](http://onestop2.umn.edu/pcas/viewCatalogSearchForm.do).

A current listing of SPH-related minors and instructions for declaring can be found online [www.sph.umn.edu/academics/degrees-programs/minors/](http://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 [myu.umn.edu](http://myu.umn.edu). All students taking SPH courses are welcome to enroll in the SPH E-Learning Resources course site at [z.umn.edu/sphelearningresources](http://z.umn.edu/sphelearningresources). You will have access to a variety of resources to support you in navigating University resources, such as the Libraries and Writing Center. You must have a university ID in order to access Moodle or Canvas (the two learning management systems in use at the University).

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 [decsph@umn.edu](mailto:decsph@umn.edu).

1.8 COURSE EVALUATIONS AND YEARLY STUDENT SURVEY

**Course Evaluations**

Students provide essential input into the continued development of the School of Public Health’s teaching program. Students are asked to complete evaluations for all SPH courses. Historically, SPH Students have a higher response rate than any other school or college in the university, with approximately 70% of all students reporting. This response rate is of tremendous value to faculty members and provides important information for course improvement, as well as faculty promotion or retention. Evaluations are done online at the end of each term.

**SPH Student Engagement Survey**

Students are also strongly encouraged to evaluate and comment on the school and its programs through our annual SPH Student Engagement Survey. The survey covers many aspects of the student experience including field placements, career services, financing, and overall service. Students in EMHA and EPHAP will receive the Student Engagement Survey during the fall term; all other students will receive the survey during the spring term.

**Career Survey**

Recent graduates are expected to complete the Career Survey. 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.

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:** Advising on course planning and scheduling, policies, procedures, and benchmarks of the degree program, SPH, and the University. Your program coordinator is your first point of contact for these questions.

2. **Academic Advising:** General guidance on topics related to program/major including, but not limited to, program focus (may include identifying appropriate course work options), project selection and career planning. Students find their faculty advisors, coordinators, and career services staff helpful in answering these questions.

3. **Applied Practice/Internship/Practicum Advising:** Specific and targeted advising for 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. Masters Project/Thesis/Plan A&B/Dissertation Advising: Specific and targeted direction on a master's project or a PhD dissertation including, but not limited to: development, completion, and in some cases publication. Your faculty advisor will assist you in developing a direction for your project or dissertation.

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 coordinator 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 St. Thomas University, 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 reflects 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 St. Thomas University, Minneapolis, for some of these tips.

1.11 COMMENCEMENT ELIGIBILITY

Students enrolled in MPH, MHA, or MS programs are eligible to participate in the May Commencement Ceremony if they are on track to complete course credit requirements and the culminating experience by the end of the spring or summer semester or have completed the necessary course credit requirements and culminating experience the previous summer or fall semester.

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

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 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 setup 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

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. Please see it.umn.edu/google-account-end-life-policies for details about access after graduation or other times you may be an inactive student.

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 choose Password Management from the self-service menu on the left.
- Select Reset you 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 at z.umn.edu/duosecurity.

One Stop

One Stop Student Services is your go-to resource for how things work at the University proper. 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](http://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**

[www.umn.edu/ucard](http://www.umn.edu/ucard)

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](http://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/](http://www.sph.umn.edu/events-calendar/)
- Academic Health Center resource hub, [https://hub.ahc.umn.edu/](https://hub.ahc.umn.edu/)

### 2.3 CAMPUS SERVICES

**Parking and Transportation**

[pts.umn.edu](http://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](http://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, changing flat tires, and referral to a service station) to all customers parked in U parking facilities. Hours are Monday through Thursday from 7:00 AM to midnight, Friday from 7:00 AM to 10:00 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.

Housing
The University’s Office of Housing & Residential Life is the best resource for finding housing on or near campus.

Maps
Find the 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 3rd floor of the Mayo building near the Dean’s office in Mayo A-302 and the 3rd floor of the WBOB building.

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

2.4 HEALTH AND WELLBEING

University-Sponsored Student Health Benefit Plan
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
Academic Health Center students, which includes the School of Public Health, enrolled in a qualifying AHC 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 Services
bhs.umn.edu/

Located on the University of Minnesota Twin Cities campus, Boynton Health (BHS) is a primary healthcare clinic serving University students, staff, and faculty. BHS 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 range of issues 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

The Aurora Center for Advocacy and Education provides crisis intervention and advocacy services to victim 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

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

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

2.5 DIVERSITY

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 global, population-based nature of public health demands that the School of Public Health (SPH) seek and train students of all racial, ethnic, economic, and educational backgrounds. We believe such diversity enriches the learning experience and helps build excellence in public health leadership. The SPH is dedicated to providing our students with a supportive and welcoming academic experience in and out of the classroom. The student led Diversity Matters, and faculty led Health Equity Work Group organizations are designed to address and explore issues of diversity that impact both our school and society at large.

We also 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. Our goal is to recognize differences, address disparities, and to help cultivate understanding within the SPH community. This sense of inclusiveness recognizes that diversity is not limited to a select number of categorical elements of a person but encompasses all of person’s attributes as well as their intersections.

The SPH Coordinator of Diversity, Equity, and Inclusion, Lauren Eldridge, works with students, staff, faculty, and community members to advance equity and diversity within the SPH. Her office is in A395-3 Mayo Memorial Building and she can be contacted at leldridg@umn.edu or at (612) 624-9970.

For more information please visit:

- University policy on Equity & Diversity: regents.umn.edu/sites/default/files/policies/Equity_Diversity_EO_AA.pdf
- Office for Equity and Diversity: diversity.umn.edu/eoaa/home
- SPH info and resources for Diversity & Inclusion: sph.umn.edu/about/diversity-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

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. Students are responsible for contacting Disability Services for more information or to arrange accommodations.

**Graduate School Diversity Office**
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 with The Graduate School and works with other units connected to diversity and multiculturalism.

**The Gender and Sexuality Center for Queer and Trans Life**
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**
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**
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**
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**
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**

diversity.umn.edu/women/

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.

## 2.6 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**

bookstore.umn.edu

The University of Minnesota Bookstore, located in Coffman Union, sells texts for all Public Health courses. Course materials can also be ordered online.

**Center for Educational Innovation**

cei.umn.edu/about/about-cei

The Center for Educational Innovation (CEI) was created in 2014 by Provost Karen Hanson 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 is conducted via the Web and 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

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.

2.7 CAMPUS SAFETY

Police

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

Security Monitor Program

The Security Monitor Program 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 University of Minnesota – Twin Cities campus. To request an escort by a trained student security monitor, please call (612)624-WALK (9255) shortly before the desired departure time and walk safe.

Safe-U Emergency Notification

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.

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.

2.8 ADDITIONAL RESOURCES

Post Office

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

Copies/Fax Machines

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

Student Legal Service

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

All SPH students need to register for at least six credits in fall and spring semester to be considered full-time. In the 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 Onestop 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 major field, 4000-level courses may also be applied toward a MPH 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 myum.edu.
- You can find your registration queue date and time on the web at myum.edu.
- You will need your X500 login 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 myum.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 guidebook for more information. Stricter policies may be enforced by individual majors/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, 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.000</td>
</tr>
<tr>
<td>A-</td>
<td>3.667</td>
</tr>
<tr>
<td>B+</td>
<td>3.333</td>
</tr>
<tr>
<td>B</td>
<td>3.000</td>
</tr>
<tr>
<td>B-</td>
<td>2.667</td>
</tr>
<tr>
<td>C+</td>
<td>2.333</td>
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<tr>
<td>C</td>
<td>2.000</td>
</tr>
<tr>
<td>C-</td>
<td>1.667</td>
</tr>
<tr>
<td>D+</td>
<td>1.333</td>
</tr>
<tr>
<td>D</td>
<td>1.000</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

- 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/](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 reevaluation 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 Student Services Center. Instructors are notified via email that an F or N was submitted due to failure in meeting the incomplete contract 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](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. 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 semester 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.

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 using a software system called CoursEval: sph.umn.edu/students/current/course-eval-grades/. The system will send email notifications to students when they can access and complete their course evaluations. Students who complete their course evaluations promptly will be able to access their final grade as soon as the faculty member renders the grade in SPHGrades: www.sph.umn.edu/grades. All students will have access to their final grades through OneStop two weeks after the last day of the semester regardless of whether they completed their course evaluation or not.

Note: Responses will remain anonymous and will not be released to the course instructor until after final grades have been submitted. This is School of Public Health procedure, not a University-wide policy, and therefore applies to Public Health courses only.

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. 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.

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 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.

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

Biostatistics
PubH 6414 Biostatistical Literacy (3 cr) [Fall 2014 and beyond] AND a programming class from the following list [students must check with their program advisor or coordinator to ensure they are taking the correct required programming course]
- PubH 6107 Excel and Access in Public Health Settings (1 cr)
- PubH 6325 Data Processing with PC-SAS (1 cr)
- PubH 6420 Introduction to SAS Programming (1 cr)
- PubH 6470 SAS Procedures and Data Analysis (3 cr)
- PubH 6617 Practical Methods for Secondary Data Analysis (3 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 7200 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 exam not available

Equivalency examinations are given at least twice each year (January and August). 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. A notation on the student’s transcript will be documented if the student passes an equivalency exam. Students who do not pass the exam(s) are required to take the appropriate core course area to satisfy the competency requirements. Equivalency exams satisfy competency requirements for the following core courses only:

PubH 6020 Fundamentals of Social and Behavioral Science

Contact: Toben Nelson at tfnelson@umn.edu

<table>
<thead>
<tr>
<th>Number of questions on exam</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of questions</td>
<td>Essay</td>
</tr>
</tbody>
</table>
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 | 200 |
| Type of questions           | Multiple choice |
| Open or closed book         | Closed |

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 | 60-75 |
| Type of questions           | Multiple choice, short answer, and show-your-work problems |
| 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) |

4. **TUITION, FEES, BILLING, AND FINANCES**

4.1 **MY FINANCES TAB ON MYU**

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 and free e-check method. Don’t forget to sign up for Direct Deposit. For residents of Wisconsin, North Dakota, South Dakota, and Manitoba, remember to apply for reciprocity through your home state or province so your bill will have the correct amounts.

OneStop hosts “how-to guides” for common transactions. You can find financial how-to guides here: onestop.umn.edu/how-guides#accord-3
4.2 TUITION AND FEES

Please go to onestop.umn.edu/ for complete tuition and fee information.

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 notices 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

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 about 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 at www.sph.umn.edu/prospective/tuition-finances/paying-for-your-education/. Scholarships specific to SPH Divisions and/or Programs can be found in the Division and/or program guidebook.

Information on financial aid can be found at onestop.umn.edu (Finances tab) or by emailing onestop@umn.edu.

Students having questions about the status of their financial aid should refer to the appropriate contact below:

<table>
<thead>
<tr>
<th>AID TYPE</th>
<th>CONTACT</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Major Specific Awards and Traineeships, Division-related donor scholarships, Dean’s Scholarship</td>
<td>Your Program Coordinator</td>
<td></td>
</tr>
<tr>
<td>Medical Scholarships, MN Tuition Scholarship, General donor funded scholarships.</td>
<td>SPH Student Services</td>
<td><a href="mailto:sph-ask@umn.edu">sph-ask@umn.edu</a></td>
</tr>
<tr>
<td>Federal Loans, Financial Aid Package</td>
<td>Liz Holm - Office of Student Finance</td>
<td><a href="mailto:holmx029@umn.edu">holmx029@umn.edu</a></td>
</tr>
</tbody>
</table>

Loan Deferment

A temporary postponement of loan payments is available only under certain conditions; some loans do not accrue interest in deferment, such as subsidized loans policy.umn.edu/forms/fa/fa830.pdf.

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
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 if it is just temporary).
- 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

Many SPH students use graduate assistantships 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.

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

For graduate assistant policies and benefits, go to [www1.umn.edu/ohr/gae](http://www1.umn.edu/ohr/gae).

The tuition benefits are particularly attractive to students. 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:

- Attend fall orientation 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.
- Check their student mailbox often for printed informational materials.
- Contact a Program Coordinator, Program Directors, 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: [writing.umn.edu/tww/preventing/definitions.html](http://writing.umn.edu/tww/preventing/definitions.html). Students should be careful to properly attribute and cite others' work in their writing. For guidelines for correctly citing sources, go to [tutorial.lib.umn.edu](http://tutorial.lib.umn.edu).

The Associate Dean for Learning Systems and Student Affairs 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 at [policy.umn.edu](http://policy.umn.edu).

This policy library holds policies that apply to the entire University system (all five campuses), as well as policies that apply 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.

[https://communitystandards.umn.edu/](https://communitystandards.umn.edu/)

Below are the 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, including group work and internet use. 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: https://communitystandards.umn.edu/

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.

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 Center 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. However, there are many grey areas, so students proposing such work are strongly encouraged to contact the IRB to determine whether their project requires 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.

**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.

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 seeks to be aware of and responsive to student issues and complaints. There are numerous ways for you to channel your academic and student life concerns:

- Provide comments on the yearly student survey released every March.
- 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.

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 Dr. Kristin Anderson, Associate Dean for Learning Systems and Student Affairs, at ander116@umn.edu.

The University provides resources as well. Report incidents of bias, discrimination, or harassment to the University Office of Equal Opportunity and Affirmative Action at eoaffact.umn.edu. For student issues that are not resolved through SPH channels or for which you seek external support, the Student Conflict Resolution Center will assist in resolving campus-based problems or concerns sos.umn.edu.

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 Coordinator 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 Coordinator of Diversity, Equity and Inclusion (DEI) can serve as this point of discussion and referral.

Process: Below is 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 Coordinator of DEI, or another SPH administrator, will meet with the aggrieved student to collect information regarding an incident or issue.
2. The Coordinator, 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). Coordinator 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 Coordinator will identify and recommend options for resolution.
5. The Coordinator will consult back with student 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 coordinator 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 Coordinator 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 trainings, and act with the highest honor towards all private information.

For further information, go to privacy.ahc.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.

In addition:

- U of MN 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 to isss.umn.edu.

Global Gopher Online Orientation

The Global Gopher Online Orientation 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 Global Gopher Online Orientation at least one week before their Immigration Check-In.

Immigration Check-In

All new international students must visit the University of Minnesota International Student & Scholar Services office (ISSS) shortly after arrival in Minnesota. See isss.umn.edu for directions, office hours, and services. 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 isss.umn.edu.

Academic Status

International students must maintain full-time status. MPH 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 isss.umn.edu/INSGen/address.html.
5.6 COMPLIANCE

Immunizations

According to OSHA regulations, CDC guidelines, and University of Minnesota policy, Academic Health Center (AHC) students are required to have a health clearance as a condition of enrollment. You must complete this requirement by the 6th 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: Travel. More details and the downloadable Student Immunization Record form are available from Boynton Health Service at boynton.umn.edu/immunization-requirement. You can also stop by Boynton 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 Academic Health Center (AHC), 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 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 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 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 secure.ahc.umn.edu/publichealth/sphcommunity. The agreement is complete once it has been approved by the student’s advisor and the 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 AHC 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 Academic Health Center 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 at on the AHC Office of Education website.

6. GROUPS, ASSOCIATIONS AND SOCIETIES

6.1 STUDENT GROUPS

School of Public Health Student Senate

The Student Senate is comprised 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. Student Senate also provides various grants to students and SPH student groups.

Professional Student Government

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)

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)

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

Minnesota International Student Association (MISA)

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

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 400 student groups on campus are 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

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

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

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

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

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

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

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

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

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

The University of Minnesota School of Public Health Alumni Society has members around the world. Consisting of 12,000+ alumni, the SPH Alumni Society plays a key role in the School and public health community as they continue to shape public health policy, conduct ground-breaking research, lead innovative public health solutions and contribute to the future of public health.

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, former students who have completed a minimum of 12-18 credits, faculty and administrators of the school.

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.

ACHE.org

APHA.org

ASPPH.org/

CDC.gov

CEPH.org

Healthcareadministrationedu.org

MPHA.net/

NIH.gov

NBPHE.org

Sphalumni.umn.edu

SPHALumini.umn.edu
The 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 majors 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:

Kathryn Schwartz-Eckhardt: Director of Epidemiology and Community Health Student Services – Primary contact for prospective students, and curriculum development in master’s and PhD level programs

Christine Vu: Admissions Coordinator – Primary contact for prospective students in master’s and PhD level programs

Shelley Cooksey, Student Advising Manager– Primary contact for current students in master’s and PhD level programs

Marlin Farley, Student Advising Coordinator– Primary contact for current students in master’s and PhD level programs

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://www.sph.umn.edu/current/resources/school-and-university-resources/ . 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 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/](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/](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 academic advisor or Integrated Learning Experience (ILE) advisor. The instructor must be a member of the major 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 majors 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 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 academic advisor 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 us at 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)/thesis 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 Kathryn Schwartz-Eckhardt. 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).
**Sitling 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 Ph.D/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 at 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 given to Kathryn Schwartz-Eckhardt, who will process the request. 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](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 Award, a small grant mechanism to support 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 academic year, we will have two separate award categories. The standard award is open to all students and post-doctoral fellows; the doctoral award is only open to doctoral students in Epidemiology. We anticipate two rounds of requests for proposals (one per semester). The chair of the Research Awards Committee will distribute detailed e-mail solicitations for applications.

**STANDARD AWARD**

**Who May Apply?**
Students currently enrolled in degree programs in Epidemiology, Community Health Promotion, Maternal and Child Health, Clinical Research, or Public Health Nutrition or post-doctoral fellows in Epidemiology. Proposed projects do not have to be thesis or Integrated Learning Experience (ILE) projects, and may be for any research that involves the applicant (e.g., evaluation of a program for an Applied Practice Experience (AP)). Those who have received previous funding from a Hawley Award will not be eligible for further support until they have submitted the required one-page report for their prior award (see below).

**How Much?**
$3,500 maximum, including fringe benefits when applicable. PhD students may request a maximum of $7,500 to support thesis research.
How Can It Be 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.

Please note that before making any expenditure 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.

How Long?
Normally projects are funded for one year.

DOCTORAL AWARD

Who May Apply?
Students currently enrolled in the doctoral program in Epidemiology. Proposed projects do not have to be thesis projects, and may be for any research that involves the applicant. Those who have received previous funding from a Hawley award will not be eligible for further support until they have submitted the required one-page report for their prior award (see below).

How Much?
$7,500 maximum, including fringe benefits when applicable.

How Can It Be 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.

Please note that before making any expenditure 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.

How Long?
Normally projects are funded for one year.

What is the Format for the Proposal?

1. Cover Letter
   Please indicate in the letter whether the project will help support an Integrated Learning Expereince (ILE), master’s thesis, PhD thesis, or Applied Practice Experience (AP).

2. Face Page (1 page)
   a. Title
   b. Investigator information, including name, address, telephone, and e-mail address
   c. Your degree program
   d. Collaborating investigators (faculty, staff, students), if any

3. Research Proposal (4 pages maximum; 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.
   b. Research Methods (2 pages maximum):
      Describe the study design and detailed methods. Be sure to include information on each of the following issues (and others, as appropriate):
      • 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 (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. Letter of Endorsement from Faculty Advisor (1 page):
A primary or adjunct faculty member in the Division of Epidemiology and Community Health must provide a brief letter to accompany the proposal, specifically endorsing the applicant’s request. First, applicants must discuss their proposals with the faculty advisor, who must review the proposal before it is submitted. Then, the faculty advisor’s letter of funding endorsement must state that the faculty member has read and provided input on the proposal. The faculty member must also indicate his/her opinion of the quality and importance of the research.

6. Appendices, if needed (no page limit)

Submission
Submit your proposal to the Chair of the Research Awards Committee, Division of Epidemiology and Community Health, Suite 300, 1300 South Second Street, Minneapolis, MN 55454-1015

Review Process
All applications will be reviewed by the Division of Epidemiology and Community Health Research Awards Committee, which includes faculty members representing the major 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.

If you have questions regarding preparation of a proposal, please contact the Chair of the Research Awards Committee. 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 and 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 a 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
Doctoral students matriculating prior to Fall 2003 should see the EpiCH Student Services staff to discuss their student support policy.

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.

Requesting Letters of Support – 10 Tips for Students
The following tips may help you get a positive—and productive—response when you request a letter of support from a faculty member for a fellowship, an internship, a scholarship, graduate school admission, or a professional position.

1. First Contact: Email Is O.K. Make the e-mail brief. Mention the opportunity for which you are applying, the deadline, what you are requesting, and what you are willing to send for further information (e.g., CV, bullet points, a draft letter). If there is a chance the faculty member will not remember you, mention where you have met.

2. Think Ahead. Many faculty members in EpiCH have 10 or more advisees, so they may not be able to respond immediately to student requests. If they receive a request with short notice, they may not be able to respond positively, so contact them well ahead of deadlines so they can schedule your request.
   Deadlines: Clearly convey the deadline for the materials you are requesting. It is also fine to re-contact the faculty member a week before the deadline as a gentle reminder. Such contact should include, in addition to the reminder about the deadline, your reiteration that you are happy to provide additional information about yourself, or the opportunity and details about where and how to submit the reference (in case the original contact information was misplaced).

3. Request Letters From People You Know. A letter from someone who does not know you well may not be a strong letter, as the lack of familiarity is usually reflected in the text. Many requests for references also require individuals to specifically indicate how well they know an applicant. Reviewers may not give much weight to a referral from someone who does not know the applicant well—and they may wonder why the applicant did not select someone who knows her/him well. For example, they could think that either the applicant does not know anyone well OR everyone who knows the applicant well would write a lousy letter—all imagined scenarios are bad.
   Try to gauge if the person can write a “good” letter for you. A strategy is to ask this question directly: don’t ask “will you write a letter for me?” Instead, ask “will you write a supportive letter for me?” A hard life lesson is that some faculty members may be unable to strongly recommend you, and it is best to find that out—and respect it—before you agree that the person will write a letter. Most faculty members will reveal any hesitation they have and it is important to listen to it and accept it. A tentative, or a poor, letter can have a strong negative impact on an application.

4. If You Contact Someone Who Does Not Know You Well, Be Professional. An exception to item #3 is when you have to ask Program Directors or Division Heads for letters of support because their support is required by the applicant organization. If you don’t know much people well, and must request a favor, use his/her last, rather than first, name (i.e., Dr. Smith instead of Judy) when you make your first approach. In EpiCH, you will likely be told to use his/her first name, but your professionalism will be noted and appreciated.

5. Don’t Assume Faculty Members Know Anything About The Applicant Organization. There are hundreds of fellowships, scholarships, etc. for which faculty members are asked to write letters. Faculty members have little or no connection with many organizations beyond writing letters for students. They often receive what, to them, are garbled messages, with acronyms instead of full organization names, and find them incomprehensible. Don’t rely on acronyms or assume any knowledge about the opportunity for which you are applying, even if it is at the SPH or UMN.
   To inform faculty members, it is fine to e-mail them URLs and PDFs about the applicant organization, but also include a 1-page synthesis of relevant information. You are asking the faculty member to volunteer time: don’t ask him/her to also go to a website and/or open multi-page PDFs. Those materials can be optional—your one-pager should be all your letter writer needs, along with your CV and some guidance about the text of the letter.

6. Don’t Assume Faculty Members Know You Well Enough To Write A Great Letter Or That They Have Time for a One-Hour Interview To Prepare For The Letter. A great strategy is to offer to provide bullet points about your qualities, eligibility, and interest in the opportunity that can be used by the faculty member to frame the letter. You may even offer to write a draft letter. You are in the best position to draft a successful letter and it is not uncommon to provide such help for letters of reference.

7. Make Sure Faculty Members Have The Contact Information. Clearly indicate where the letter or rating sheet should be sent! One of the most common—and frustrating—mistakes made by students is to omit this information, resulting in unnecessary contacts, delays, and poor impressions.
8. Make Sure You Are Eligible For The Opportunity And That You Intend To Apply Before You Ask for a Letter. Unfortunately, it is common for faculty members to write letters, only to be told by students that they found out they were ineligible or decided not to apply after all.

9. Make Sure The Materials You Provide Do Not Have Typos and Grammatical Errors. The written word is influential: we often base our impressions about someone’s intellectual qualities on the quality of his/her writing. While this may not be fair, it is what academics (and others) do. You are asking for a laudatory letter of reference, so make sure that your CV, 1-pager, bullet points/draft letter, are clearly and properly written.

Thank The Faculty Member For Writing The Letter And Follow-Up. It is surprisingly common for students to not thank a faculty member after an application is complete and even less common for students to let faculty members know if they received the scholarships, fellowships, internships, jobs, etc. for which they applied. Faculty members commit time to letters of reference because they want students to succeed—they are rewarded with thanks and updates.

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

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 academic advisor, staff from the EpiCH Student Services office, an AP advisor, and the Program Director for their major. The role of the academic advisor 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 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.

- **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 advisors 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 an advisor, 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 academic advisors if they have serious personality or other conflicts with their assigned advisor. 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.

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 and Support 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
- Initiate meetings with advisor(s) at least once per semester; regularly communicate with faculty advisor(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
Faculty advisors 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 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. Epidemiology PhD Degree Program

## 8.1 Fall 2019 Program Curriculum

### 61 Credit Minimum

Required Core Courses: 14-16 credits plus 24 thesis credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 8341</td>
<td></td>
<td>Advanced Epidemiologic Methods: Concepts</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 8342</td>
<td></td>
<td>Advanced Epidemiologic Methods: Applications</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>PubH 7401</td>
<td></td>
<td>Fundamentals of Biostatistical Inference</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 6348</td>
<td></td>
<td>Writing Research Grants (A/F only, section 002)</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>GRAD 8101</td>
<td>or GRAD 8200</td>
<td>Teaching in Higher Education (A/F grade option only) or Teaching</td>
<td>GRAD 8101: Fall/Spring</td>
<td>3:1</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Learning Topics in Higher Education: Teaching for Learning – An</td>
<td>GRAD 8200: Fall Only</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Online Course (A-F grade only). Consult advisor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PubH 6742</td>
<td></td>
<td>Ethics in Public Health: Research and Policy</td>
<td>Fall, Spring</td>
<td>1</td>
</tr>
<tr>
<td>PubH 8888</td>
<td></td>
<td>Dissertation credits</td>
<td>All terms</td>
<td>24</td>
</tr>
</tbody>
</table>

### Clinical/Biological Track: 23 credits minimum

Biological Methods/Statistics: 6 credits minimum

PubH 7420 is required; at least 3 additional credits are required; choose from list OR prior approval needed to take different course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 7420</td>
<td></td>
<td>Required: Clinical Trials: Design, Implementation, and Analysis</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6915</td>
<td></td>
<td>Nutrition Assessment</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>PubH 7402</td>
<td></td>
<td>Biostatistical Modeling and Methods (strongly recommended)</td>
<td>Spring</td>
<td>4</td>
</tr>
<tr>
<td>PubH 7405</td>
<td></td>
<td>Biostatistics: Regression</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 7406</td>
<td></td>
<td>Advanced Regression and Design</td>
<td>Spring</td>
<td>4</td>
</tr>
<tr>
<td>PubH 7430</td>
<td></td>
<td>Statistical Methods for Correlated Data</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 7445</td>
<td></td>
<td>Statistics for Human Genetics and Molecular Biology</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 8141</td>
<td></td>
<td>Doctoral Seminar in Observational Inference</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 8343</td>
<td></td>
<td>Synthesis and Application of Methods in Epidemiologic Research</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 8344</td>
<td></td>
<td>Advanced Epidemiologic Methods Workshop</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>PubH 8804</td>
<td></td>
<td>Advanced Quantitative Methods Seminar</td>
<td>Spring 2020 (even years)</td>
<td>3</td>
</tr>
</tbody>
</table>

Content area courses: 4 credits minimum

Choose from the following courses; can petition substitutes

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6140</td>
<td></td>
<td>Occupational and Environmental Epidemiology</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6381</td>
<td></td>
<td>Genetics in Public Health</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6385</td>
<td></td>
<td>Epidemiology and Control of Infectious Diseases</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6386</td>
<td></td>
<td>Public Health Aspects of Cardiovascular Disease (half-term)</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6387</td>
<td></td>
<td>Cancer Epidemiology</td>
<td>Spring 2021</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6389</td>
<td></td>
<td>Nutritional Epidemiology</td>
<td>Fall 2020</td>
<td>2</td>
</tr>
</tbody>
</table>
Supporting Program/Minor: 13 credits minimum
Chosen in consultation with advisor. Potential supporting program courses include courses from the additional biological methods/statistics courses listed above not used to satisfy the biological methods/statistics requirement, or courses from the following list. Other courses, or minors, can be considered with advisor.

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6355</td>
<td>Pathophysiology of Human Disease</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 6375</td>
<td>Screening for Disease: A Double-Edged Sword</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6383</td>
<td>Vaccines</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 7391</td>
<td>Independent Study: Epidemiology</td>
<td>Any term</td>
<td>1-4</td>
</tr>
<tr>
<td>PubH 7392</td>
<td>Readings in Epidemiology</td>
<td>Any term</td>
<td>1-4</td>
</tr>
<tr>
<td>PubH 7405</td>
<td>Biostatistics: Regression</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 7406</td>
<td>Advanced Regression and Design</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>PubH 7430</td>
<td>Statistical Methods for Correlated Data</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 7445</td>
<td>Statistics for Human Genetics and Molecular Biology</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 7450</td>
<td>Survival Analysis</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 8343</td>
<td>Synthesis and Application of Methods in Epidemiologic Research (strongly recommended)</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 8344</td>
<td>Advanced Epidemiologic Methods Workshop (strongly recommended)</td>
<td>Fall</td>
<td>1</td>
</tr>
<tr>
<td>VMed 5180</td>
<td>Ecology of Infectious Diseases</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>VMed 8090</td>
<td>Epidemiology of Zoonoses</td>
<td>Fall</td>
<td>2</td>
</tr>
</tbody>
</table>

Social/Behavioral Track: 23 credits minimum

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
</table>
| Behavioral Methods/Statistics: 6 credits minimum
PubH 7420 is required; at least 3 additional credits are required; choose from list OR prior approval needed to take different course.
| PubH 7420 | Clinical Trials: Design, Implementation, and Analysis. Consult with advisor regarding choice. | Spring  | 3       |
| PubH 6915 | Nutrition Assessment                                                   | Fall    | 2       |
| PubH 7402 | Biostatistical Modeling and Methods                                    | Spring  | 4       |
| PubH 7405 | Biostatistics: Regression                                              | Fall    | 4       |
| PubH 7406 | Advanced Regression and Design                                         | Spring  | 4       |
| PubH 7430 | Statistical Methods for Correlated Data                               | Fall    | 3       |
| PubH 8343 | Synthesis and Application of Methods in Epidemiologic Research (strongly recommended) | Fall    | 4       |
| PubH 8344 | Advanced Epidemiologic Methods Workshop (strongly recommended)         | Fall    | 1       |
| PubH 8804 | Advanced Quantitative Methods Seminar                                  | Spring  | 3       |

Content area courses: 4 credits minimum

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6333</td>
<td>Human Behavior I</td>
<td>Fall even years (2020)</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6334</td>
<td>Human Behavior II</td>
<td>Spring odd years (2021)</td>
<td>2</td>
</tr>
</tbody>
</table>

Supporting Program/Minor: 13 credits minimum
Chosen in consultation with advisor. Potential supporting program courses include courses from the additional behavioral methods/statistics courses listed above not used to satisfy the behavioral methods/statistics requirement, or from the following list. Other courses, or minors, can be considered with advisor.

<table>
<thead>
<tr>
<th>Course</th>
<th>Notes</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6074</td>
<td>Mass Communication and Public Health</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6078</td>
<td>Public Health Policy as a Prevention Strategy</td>
<td>Fall</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6094</td>
<td>Obesity and Eating Disorder Interventions</td>
<td>Spring</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6370</td>
<td>Social Epidemiology</td>
<td>Spring 2020</td>
<td>2</td>
</tr>
</tbody>
</table>
### Other details:

- Supporting program credits in either track may be directly applied to the PhD program or can be used to obtain a minor in another graduate program with the approval of the minor program’s Director of Graduate Studies.
- Note: the recommended biostatistics core course (PubH 7401) may be replaced by PubH 6450 and 6451 if the student does not enter with adequate quantitative training for PubH 7401. The PhD Credentials Committee will make this decision.
- Students who need a review or background training in basic epidemiological concepts will be asked to take the first year of the core sequence for MPH students (Epi Methods I, PubH 6341 and Epi Methods II, PubH 6342) prior to taking the doctoral series. These courses will not apply to the PhD program.

### MD/PhD Student Program Requirements

Requirements for MD/PhD students differ slightly from the standard curriculum. The following are **not** required of MD/PhD students only:

- The teaching assistant experience (however either Grad 8101 or 8200 is required; the lecture is also required)
- CBE students: in the Content Area portion of the curricula, 2 credits (one course) are required, rather than 4 credits (two courses). In addition, in the Supporting Program/Minor area, 5 credits are required, rather than 13 credits.
- SBE students: in the Content Area portion of the curricula, both courses (Human Behavior I and II) are required. In addition, in the Supporting Program/Minor area, 3 credits are required, rather than 13 credits.

### Sample Supporting Program Courses

The following are departments or colleges from which PhD students have taken elective courses—the list is not exhaustive. Exemplary courses are listed to reflect recent course offerings that PhD students have recommended as excellent electives.

- **Public Health [PubH]** (e.g., PubH 8343 Synthesis and Application of Methods in Epidemiologic Research; PubH 8344 Advanced Epidemiologic Methods Workshop; 7405 Biostatistics: Regression; 7406 Advanced Regression and Design; 7430 Statistical Methods for Correlated Data; 7435 Latent Variable Models; 7440 Introduction to Bayesian Analysis; 7445 Statistics for Human Genetics and Molecular Biology; 7450 Survival Analysis; 7460 Advanced Statistical Computing; 8140, Validity Concepts in Epidemiologic Research; 8141, Doctoral Seminar in Observational Inference; 8142, Epidemiologic Uncertainty Analysis; 8432 Probability Models for Biostatistics; 8442 Bayesian Decision Theory and Data Analysis; 8452 Advanced Longitudinal Data Analysis; 8462 Advanced Survival Analysis)
- **Veterinary Medicine, Graduate [VMed]** (e.g., 8090 Epidemiology of Zoonoses)
- **Health Informatics [Hinf]**
- **Educational Psychology [Epsy]** (e.g., 8264, Advanced Multiple Regression Analysis; 8266, Statistical Analysis Using Structural Equation Methods; 8267, Applied Multivariate Analysis; 8268 Hierarchical Linear Modeling in Educational Research)
- **Statistics [Stat]**
- **Philosophy [Phil]** (e.g., philosophy of science courses)
- **Rhetoric [Rhet]** Science writing
- **Writing Studies Department (WRIT)** (highly recommended: 5051 and 5052 Graduate Research Writing Practice for Non-native Speakers of English)
- **Biochemistry (BioC)**
- Cell Biology and Neuroanatomy [CBN]
- Molecular, Cellular, Dev Biology and Genetics [MCDG]
- Genetics, Cellular and Developmental Biology [GCD]
- Microbiology [MicB]
- Microbiology, Immunology and Cancer Biology [MICa]
- You might want to consider a minor in Prevention Science (go to: http://www.cehd.umn.edu/icd/PrevSci/) or in Population Studies (go to https://pop.umn.edu/gradstudent-training/popminor)

### Competency Areas

Recommended Competency Areas can be found at: [https://z.umn.edu/epichcomp1415](https://z.umn.edu/epichcomp1415). Please scroll down the list to find the Epidemiology PhD list.

### Sample Schedules for CBE and SBE Tracks for 2019-20

#### Clinical and Biological Epidemiology (CBE) track

**Plan 1: Students in CBE track who earned their Epidemiology MPH at the University of Minnesota or similar institution**

<table>
<thead>
<tr>
<th>Year 1, Fall [Total cr: 7+]</th>
<th>Year 1, Spring [Total cr: 6]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 8341 Advanced Epidemiologic Methods: Concepts (3 cr)</td>
<td>PubH 8342 Advanced Epidemiologic Methods: Applications (3 cr)</td>
</tr>
<tr>
<td>PubH 7401 Fundamentals of Biostatistics Inference (4 cr)</td>
<td>PubH 7420 Clinical Trials (3 cr)</td>
</tr>
<tr>
<td>Supporting program/minor course (recommend 8344 Advanced Epi Methods Workshop 1 cr)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Fall [Total cr: 5+]</th>
<th>Year 2, Spring [Total cr: 1+]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6348 Grant Writing (2 cr)</td>
<td>Remaining supporting program/minor courses</td>
</tr>
<tr>
<td>Biological methods/statistics course (3 cr)</td>
<td>Grad 8101 Teaching in Higher Education (3 cr) or Grad</td>
</tr>
<tr>
<td>(PubH 8343 highly recommended)</td>
<td>8200 Teaching and Learning Topics in Higher Education:</td>
</tr>
<tr>
<td></td>
<td>Teaching for Learning (1 cr, online)[Can take any term it is offered]</td>
</tr>
</tbody>
</table>

Students may need more credits to hold a graduate assistantship; they can register for additional courses or PubH 8666, Doctoral Pre-Thesis credits.
Plan 2: Students in CBE track who enter into Epidemiology PhD with a degree in a related field with insufficient epidemiology background (but sufficient biostatistics coursework)

<table>
<thead>
<tr>
<th>Possible transfer from related field MPH or MS [15 cr]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting program/minor course(s) brought in from master’s level coursework, with approval from Epi PhD Credentials Committee. Some students may be able to also transfer in a master’s level ethics course</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Fall [Total cr: 9+]</th>
<th>Year 1, Spring [Total cr: 9]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6341 Epidemiologic Methods I (3 cr)</td>
<td>PubH 6342 Epidemiologic Methods II (3 cr)</td>
</tr>
<tr>
<td>PubH 7401 Fundamentals of Biostatistics Inference (4 cr)</td>
<td>PubH 7420 Clinical Trials (3 cr)</td>
</tr>
<tr>
<td>Content area course (2 cr)</td>
<td>Content area course (2 cr)</td>
</tr>
<tr>
<td>Supporting program/minor course</td>
<td>PubH 6742 Ethics in Public Health: Research and Policy (1 cr)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2, Fall [Total cr: 8]</th>
<th>Year 2, Spring [Total cr: 4+]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 8341 Advanced Epidemiologic Methods: Concepts (3 cr)</td>
<td>PubH 8342 Advanced Epidemiologic Methods: Applications (3 cr)</td>
</tr>
<tr>
<td>PubH 6348 Grant Writing (2 cr)</td>
<td>Grad 8101 Teaching in Higher Education (3 cr) or Grad 8200 Teaching and Learning Topics in Higher Education: Teaching for Learning (1 cr, online) [Can take any term it is offered]</td>
</tr>
<tr>
<td>Biological methods/statistics course (3 cr)</td>
<td>Remaining supporting program/minor courses</td>
</tr>
<tr>
<td>(recommend 8344 Advanced Epi Methods Workshop 1 cr)</td>
<td></td>
</tr>
<tr>
<td>Note:PubH 8343 highly recommended for Fall, Year 3</td>
<td></td>
</tr>
</tbody>
</table>

Note that if the student has an insufficient background in biostatistics, they may be guided by the Credentials Committee to take PubH 6450/6451 instead of PubH 7401.

Social and Behavioral Epidemiology (SBE) track

Plan 1: Students in SBE track with sufficient epidemiology and biostatistics background

<table>
<thead>
<tr>
<th>Possible transfer from master's degree [15 cr]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6742 Ethics in Public Health: Research and Policy (1 cr) [Required]</td>
</tr>
<tr>
<td>Master's level electives (14 cr) [Transferred as supporting program/minor courses with approval of advisor and PhD Credentials Committee]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 1, Fall [Total cr: 8]</th>
<th>Year 1, Spring [Total cr: 6]</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 8341 Advanced Epidemiologic Methods: Concepts (3 cr)</td>
<td>PubH 8342 Advanced Epidemiologic Methods: Applications (3 cr)</td>
</tr>
<tr>
<td>PubH 7401 Fundamentals of Biostatistics Inference (4 cr)</td>
<td>PubH 7420 Clinical Trials (3 cr)</td>
</tr>
<tr>
<td>(Recommend 8344 Advanced Epi Methods Workshop 1 cr)</td>
<td></td>
</tr>
</tbody>
</table>
### 8.2 PROGRAM REQUIREMENTS

The following is a summary of program requirements in Epidemiology as approved by the doctoral faculty in Epidemiology.

#### Registration Requirements

All PhD students are required to register every Fall and Spring term to maintain active status until they graduate. Registration in May and Summer terms are not required to keep active status. See section 1.3 for more information.

Note that if the student has an insufficient background in biostatistics, they may be guided by the Credentials Committee to take PubH 6450/6451 instead of PubH 7401.
Core Curriculum/Summary of Credits
The core curriculum for the PhD is required for all epidemiology PhD students. For the remainder of the curriculum, the student’s advisor and the Epidemiology PhD Credentials Committee must approve any course substitutions or waivers as early as possible. Any substitutions/waivers must be approved before submission of the graduate degree program form.

Summary of credits
The credit minimum for the PhD will be a total of 61 credits:

- Required core courses: 14-16 credits
- Clinical/Biological or Social/Behavioral Track courses: 23 credits
- PhD-specific dissertation credits, PubH 8888: 24 credits

Grade Point Average (GPA) Requirements
1. Doctoral students are required to complete their coursework with a minimum GPA of 3.25.
2. Doctoral students are required to earn letter grades of B- or higher in each of the core courses. These courses include: PubH 8341 and 8342 Advanced Epi Methods, PubH 7401 (or 6450/6451 if taking these courses to fulfill biostatistics requirement), PubH 6742, GRAD 8101 or Grad 8200. In addition, a B- or higher must be earned in PubH 7420 Clinical Trials. Students who earn a grade below B- in these courses are required to repeat that course. Students who cannot earn a B- in two attempts will be terminated from the program.

Transfer of Credits
Epidemiology PhD students may transfer in up to 15 credits from previous graduate-level coursework. The 15 credits can be applied to any curriculum area except for thesis credits. All requests for transfer coursework need to be reviewed and approved by the student's advisor, and then reviewed and approved by the Epi PhD Credentials Committee. The program coordinator should be consulted at the start of the process. Notes: (i) PubH 8341 and 8342 are required for all Epi PhD students as the core methods courses; (ii) two possible options are: courses and credits may be transferred in, or students may find courses that substitute for required courses.

S-N Credits
Epidemiology PhD students can take up to one-third of course credits S-N (satisfactory/non-satisfactory). Note the one-third limit does include courses that are available only S-N, but does not include dissertation credits. This cannot be petitioned for an exception. Certain courses must be taken for a letter grade; please see #2 in “Grade point average requirements” above.

Role of the Advisor
Requirements are specified to ensure that PhD graduates in Epidemiology have all of the basic skills necessary to move into an academic or research career. The final shape of the program, the nature of additional courses, readings, and the focus on particular subspecialties, are a matter for the student and advisor to determine. They are expected to work as a mentor and apprentice throughout the degree program.

Guidelines for Changing an Advisor
Occasionally, PhD students shift their course of study and focus over their graduate career, but this does not necessarily require a change in advisors. Faculty advisors can facilitate students’ academic development by working directly with the student or by encouraging them to gain experience with other faculty members (e.g., research or teaching assistantships, grant writing opportunities).
Sometimes students work more closely with one (or more) members of their committee than with their advisor. Faculty advisors can also suggest changes in committee membership to accommodate a change in dissertation focus.
Students may change their advisor at any time. But once PhD students have begun work on their dissertation, changing advisors should be limited to circumstances such as personality conflicts, ethical problems, substantial shifts in areas of interest, or the advisor resigning from the University. 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 need to be approved by the DGS, and the program coordinator must be notified of the change.

Grant Writing Skills
In addition to completing PubH 6348: Writing Research Grants, it is recommended students participate as a member of a grant writing team for an NIH or comparable grant proposal. It is recommended that students review examples of funded faculty grant applications to prepare for Part B of the Written Preliminary Exam.

Teaching
During their PhD studies, students must serve at least one semester as a teaching assistant (TA). Students are encouraged
to consider serving as a TA for one of the Epi courses (i.e., Fundamentals of Epidemiology, Epidemiologic Methods I, II, III). Teaching in these courses can help students review core concepts prior to taking the written preliminary exam. Students can also fulfill the requirement by being a TA in other courses, including possibly an online course. Any course that is assigned a paid TA by the Division of EpiCH will automatically fulfill the requirement. Students can submit a written request to the program coordinator, addressed to the DGS, for approval of other TA opportunities outside the Division. Supporting materials should include a copy of the course syllabus and an outline of the TA's responsibilities and should be submitted prior to the term when the TA occurs.

The expectation is the student will get a paid TA spot. Students on fellowships, training grant positions or who work full-time in a paid position should talk with the program coordinator early in their program to discuss the options to fulfill the TA requirement.

Students also are required to prepare and give a lecture in a scheduled course where students are the primary audience. Seminars, grand rounds, for example, are not acceptable. Approval is needed in advance. This course lecture must be critiqued by at least one Epidemiology doctoral faculty member, and be at least 50 minutes in length. The Epidemiology doctoral faculty member's responsibility is to attend the lecture and send a written critique (via email) of the lecture to the student and to the Epi PhD's program coordinator. The critique should cover the strengths/any weaknesses of the lecture content and presentation; the critique is intended to be constructive and offer suggestions. This requirement is separate from any Teaching Seminar course assignments. Non-native English speaking students should note that they are responsible for passing the SPEAK TEST for non-native English Speaking Teaching Assistants. Please see the program coordinator for this information. The Division's policy regarding payment for the TA English Program's course in Classroom Communication Skills for TAs can be found in section 2.6 of this guidebook.

### EpiCH Division Seminar Attendance
Epidemiology PhD students are required to sign in and attend at least 12 seminars relevant to epidemiologic or behavioral methods, student's content area, and/or professional development seminars before taking their oral preliminary exam. At least six of the 12 seminars must be EpiCH Division Seminars at which students are required to sign in upon arrival to the seminar. Other seminar opportunities outside of the division can also be sought out by students. Non-EpiCH seminars will be at the discretion of the student and must be relevant to the student's area of study. Students attending seminars outside of EpiCH will need to send the EpiCH Student Services staff an email at epichstu@umn.edu indicating that they attended a seminar, the day, time, location of the seminar and include the name and credentials of the presenter and the presentation title in order for it to count. In addition, the first hour of an Epi PhD student final oral exam--the public presentation portion--also meets the requirement (please sign in if attending).

### Examinations

#### Comprehensive Qualifying Examination
The examination consists of two parts: an epidemiology and biostatistics coursework exam (Part A), and a grant writing exercise (Part B). Students must pass both parts. See section 1.4 for guidelines. See the following section on Milestones and the Role of the Student’s Committee.

Students who take PubH 8341 and 8342 (Fall and Spring) Advanced Epidemiologic Methods courses in their first year are encouraged to take Part A within 12 months of matriculation. If the advisor and Epi PhD Credentials Committee recommend taking Epi Methods I and II prior to, or concurrent with, the Advanced Epidemiologic Methods sequence, students should then plan to take Part A within 24 months of matriculation. Students are encouraged to take Part B within 9-12 months of successfully passing Part A.

#### Preliminary Oral Examination for Dissertation Proposal
Students should successfully defend their dissertation plan within nine months of successfully completing the Comprehensive Written Examination (Parts A and B). Successful completion of the oral exam makes the student a doctoral candidate. Those who have not achieved doctoral candidacy within five years of matriculating into the program will have a hold put on their registration, making them inactive in the Graduate School. See the following section on Milestones and the Role of the Student’s Committee. The oral examination, administered by the student's dissertation committee, focuses on the proposed dissertation design and analysis. Typically, the exam covers practical aspects of the proposal including epidemiologic principles. See section 1.6 for expectations, guidelines, and other details. Note: no dissertation credits may be taken before passing the Preliminary Oral Examination. Detailed information about the formation of the preliminary oral exam committee is located in section 1.6.

#### Final Oral Examination (Dissertation Defense)
Students make a one-hour public presentation of their dissertation followed by a two-hour closed exam with their committee. It is required that the public presentation be publicized widely and offered in a space large enough to accommodate a seminar audience. It is the student's responsibility to contact the program coordinator at least two weeks prior to the defense so she can send an e-mail announcement to the Epidemiology doctoral faculty and students.

Detailed information about the formation of the final oral exam committee is located in section 1.7.
Research

First-Author Manuscript for Publication
During their PhD studies, students must prepare a first-authored manuscript for publication in a peer-reviewed journal. This manuscript should be prepared under the supervision of a member of the Epi doctoral faculty and must be submitted for publication. Note: it does not need to be published or in press to fulfill graduation requirements.

PhD Dissertation
The process to complete a dissertation is two-fold: students must pass a preliminary oral exam and a final oral exam. Students have two options for the dissertation:
1. a traditional dissertation, which is an in-depth volume describing (a) theoretical background and literature to date, (b) the methods and results of a research project, and (c) a detailed discussion of the strengths, limitations, interpretation and significance of the findings; or
2. a series of publishable papers, with appropriate introductory and concluding sections (see section 1.8). Many believe this format enhances a student’s publication record.

Students at the University of Minnesota who conduct any research using human subjects may be required to submit their research proposal to the University of Minnesota Institutional Review Board, for approval prior to conducting their study. Students should refer to the Investigator Manual (HRP-103) at irb.umn.edu to determine if their research requires IRB approval. If students are uncertain, they can submit the Human Research Determination Form (HRP-503) and the IRB will inform the student if a review is required. The student’s advisor must submit all forms to the IRB.

Research Administration Experience
Students should develop experience in research administration during their program. Such experience may be gained through regular participation in project-staff or steering committee meetings, helping to prepare or administer a grant budget, taking an operational role in a sponsored research project, etc.

Milestones
The following progress expectations are for students who have completed the coursework:
- Take Part A and B--the Written Preliminary Exam--within 12 to 36 months of matriculation.
- Establish, minimally, the three internal members of their committee and begin meeting with them within one semester after completing written prelims.
- Take prelim orals within nine months of successfully completing Parts A and B of the written prelim exam.
- Achieve doctoral candidacy (pass oral prelims) within five years of matriculation. Those who have not achieved doctoral candidacy within five years will have a hold put on their registration, making them inactive. Limited requests for extension with a proposed timeline and approval by the advisor (and co-advisor) will be reviewed by the DGS. If an extension is not granted, or the benchmarks on the timeline are not met after the extension, a registration hold will be made, thus ending the Epidemiology doctoral program for the student. This is a programmatic requirement.
- All requirements for the doctoral degree must be completed and the degree awarded within eight calendar years after initial enrollment to the graduate program. This is a Graduate School requirement.
- Undertake grant writing, research, teaching, training in teaching techniques, and seminar attendance requirements on a schedule agreed upon with the requirements, their advisor and committee.

Annual Review of Graduate Student Progress
The University requires that each graduate student be provided with, minimally, an annual written evaluation of his or her academic progress. To address this requirement, students will complete a form annually summarizing overall progress toward his or her degree. The form includes a list of classes taken (students provide a recent transcript), progress made on the milestone checklist, comments on progress over the past year, including main accomplishments and/or difficulties encountered, and a brief plan for continued progress for the following year. The review process and review form are standard; the form is e-mailed to doctoral students and their advisors/co-advisors in Fall term.

8.3 REGISTRATION REQUIREMENTS

All PhD students are required to register every fall and spring term to maintain their active status. Active status is required for students to be able to register for courses, take exams, submit milestone forms, file for graduation, or otherwise participate in the University community as a student. Students who do not register for a term must fill out a Change of Status/Readmission Application form. This form is available online at https://onestop.umn.edu/forms. The form needs to be completed and a re-admission fee paid. Re-admitted students are required to register during the semester in which they are re-admitted and every subsequent fall and spring semester until they graduate.

Grad 999
Grad 999 is a free, zero-credit, non-graded registration mechanism for doctoral students who must register solely to meet the registration requirement. Grad 999 cannot be used to 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).

All doctoral students with active student status are eligible to register for Grad 999. The Epi PhD program does not have any restrictions on Grad 999 registration.

PubH 8666: Doctoral Pre-Thesis Credits
These credits are available for doctoral students who have not yet passed their preliminary oral examination but need to be registered. The main difference between Grad 999 and PubH 8666 is (a) the latter can be used to meet requirements of agencies and departments outside the University; (b) only Grad 999 is tuition-free. However, international students should also check with the ISSS office, http://www.isss.umn.edu/. Doctoral pre-thesis credits are not graded.

Note: Registration for doctoral pre-thesis credits cannot be used to meet any degree requirements. These credits are not the same as the required PhD doctoral thesis credits. Registration is limited to a maximum of six credits per term. Also, registration for 8666 is limited to two times (12 credits) without program consent. With program consent, students may register for 8666 up to four times, for a total of 24 credits.

8.4 COMPREHENSIVE EXAMINATION GUIDELINES

Introduction
The Epidemiology Comprehensive Written Examination is a requirement of the Epidemiology PhD degree program. It consists of two parts, “A” and “B” protocols, described in detail below.

Purpose
The Comprehensive Written Examination is a diagnostic tool intended to: (1) indicate to the Epi doctoral faculty whether the student is ready to engage in doctoral research, and (2) provide feedback to the student on his/her knowledge of appropriate methods and analysis.

Content and Structure
Part A is an open-note, open-book proctored exam that covers basic epidemiologic and biostatistical methods. Part A will be offered once per year, after the Spring term ends (May or June). It will be offered in a one-day format. (It will be offered from 8 am - 4 pm on one day). Students will be given five multi-part, similarly difficult questions addressing core epidemiological concepts. Students must answer three of the five questions. Part B is an original research proposal as described, below.

Timing
The Comprehensive Written Examination is taken after completion of most of the required core coursework. Before taking Part A, students must successfully complete PubH 8341 and 8342 and at least PubH 6450 and 6451 or the equivalent.

Before taking Part B, students must complete PubH 6348, Writing Research Grants. Prior to registering for each part, students are required to consult with their advisor to discuss their readiness to take the exam. Parts A and B must both be passed before the student can schedule his/her Preliminary Oral Examination.

Part A is offered once a year, usually in May or June; Part B is available throughout the year. Part B is usually taken after Part A, but Part B can be taken first with the consent of the student’s advisor and the Part B Exam Chair.

Report of Outcome
The outcomes of Parts A and B are reported to the student (and copied to their advisor and DGS) through a personal letter from the PhD Exam Committee Chair. Please be aware of the following:

• A student who does not pass either part of the Preliminary Written Examination on the first attempt is allowed the opportunity to take it one more time.
• For Part B, if the student fails the rewriting of the first topic, s/he may retake the exam one more time with a second topic. Students, who fail the exam on the second attempt, including a rewriting process, will be terminated from the program. To illustrate the most extreme example prior to expulsion would be failure of all of the following: the first topic, rewriting of first topic, second topic, and rewriting of second topic.
• The Exam Committee decisions regarding the pass/fail status of the student are final.
• A student who fails either part of the Preliminary Written Examination on the second attempt is terminated from the program.

Procedures for PART A of the Comprehensive Written Examination
The Part A Exam Committee Chair is responsible for preparing the exam, along with the members of the Exam Committee and the Epidemiology doctoral faculty. The Part A Chair and the program coordinator are responsible for organizing and proctoring the exam. The program coordinator is responsible for the distribution of exam answers to faculty graders, and for reporting the grades back to the Exam Chair. The Part A Chair and program coordinator are responsible for notifying the DGS, the student, and the student’s advisor regarding the student's results on the exam.
Grading
Grading of the exam follows these policies: Two faculty grade each question; if the scores assigned by the two graders differ by more than 10 points, the Part A chair will assign a third grader for that question. If the scores assigned by three graders differ by more than 15 points, the Chair will direct the graders to discuss the discrepancy and potentially re-score the answer. If agreement cannot be reached, the median score will be taken as the grade for that question.

An average will be calculated for each question answered in Part A, by the Part A Chair and program coordinator.

In order to pass Part A, a student must have an average grade of 80% or higher (over the three answered questions). Students cannot re-write an individual exam question.

The Exam Committee meets to review and approve the results of Part A as soon as they are available. The review is blinded as to both the identity of the student and whether the student is taking the exam for the first or second time. This review provides feedback to the Exam Committee on how the student performed on the exam and ensures that the procedures for grading are followed.

Each student receives a special identification code prior to the start of Part A. No identifying information, with the exception of the code number, is used in the answers. Confidentiality of the student’s identity is important to the process of taking the Preliminary Written Examination and no one except the program coordinator will know the identity of individual students until the grading and the review process are complete.

Study Assistance
Study materials are available to doctoral students during the time they are preparing for the preliminary written examination. These include a list of core principles for the epidemiology and biostatistics courses, a sample exam, and sample questions with exemplary answers. All the materials are available at any time to doctoral students, but the Exam Committee strongly encourages students to work through their own answers to the sample questions prior to reading the exemplary answers.

These materials are available from the program coordinator. In addition, Epi doctoral faculty are available to review answers that students write for the sample questions. The Exam Committee asks that all members of the Epi doctoral faculty make themselves available for such review, especially those involved in the core courses.

Procedures for PART B of the Comprehensive Written Examination
Purpose
Part B not only tests required coursework, but also the ability to draw on coursework and other experiences to ask and answer relevant research hypotheses drawn from social, behavioral, clinical or biological epidemiology. It can also help students develop depth of knowledge in one or more substantive areas.

Students are advised to carefully choose an appropriate research question and focus on the epidemiologic methods. The student should identify the problem, outline possible solutions, and justify choice of a solution. It is important that the student demonstrate ability to identify problems and think about them critically.

Overview
The examination is open-book and take-home.

The examination topic must be current and may be drawn from diverse substantive and methodological areas of epidemiology, addressing unanswered and rigorous questions.

Although Part B is modeled after a research proposal, it is intended as an examination rather than a formal grant proposal. Students are expected to demonstrate their competence and understanding through their approach, choice of hypothetical or exact study populations, methods, etc., justifying these decisions through the proposal. The student should not get bogged down in unnecessary detail (e.g., the specifics of an established laboratory assay).

Part B is an examination to determine whether students are prepared to proceed with their dissertation rather than able to write NIH proposals. The Exam Committee focuses on the methodology proposed while bearing in mind the restrictions under which the exam has been prepared, including that certain kinds of deficiencies in the proposal could have been improved if collaboration had been allowed, and if time and page constraints were different.

Sample Part B exams are available for review from Shelley Cooksey. Reading proposals written by Epi doctoral faculty members can also be good preparation for the exam. Students can approach faculty to ask if they have a proposal that can be shared.

Skills to Be Demonstrated
1. Conceptual
   a. Select a research question to be developed into a proposal.
   b. Review the literature and provide an epidemiologic perspective of the problem.
   c. Provide a rationale for choice of specific research hypothesis or hypotheses.
2. Problem Solving
   a. Propose an appropriate and feasible study design for the research question.
   b. Outline an analysis plan suitable to the study design being proposed and sufficiently detailed to permit a judgment on its methodological adequacy.
   c. Clarify any other epidemiologic methods pertinent to your selected design.
   d. Address any issues related to feasibility and ethics of your proposed design.
   e. Discuss hypothetical outcomes, limitations, their interpretation and public health significance.

3. Writing skills will be considered among the evaluation criteria.

Selection of a Topic
The student will talk with the Part B Exam Chair about the selection of a topic and to be sure the examination rules are clear, and after a period of preparation and consultation, submit a topic to the program coordinator one week prior to the start of the exam. The program coordinator sends the topic to the Part B chair and the student’s advisor(s) along with further instructions. The Part B Chair is charged with approving the exam topic, in consultation with the student’s advisor. The student is under few restrictions prior to turning in the topic. Thus, the student can talk to anyone and can complete the planning and preparation process in any period of time, e.g. two weeks or two months. The topic may be partly known to the student, but not directly related to prior work. The topic should advance the student’s studies and could even serve as the basis of a PhD dissertation. The topic is essentially a list of key words, which could cover, for example, areas such as disease, risk predictors, populations.

Students may not use or base their topic for this exam on previously written papers or proposals, including those written in PubH 6348, Writing Research Grants.

Epi PhD Written Preliminary Examination Part B Consultation Guidelines

Part B is intended to be an original research proposal written by the student, assessing their conceptual, problem-solving and writing skills. This includes proposing an appropriate and feasible study design for the student’s research question, and outlining an analysis plan suitable to the study design being proposed.

Students are advised to talk with their advisor and other faculty/staff in the general preparation for the exam and the selection of the Part B topic. Ideas for topics should come from the student. Examples of the types of assistance that faculty members (especially the student's adviser) may provide to students include:
1. Training and mentoring on general principles of epidemiology and statistics;
2. Training and mentoring on general principles related to grant writing and preparation, including organization and writing style;
3. Deciding on general topics. For example, advisors may help students to (a) clarify a proposed research question that appears too ill-defined, (b) simplify a proposed topic that is too complicated to be handled during a 17-day exam period, (c) choose an alternative to a proposed topic for which the significance or level of innovation is doubtful;
4. Additional general education on some specific advanced methodological concept in epidemiology or statistics;
5. Providing copies of their own grants as examples of how to structure proposals. However, the grant proposals provided should not be so similar in content and research design to the student’s proposal that the faculty proposal provides answers to the student’s specific methodological questions.

Faculty and staff and others, including fellow students, colleagues and friends, may not advise students on how to specifically respond to a topic that might be chosen. Examples of activities that are not appropriate in relation to the student's proposed Part B topic would include:
1. Working with the student in advance to develop a specific research design and analysis plan related to the student’s topic;
2. Reviewing and commenting upon written paragraphs or outlines prepared in advance by students;
3. Discussing with the student in advance how to address specific methodological issues related to the student’s topic;
4. Offering specific solutions to student queries pertaining to a topic area and how to address it.

Faculty members should provide any assistance they can to help students to be as prepared as possible in terms of knowledge and skills, but that students are responsible for applying this information to formulate and write their own proposal. It should be remembered that Part B is an exam designed to test the student’s knowledge and skills.

As always, Part B Committee chairs are happy to meet with faculty or students to discuss any Part B-related questions or concerns.

Scheduling and Taking the Examination
The student must work with the program coordinator to select and coordinate the start date for Part B. Timing of topic selection is important, and students are encouraged to thoroughly familiarize themselves with the topics they are considering before submitting the topic to the Part B Chair. Students are given 17 calendar days to complete the proposal after receiving the assigned topic from the program coordinator. Students may start the exam on any day, as long as the start and end days fall on a workday, and not a University holiday or weekend. The exam is turned in by noon on the 18th day.
The Part B Chair and the student’s advisor both need to be available to communicate with each other during the seven days after the student turns in the topic in order to approve the topic. Therefore, students need to get their proposed start date approved at least three weeks in advance of their start date.

Exactly seven calendar days prior to the agreed-upon start date, the student will email the program coordinator the topic. (Note: once the student has turned in the topic, s/he can only discuss the exam with the Part B Chair or the program coordinator; s/he can no longer discuss the exam with anyone else including the advisor.) During the following week, the Part B Chair and the student’s advisor will consult regarding the topic. The Part B Chair will approve the topic and give it to the program coordinator. On the start date, the program coordinator will email the approved topic to the student and the student can begin the exam.

Students have 17 days to write the original proposal. The variables that contribute to whether a start date will work include how much time the student needs to prepare, and the availability of the student’s advisor and the Part B Chair the week after the student turns in his/her topic.

The student will receive an identification code when the topic is assigned. No identifying information except the code number should be used in the body of the paper. While the student is taking the exam, the only people who should know the identity of the student are the program coordinator, the Part B Chair, and the student’s advisor. Other faculty may be included at the discretion of the Part B Chair. Maintaining student confidentiality is necessary for all parts of the Preliminary Written Examination.

During the 17 days of the exam, only written materials may be consulted. Two exceptions are: (1) a reference librarian – this is a legitimate way of facilitating a focused search of the literature on the topic of choice. It is not permissible to ask an expert in the subject matter area to identify key papers or particular references; and (2) brief questions, directed to individuals, involving factual material may be allowed with permission of the Part B Chair. Questions germane to the main hypothesis, study design, or of a similar nature, are not permissible. Proposed questions must be submitted to the Exam Chair, in writing, with the name of the person to be consulted. Any information obtained from the outside source should be appropriately cited in the bibliography (e.g., Personal Communication, Dr. L. Smith, May 21, 1999, National Laboratory for Primate Research, Austin, TX).

Assistance with editing is not permitted. Students whose first language is not English and are concerned about this may choose to note that in the exam. Clarity of expression is a part of the testing process and all PhD students are expected to be able to write well enough to complete the proposal.

The paper must be submitted to the program coordinator by 12:00 p.m. (noon) on the due date, the 18th day. Students are required to register their completed papers as an electronic word or pdf version, e-mailed to the program coordinator. Late papers will receive an automatic fail.

Withdraw Exception
It is recognized that because the length of time to complete the exam is 17 days, an illness or other significant emergency during the exam could have a great effect on the student’s ability to pass the exam. Therefore, a student taking Part B will have one (and only one) opportunity during their PhD career to withdraw at any point during the 17 days of writing the exam.

The following summarizes the major steps associated with the Exam.

<table>
<thead>
<tr>
<th>STEPS</th>
<th>TIMELINE</th>
<th>ALLOWABLE CONSULTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1: The student should begin thinking about potential topics; eventually one topic is selected.</td>
<td>No time limit.</td>
<td>The student will consult his/her advisor and the Part B Chair, and may consult with anyone else. The student works with the program coordinator to set a specific start date; the program coordinator ensures the Part B Chair is available and confirms the dates of the exam.</td>
</tr>
<tr>
<td>Step 2: The student gives the potential topic to the program coordinator.</td>
<td>Exactly one week prior to the scheduled start date of the exam.</td>
<td>After the potential topic is turned in, the student can discuss the topic or exam with only the Part B Chair or the program coordinator.</td>
</tr>
<tr>
<td>Step 3: The student is assigned the topic and begins working on the exam.</td>
<td>The student is given the specific topic exactly one week after turning in the potential topic. The student has exactly 17 days to write and complete the exam</td>
<td>The student can consult/talk with only the Part B Chair or the program coordinator while writing the exam.</td>
</tr>
<tr>
<td>Step 4: The exam is turned in.</td>
<td>The exam must be turned in by noon on the 18th day of the exam period.</td>
<td></td>
</tr>
</tbody>
</table>
Step 5: The exam is assigned faculty reviewers: one primary and two secondary. The exam is discussed and scored by the committee in a scheduled meeting.

90 and above: Pass with no revision. 80-89: Pass with revision. 79 and below: No pass, either rewrite or second attempt. Written reviews are provided to the student.

Structure and Organization of the Proposal
The format of the paper should follow the conventional guidelines for a research proposal suitable for peer review. As such it should contain, at a minimum, the following sections. Each section should not exceed the indicated number of pages:

<table>
<thead>
<tr>
<th>SECTION</th>
<th>REQUIREMENTS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Cover Page</td>
<td>1 page</td>
<td>Exam ID number, topic as given to student, title of Part B, and month/year.</td>
</tr>
<tr>
<td>II. Table of Contents</td>
<td>1-2 pages, double-spaced</td>
<td></td>
</tr>
<tr>
<td>III. Abstract</td>
<td>1-2 pages, double-spaced</td>
<td></td>
</tr>
<tr>
<td>IV. Specific Aims</td>
<td>1-2 pages, double-spaced</td>
<td>List the broad, long-term objectives and describe concisely and realistically what the specific research described in this application is intended to accomplish and any hypotheses to be tested.</td>
</tr>
</tbody>
</table>
| V. Background (including focused literature review) and Significance | 4-8 pages, double-spaced | - Describe the essence of knowledge related to this specific topic. Briefly sketch the background to the present proposal, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill.  
- State concisely the importance of the research described in this application by relating the specific aims to the broad long-term objectives and to health relevance. |
| VI. Research Design and Methods              | 12-24 pages, double-spaced | - Describe the research design and the procedures to be used to accomplish the specific aims of the project.  
- Include the means by which the data will be collected, analyzed, and interpreted.  
- Describe any new methodology and its advantage over existing methodologies.  
- Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.  
- Provide a tentative sequence or timetable for the investigation.  
- Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. |
| VII. Human Subjects                          | No page limit, double-spaced |                                                                      |
| VIII. Selected References                    | 4 pages, single-spaced; exceptions may be granted | Author, title, journal, year, volume, and pages numbers must be cited in the references. Any unpublished and/or grant applications used as a resource must be referenced. |
| IX. Appendices                               | No page limit, but should be brief | Optional. Tabular or graphic material only. Information integral to understanding the proposal, such as a conceptual model, should be placed in the main body, not in an appendix. |

Page limitations are based on typed, double-spaced text (except for the Selected References section).

The proposal must be prepared in 14-point Times or Times New Roman, or a similarly sized typeface, with one-inch margins on all four sides, excluding the headers and page numbers. This will be strictly enforced for fairness and consistency. Tables within the Part B must be in 14-point type.

The ability to meet the page limitations is one of the skills evaluated. Graders take page limits seriously and papers that do not meet the page limits will be considered a failure. To assure they meet the required page limits, students should allow extra time for editing and possible re-writing. Students should make use of appendices (limited to non-essential content).
and tabular summaries where appropriate in order to save space for prose. (Tables are not required to be double-spaced). If the written material exceeds the page limits, students must weigh the relative importance of the contents and make choices.

Within this framework, the organization and format of the exam paper is left to the student’s discretion. The inclusion of tables and/or free-hand schematics and graphs is encouraged; these can be attached as an appendix, but do note the information above in point IX: “Information integral to understanding the proposal, such as a conceptual model, should be placed in the main body, not in an appendix.”

Review and Evaluation
The Exam Committee explicitly uses the following criteria during their evaluation. Students are encouraged to keep this in mind.

1. Significance
   a. Is the rationale strong for addressing the question based on the existing literature?
   b. If the aims of the study are achieved, will scientific knowledge be advanced?
   c. Is the study sound and logical?

2. Approach
   a. Are the conceptual framework, design, methods, and analysis adequately developed, and appropriate to the aims of the project? While the selection of the design is not restricted, the graders will evaluate the appropriateness of the design to the project.
   b. Does the proposal describe potential problem areas and consider alternative tactics?

3. Writing
   a. Is the proposal written clearly and is it reasonably organized?
   b. Are the questions and methods clearly described? The aims should flow clearly and logically from the background and the design should flow from the aims.

4. The ethics and feasibility of the research question and the study design are also considered.

Innovation and originality are considered in all evaluations. However, in many cases, an original presentation independent of existing grant material will be reviewed more favorably than ancillary hypotheses to an existing grant. If a student’s proposal draws upon existing grants within the Division of Epidemiology and Community Health to address a research hypothesis, then appropriate adaptation to the particular hypothesis and additional innovation are needed to make the proposal adequate. In addition, appropriate citation of the existing grant is required.

A committee consisting of at least four members will be formed to evaluate each proposal. The committee consists of members drawn from the Epidemiology graduate faculty. [Students are not involved in putting together the committee that reviews their proposal; there is also no correlation between this committee and the committee eventually formed around the student’s dissertation, the Preliminary and Final Oral Exam Committee.] The Part B Chair will select the ad hoc members after the research topic has been identified. Each proposal will be assigned one primary and two secondary reviewers, but each member of the Exam Committee will read each proposal. Primary and secondary reviewers will address the review criteria in their written critiques.

Every attempt will be made to have the committee meet no more than three weeks after submission (two weeks will be the aim) to score the proposal. During the summer months it could take longer to convene a meeting depending on travel schedules of faculty. The Part B chair will contact the student to schedule a “results meeting” to give the student the committee’s score and some general comments.

Scoring
Each committee member will assess how well the student has met the criteria and assign a single, global score to the proposal. They are instructed to do so with the clear understanding these proposals are from doctoral students who have been asked to develop a proposal on a topic the student has had, at most, minimal exposure to, and without help from other students or faculty. The committee will evaluate the proposal based solely on the stated criteria (significance, approach, writing, ethics and feasibility). The Part B Chair informs the committee of the student’s proposed topic, the given specific topic, and any contacts/questions by the student during the exam period. Also, the importance of keeping the student’s identity blinded is reiterated to the committee.

A score of 90-100 (Pass with no revision) will be assigned to proposals that have no important weaknesses and are judged especially strong on all of the criteria. A score of 80-89 (Pass with revision) will be assigned to proposals that have no important weaknesses and are judged satisfactory on all of the criteria, and to acceptable proposals that have important but no fatal weaknesses and are judged satisfactory on two of the criteria. A score of 70-79 (Not pass) will be assigned to proposals that have important but no fatal weaknesses and are judged satisfactory on only one of the criteria. A score
below 70 (Not pass) will be assigned to a proposal that has one or more fatal weaknesses such that it could not provide a valid answer to the proposed research question even if it were carried out exactly as proposed.

Every effort will be made to reach sufficient consensus so that the range of scores from individual committee members is no more than 15 points. If the range of scores is greater than 15 points, the range will be announced and the Exam Committee will re-score the proposal once. To pass the exam, a student must receive a score of 80 or above from a majority of the committee members. If a student does not pass Part B on the first vote, that result will be announced and the committee will have additional discussion and will re-score the proposal. The final result will be based on the second set of scores. The student will be notified of the grade by letter.

On occasion, a committee member might perceive a significant conflict of interest in being a grader. The Part B Chair will work with the committee member to resolve the conflict.

**Pass With No Revision: 90 and above**
Students who receive a score of 90 or above will have passed with no requirement for revisions. Students will be notified of the grade in a letter and will receive the written critiques.

**Pass with Revision: 80 - 89**
Students with a score from 80 - 89 from a majority of the committee on their original submission are required to complete a revision before officially passing the exam. This is the most commonly encountered scenario.

Students are expected to begin the revision within two to three weeks of receiving their grade on the original proposal. Students will have 17 days for the revision. Exceptions (e.g., because of illness) to the start date of the revision will be considered in special circumstances. Students will consult with the program coordinator, who will consult with the Part B Chair, to select the specific revision start date.

The purpose of the revision for a student who has passed the exam is to further the learning experience, not to do further testing of the student. Therefore, during the revision, the Part B Chair will choose, in consultation with the student, the faculty with whom the student can consult. For example, such consultants may include the reviewers, from whom critiques were received, as well as the academic advisor and the Part B Chair. The student may receive substantive advice concerning the revision. The revision will consist of a point-by-point response to the criticisms and clear issues raised in the critiques (no page limit). If the student chooses to disagree with a reviewer’s suggestion, a rationale must be provided.

**Evaluation of the revision**
The mentor will review the point-by-point response. For students with an initial score of 80 - 89 points, re-scoring the proposal is not necessary, i.e., students will not receive a score lower than 80 points after the revision. The response needs to be deemed acceptable by the Exam Chair, who will inform the program coordinator that the student has officially passed. Thus, students with a score of 80 - 89 will pass the exam, but before their pass is officially registered, they must complete the revision process.

**Not Pass: 79 and below**
Students with a score below 80 from a majority of the committee on their original submission will not pass and must either revise/rewrite their original proposal or undertake a second attempt (from the start) in a subsequent Part B exam cycle. If they choose a second attempt, they will write on a different topic. Students should consider the advice of the committee regarding these choices.

If the student chooses to revise/rewrite, they will have 17 days for revision/rewriting. Students are expected to begin the revision/rewriting within two to three weeks of receiving their grade on the original proposal. Exceptions (e.g., because of illness) to the start date of the revision will be considered in special circumstances. Students will consult with the program coordinator, who will consult with the Part B Chair, to select the specific start date.

The rules for the revision/rewriting are similar to those for writing the original proposal. During the revision/rewriting period, the student may discuss the revision/rewriting with the reviewers from whom comments were received, as well as the Part B Chair. The student may NOT receive substantive advice concerning the revision/rewriting, nor discuss it with his/her academic advisor nor anyone else. Thus, the student must work alone on the revision/rewriting. Contacts with designated faculty are restricted to clarifications of the written critiques received. The student is expected to use his or her own resources to complete the revised/rewritten exam.

In addition to changes to the main body of the proposal, the revision/rewriting must include an introduction of not more than three pages (single-spaced, 14 point type) that summarizes the substantial additions, deletions, and changes. The introduction must also include responses to the criticisms and issues raised in the critiques. If the student chooses not to incorporate a reviewer’s suggestion, a rationale must be provided. The substantive changes in the revised proposal must be clearly marked by appropriate redlining, bracketing, indenting, or changing of typography. If the changes are so extensive as to include most of the text, the Part B Chair should approve an exception so that changes are not marked. The student should not underline, shade, or italicize changes. Tracked changes would be OK if they are readable; students need to make sure they take their name/initials off tracked changes.

**Evaluation of the revision or new proposal**
The Exam Committee and the initial reviewers will review the revised/rewritten or new proposals. The proposals will be re-
scored using the same guidelines used for scoring new proposals. Students who receive a score of 80 or above after the revision/rewriting will pass the exam. Those who do not receive at least 80 points will fail this attempt of the exam. If the student fails the revision/rewriting of the first topic, s/he may retake the exam one more time with a second topic. Students, who fail the exam on the second attempt, including a revision/rewriting process, will be terminated from the program. To illustrate the most extreme example prior to expulsion would be failure of all of the following: the first topic, revision/rewriting of first topic, second topic, and revision/rewriting of second topic.

**Summary and recommendations**

1. Students should allow time to think and gain perspective before committing themselves to the proposal.
2. The background should be a very concise review of the key epidemiologic factors, and of the most relevant research. This section should summarize the literature that is relevant to the proposal.
3. Students should budget the time spent on various sections of the paper so that an appropriate balance is reflected in the final product. The background should summarize both the current state of knowledge as well as the remaining questions, using these to formulate research questions.
4. A proposed study should not deviate substantially from the research question as stated. A shift in focus may be appropriate for certain questions, but this decision must be supported in the proposal.
5. The topic selected cannot be the student's current research area prior to the exam; however if the student chooses, research in the area chosen for the exam could continue after the exam, possibly even forming the topic of the PhD dissertation. Thus the Part B exam chair and the advisor jointly try to find a topic not entirely unfamiliar to the student, but that will take much research to flesh out into something innovative. Sometimes the idea is to give a question in a direction the advisor would like the student to go, or that the student has expressed an interest in. This should make the Part B exam process more pertinent to the total scheme of studies for the PhD.
6. Students should not prepare a budget nor be overly concerned about cost issues pertaining to the proposed research. Instead, they should consider the overall feasibility of the proposed research, not just fiscal feasibility. A generally unrealistic proposal will be scored poorly.
7. Typically, there is no pre-determined "right or wrong" response in this type of examination since it tests a combination of substantive and methodological skills, as well as personal choice and decision. Students should share the thinking and criteria that led to their choices of study design, protocol, and/or analysis. This should include the pros and cons of the research question, methodology, sample selection, etc., as well as alternatives considered and why they were not the final choice.
8. Students may refer to a hypothetical population that has characteristics (e.g., exposure levels, number of cases that accrue) similar to populations described in the literature. If desired, the proposed study may be conducted outside the United States, with justification for whatever study population is chosen.
9. Students should document their reasoning in the choice of the hypothesis (es), study design, and measurements. Similarly, the reviewer should be able to see what criteria they used in reviewing the literature and establishing what is known and with what is not yet sufficiently well known in the field.
10. Measurement instruments should be discussed in the proposal. For example, it may be necessary to state that a measure has been previously validated or to note that the investigator will need to validate it, as well as how this is to be done, if pertinent.
11. Research applied to human subjects must consider privacy, informed consent, and ethical safeguards.
12. Consider providing the conceptual model underlying your research; provide accurate power and sample size estimations; describe the identification and recruitment of study population.

In summary, graders look for an awareness and critical understanding of the literature, a grasp of the key theoretical issues, a defensible idea of what to do next, the appropriate methodology for the proposed research, and recognition of the limitations of what is proposed. Throughout the proposal, students should be sure to convey their reasoning and knowledge of epidemiologic concepts above and beyond generic use of terms. Note that a logical, simple question is often the best approach.

### 8.5 PRELIMINARY ORAL EXAMINATION GUIDELINES

**Introduction**

A student should take the preliminary oral examination within nine months after successful completion of the written examination (Parts A and B), and before significant work has been done toward the dissertation. The purpose of the preliminary oral examination is to confirm that the student is ready to begin work on her/his dissertation. It involves two phases: (1) the development of a written proposal of the dissertation; and (2) its oral defense by the student. The Graduate Planning and Audit System (GPAS) must be submitted significantly in advance of scheduling the preliminary oral—the Graduate Degree Plan (GDP) form (where the student lists courses taken) and the online form to assign members to the
committee. Assigning members to the committee needs to be completed at least one month prior to the exam. Students will be contacted by the program coordinator after passing Part B to discuss the process. It is the responsibility of the student to schedule the examination with his/her dissertation committee and notify the Graduate Student Services and Progress (GSSP) office at least one week before the examination. This written notification is made online—please see the Checklist in section 1.7. Also, please see section 1.8 “Human Subjects Research” before starting any dissertation work.

The Preliminary Oral Exam Committee
The dissertation committee is selected by the student and the academic advisor (and co-advisor, if applicable), and will be the student’s committee throughout the dissertation development and completion. The committee is composed of at least four members. Three must be from the Epidemiology graduate faculty, and one represents a field outside the Epidemiology major. The Preliminary Oral Exam Chair will be the student’s dissertation advisor. This is in contrast to the Final Oral Examination Committee, where neither the advisor (nor co-advisor) can be the Chair. The Final Oral Exam Chair must be a faculty member who has graduated a doctoral student.

The written proposal
The student is required to write a proposal that describes the aims and methods of their dissertation. The purpose of the written proposal is to provide the student and the committee members with a clear understanding of the nature of the proposed dissertation, its feasibility, and its relevance to the field before significant dissertation work is completed. The preparation of the written proposal is an important process for the student as it creates the opportunity to design the dissertation work and to identify possible problems early in the process. The written proposal is also an efficient way to engage committee members as they assist the student in articulating and meeting the dissertation goals. By preparing a written document—and by conducting a defense of it—the student and her/his committee have a process through which they can agree upon the scope of the final product (i.e., the final dissertation). Thus it is important that the student not have completed significant work on the dissertation before the committee reviews the proposal. The written proposal thus can ensure that the student and the committee members know what product to expect at the final dissertation defense. The exact format of the proposal is at the discretion of the dissertation advisor, the committee and the student. Typically, the following content should be covered:

- The research objectives, typically described as primary and secondary aims.
- A literature review of related research, which will provide a rationale to support the proposed choice of research objectives, study design, population, etc.
- The theoretical model that will guide variable selection and analysis.
- A description of the proposed design and analytic methods, including a discussion of potential shortcomings and how they will be addressed.
- A description of the anticipated major results, reflecting the scientific merit of the proposed research. This description may include “mock tables” (i.e., no data, but rather a list of variables and row/column headings). Preliminary or descriptive data
- may be presented if they are available when the student is preparing the written proposal.
- Possible limitations of the proposed research.
- References. A conventional citation style should be used consistently throughout the text.

The length of the proposal has varied historically, but a range of 30-100 double-spaced pages is typical. The student will review drafts with her/his advisor, as well as other committee members as needed, before submitting the proposal to the full committee. The student’s advisor should give guidance as to when the proposal is sufficiently strong and is ready to defend. The student should not send the final proposal to committee members until the advisor has given approval to do so.

The student should submit the final written dissertation proposal to the full committee at least two weeks before the preliminary oral examination unless other arrangements have been made. The student must give the full committee two week’s advance notice of the date they are going to receive the final proposal. Thus, a date cannot be set with less than one month’s advance.

The preliminary oral examination
The preliminary oral examination, administered by the student’s committee, is not a comprehensive exam. Its purpose is to evaluate the student’s ability to conduct a feasible, cohesive and rigorous dissertation and thus focuses on plans for dissertation design and analysis. The exam varies in terms of its length, but is usually one and a half to two hours. Typically, the student will formally present an outline of her/his proposal and will be asked questions about its purpose, rationale, study design, and potential to advance knowledge. Committee members will examine the practical aspects of the proposed plan and its application of epidemiologic principles in design, analysis, and interpretation. The student must get the Preliminary Oral Exam form from the GSSP office prior to holding the Preliminary oral examination. The committee members will vote to pass, pass with reservations, or fail, based on the quality of both the written proposal and the oral defense. Once a student passes the preliminary oral exam, they must submit the signed Preliminary Oral Exam form to the GSSP office. The GSSP office will process the form and officially change the student’s status to PhD candidate. Once the student is declared a PhD candidate they can register for the thesis credits (Pubh 8888, sec. 003).

Guidelines regarding “Failure of the Preliminary Oral Examination” are: “Students who fail the examination may be excluded from candidacy for the degree or may be allowed, on unanimous recommendation of the examining committee, to
retake the examination, *providing the reexamination is conducted by the original preliminary oral examining committee*. In no case may the reexamination take place before 10 weeks have passed. No more than one reexamination is allowed."

Specific guidelines are available regarding the circumstance wherein a committee recesses without having determined whether a student has passed the examination.

If you have a committee member that may have to join remotely, please talk to the program coordinator and review the guidelines here: [https://policy.umn.edu/education/doctoralperformance-appa](https://policy.umn.edu/education/doctoralperformance-appa) (Required Conditions and Best Practices for Remote Participation in Graduate Examinations)

### 8.6 DISSERTATION AND DEFENSE

Upon successful defense of the written proposal, the student will have agreement from their committee regarding the direction and focus of the dissertation, and a clear blueprint from which to continue the dissertation work. In many cases the dissertation will resemble the preliminary written proposal quite closely. However, due to unforeseen circumstances or the natural progression of the research, it is possible the dissertation may differ in scope or content. It is important the student apprise the committee if they believe the dissertation will differ significantly from the written proposal presented at the preliminary oral examination.

An acceptable alternative to the traditional dissertation is to write a series of publishable papers on a related theme and combine these with a summary paper reviewing the studies to form the basis of the dissertation. Several issues are involved, including the basic structure of this alternative format, the number of papers, authorship, acceptable journals, and the role of the committee.

Such issues are resolved among the advisor, the student, and the committee. Numerous PhD dissertation committees in the Division have considered three first-authored papers to be sufficient. Individuals seeking this alternative approach to the traditional dissertation should present their program plan to their committee members as part of the preliminary oral exam, and the committee members will decide the number of manuscripts and authorship necessary to satisfy requirements.

Students wishing to see examples of completed dissertations can go to the following website: [http://conservancy.umn.edu/handle/11299/45272](http://conservancy.umn.edu/handle/11299/45272). The collection can be sorted by name, or you can browse the collection by dates, authors, titles, subjects and types. Students can get alum suggestions from the program coordinator.

**Published work and the PhD dissertation**

The thesis may include materials that have been (or will be) published while the author has been a University graduate student. Students wishing to delay publication of the thesis can refer to the section Thesis Embargo Request. The following items must be completed to include a published work as part of the thesis:

1. A letter (or email) authorizing use of this material must be obtained from the publisher, and a copy must be submitted to GSSP upon completion of the thesis. If permissions are not supplied, ProQuest will not publish copyright materials. In addition, students should be aware that work will be available for open access through the University of Minnesota Digital Conservancy. Please consult publishing agreements to determine what rights were retained. More information is available at [http://www.lib.umn.edu/copyright/disstheses](http://www.lib.umn.edu/copyright/disstheses)

2. If work has not yet been published but there are plans to publish part of the materials, the student’s adviser(s) must notify GSSP by email of the intention to publish a part of the material; GSSP's approval is not required.

3. If all or part of the thesis is initially in a format appropriate for submission to a professional journal, the following guidelines apply: The thesis must read as one cohesive document. One set of introductory materials (i.e., dedication, abstract, table of contents) is necessary as well as a suitable introduction, transition sections, a conclusion, and appendices (if applicable) that might not ordinarily be included in the published manuscript. A comprehensive bibliography, not usually permitted by journals, must be included as the last section of the submitted thesis. The research must have been carried out under the direction of University of Minnesota graduate faculty and approved by the adviser for incorporation into the thesis. The student must be listed as the sole author of the thesis. Editorial or substantive contributions with general significance made by others should be acknowledged in the introductory materials; more specific contributions should be acknowledged by footnotes where appropriate. Students whose manuscripts include more than the student’s research must make others’ contribution clear in the thesis. In rare circumstances use of manuscript reprints of the published articles themselves are acceptable if they are satisfactorily and legally reproduced and conform to all the formatting specifications outlined in this document. Reprints must conform to a style consistent with the rest of the thesis document.

Please see [https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp](https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp) for more information.

**The Final Oral Exam Committee**

The final oral exam committee usually is the same as the oral preliminary exam committee. The student and advisor should discuss who should be the chair; the final oral exam chair cannot be the student’s advisor or co-advisor, and the chair must have experience advising doctoral students through a final exam.

When the student and program coordinator submit the Final Oral Exam Committee electronic form together, the student will choose three members from the committee to be “Reviewers” who will ultimately sign a form that clears the student to hold the final oral.
Specific rules govern who must be a reviewer. Thesis Reviewers for final oral examination:

- Include a minimum of two major reviewers and one minor/outside reviewer. In the case of multiple minors, there must be a reviewer for each minor.
- Advisor(s) must serve as reviewers.
- Every designated reviewer on the doctoral dissertation reviewers report must certify that the dissertation is ready for defense before the doctoral final oral examination may take place.

It is typical for the student to meet with individual committee members, as well as with her/his advisor, for advice throughout the dissertation process. Often the committee meets as a whole only twice: once for the preliminary oral examination and once for the final oral examination. However, the committee can meet as often as the student or the committee requires to guide the dissertation process. Students are encouraged to consult and share their progress on the dissertation with all members of the committee well in advance of the final oral examination.

The committee must have at least two weeks notice that the dissertation will be submitted to them by a specific date; it is also required that all committee members will have at least two weeks to read the dissertation before the exam date.

Public presentation and oral thesis defense

All requirements for the doctoral degree must be completed and the degree awarded within eight calendar years after initial enrollment to the graduate program. This is a Graduate School requirement.

The final exam includes first, a seminar open to the public, approximately one hour including questions from the audience, covering the substance of the dissertation. A closed-door meeting of the thesis committee and the student, to last no longer than 2 hours, follows this. A vote of the exam committee is taken before and after the committee discusses the examination. A student passes the exam if no more than one committee member dissents. At this meeting revisions and modifications may be recommended, even if the committee has determined the student has passed the exam. The advisor is responsible for assuring these revisions are made before the dissertation is submitted to the GSSP.

8.7 CHECKLIST FOR COMPLETING DEGREE

<table>
<thead>
<tr>
<th>Steps and Deadlines</th>
<th>Check when complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. In the summer before the first term, complete the process to have master’s level coursework applicable to the doctoral program reviewed by the Epi PhD Credentials Committee. This process is administrated by the program coordinator.</td>
<td>☐</td>
</tr>
<tr>
<td>2. Register for courses promptly each term. Some courses, or sections of a course, fill up quickly so register when your name appears in the registration queue. The registration queue is available on your MYU portal. You must be registered by the first day of each term; if not, you will be “inactive” and will have to complete a form (and likely pay a late registration fee) in order to be re-admitted.</td>
<td>☐</td>
</tr>
<tr>
<td>Tips:</td>
<td></td>
</tr>
<tr>
<td>- While most coursework should be completed before the Preliminary Oral Exam, students are permitted to take coursework after it.</td>
<td>☐</td>
</tr>
<tr>
<td>- Thesis credits cannot be taken prior to passing Preliminary Oral Exam, no exceptions.</td>
<td></td>
</tr>
<tr>
<td>- In any Fall or Spring term, if you don’t register for at least 6 credits (to maintain full-time status), and you need 6 credits for your research assistantship or other financial loan reasons, please see section 1.3 for information about pre-thesis credits, PubH 8666. They are not unlimited however.</td>
<td></td>
</tr>
<tr>
<td>- If you have completed all coursework, registered for all thesis credits and have not yet held your final oral, and hold a graduate assistantship, see the program coordinator for a special registration category.</td>
<td></td>
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</tbody>
</table>
3. Preliminary Written Examination (Parts A and B)

After you successfully pass both parts of the Preliminary Written Exam, the program coordinator will electronically submit a Preliminary Written Exam Report form to the GSSP office confirming you have passed. You also get an email confirming you have passed this milestone.

Tips:
- See the detailed preliminary written examination guidelines (section 1.4)
- Part A is definitely offered once a year. Part B can be taken throughout the year. Please note there are times Part B results will take longer to receive: if the student finishes in December or early January, or if the student finishes later in the Summer, they should expect a longer wait to receive results.

4. Graduate Planning and Audit (GPAS)

Submit your GPAS Audit electronically at your MYU portal after you have passed the Written Exam portion of your program. Meet with the program coordinator—she will help you complete the audit correctly. The GSSP (Graduate Student Services and Progress) office states the audit should be submitted at least one semester prior to the Preliminary Oral Exam; some latitude is allowed with this deadline, but a minimum of 8 – 10 weeks is required.

Further details about the GPAS Audit will be made available once the programming aspect for the Epi PhD program has been completed by the GPAS Business Analyst team.

5. Assign members to preliminary oral exam committee

Work with your advisor(s) to form your committee; early in the process, please consult with the program coordinator to ensure your selection of committee faculty members meets University graduate degree rules. Also, please reference “The Preliminary Oral Exam Committee” in section 1.5 and “The Final Oral Exam Committee” in section 1.6.

The Preliminary Oral Exam Committee form is completed online and sent out for electronic approval. It is required to meet with the program coordinator—together you will complete and submit the form. It is important to initiate the form in enough time for automated routing for approvals, so please meet with the program coordinator at least six weeks prior to your preliminary oral exam. You will not be allowed to hold your exam until the form has been submitted and approved.

When your committee is approved, GSSP emails you and the program coordinator confirmation and how to schedule your prelim oral in the Graduate School system.

Tips:
- Regarding rules governing faculty eligibility to serve on doctoral preliminary oral and final oral exam committees: consult with the program coordinator early in the process. Overall, flexibility is possible; in some cases, experts outside of the University with or without faculty appointments elsewhere may be able to serve on examining committees in any role except advisor/co-advisor/chair.
- If part of the process includes nominating someone to the Epidemiology doctoral faculty, that process may take 4 – 6 weeks.
- Talk to your committee members to see if any of them are planning to take a semester’s leave or a sabbatical during your projected timeline for your prelim or final oral exam.
6. Scheduling the Preliminary Oral Examination

A month in advance is needed: before you set the exam date, keep in mind students are required to send the final dissertation proposal draft to their full committee at least two weeks prior to the Preliminary Oral Exam and are required to tell them at least two weeks ahead of that date they are sending the final draft. In other words, a month before the exam, the committee has to know the prelim oral date and that they are getting the draft two weeks prior to the exam.

You need to find a two-hour time for all committee members to meet. The exam varies in length, but must be scheduled for two hours. All members must be present. See the program coordinator far in advance if there is an issue with a committee member being present (info at the end of Section 1.6 on remote participation). See section 1.6 for detailed guidelines.

You need to schedule a room to hold the exam—most students schedule a room in the West Bank Office Building (WBOB) Rooms 305, 310, 405 and 410 have TV screens and set-ups to connect your computer.

You officially schedule the Preliminary Oral Exam electronically. Students can do this without meeting with the program coordinator. Schedule the preliminary oral examination online as soon as a date is set, but no later than one week prior to the examination. Please go to this site for information on scheduling, etc.: [https://onestop.umn.edu/academics/doctoral-oral-exam-scheduling](https://onestop.umn.edu/academics/doctoral-oral-exam-scheduling)

**How to and tips:**
- On the Preliminary Oral Examination Scheduling page, click on the link “To Schedule” and then log in using your Internet ID and password.
- Enter the preliminary oral examination date and click “submit.” (PeopleSoft automatically populates all other required student information fields.)
- The GSSP office checks your record and will e-mail you either that (1) your student record has been reviewed, all requirements are met and your examination is authorized or (2) that you have some outstanding requirements and your examination is not yet authorized. Specifically, they are checking to make sure you have an approved GPAS audit and an approved preliminary oral exam committee. If you have worked with the program coordinator to complete those steps, there should be no problems.
- Once they determine you have completed all eligibility requirements they email you to say: “Your student record has been reviewed for completion of the preliminary oral examination eligibility requirements. All examination requirements have been met and your examination has been authorized. Please come to 160 Williamson Hall to pick up your Preliminary Oral Examination Report form prior to your exam. Be sure to bring a photo ID with you.”
- The program coordinator is automatically copied on above-mentioned e-mail messages.

7. After successfully passing Preliminary Oral Examination

- After the exam, you need to turn in the original Preliminary Oral Exam form directly to the GSSP office within a few days.
- After you turn in the exam form, the GSSP emails you (and the program coordinator) information and related web links about registering for thesis credits, step-by-step degree completion requirements, Graduate School guidelines for formatting, submitting and publishing a dissertation, copyright information, etc. Keep the email for future reference.
8. Assign members to doctoral final exam committee

About two months before the final oral exam, students meet with the program coordinator and electronically assign members to the doctoral final exam committee via the Final Oral Exam Committee form.

When you and the program coordinator submit the Final Oral Exam Committee form together, you will also choose three members from your committee to be “Reviewers” who will ultimately sign a form that clears you to hold your final oral. The form they sign electronically is the Reviewer’s Report form; see #12 below for more information. Specific rules govern who must be a reviewer, see section 1.6 for details.

Tips:
- It is important to initiate this form far enough in advance to allow time for automated routing for approvals. You will not be allowed to hold your final oral until the form has been submitted and approved and a few other steps (outlined below) completed.
- The GSSP will review your committee and reviewer assignments; when your committee is approved, they email you letting you know the committee is approved and send a link to an online checklist that outlines remaining requirements.
- They also send you instructions on how to request a Graduation Packet. If you lose this email that gives you the link, see directly below, step #9.

9. Final steps to graduate: Graduation Packet

Request a Graduation packet in the final term before you defend (or at least two months before your Final Oral Exam). You can request one at https://apps.grad.umn.edu/secure/gradpacket/

Students must complete #8 above (assign members to doctoral final exam committee) to be eligible to get packet.

Read through all graduation instructions carefully, and complete all paperwork by the deadlines. Instructions include information about completing the Graduate Application for Degree form, the timing of giving your final dissertation draft to your committee, scheduling your final oral exam with the Graduate School, and submitting the Reviewer’s Report form. Consult with the program coordinator as needed.

Tips:
- The Graduate Application for Degree form must be completed by the first business day of anticipated month of your defense. You can turn the form in earlier, but if you miss the first business day of the month, your degree will not be administratively cleared until the next month. (You can still hold your defense, but your degree will not show up on your transcript until the next month.)
- Included in the packet are instructions about what must be submitted after your final oral exam to successfully graduate, and guidelines for formatting the dissertation and publishing the dissertation with UMI dissertation publishing.
- Doctoral students who submit their dissertations electronically will no longer be required to submit a paper copy to the Graduate School, or pay the related binding and shipping fees. Additional conveniences include on-line payment of the required publishing fee, and the opportunity to make their dissertations available via the University’s digital Conservancy.
- See “Preparing the Doctoral Dissertation” link at https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp
10. Final steps to graduate: schedule your Final Oral Examination

Schedule three hours for your Final Oral: the Final Oral Exam includes a one-hour public presentation and followed by a two-hour meeting with your committee.

Similar to the timing of the Prelim Oral Exam, a month in advance is needed. Your committee must have at least two weeks’ notice that your dissertation 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 dissertation 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 two weeks prior to the exam.

Administrative step: submit your Final Oral Exam date electronically to the GSSP office when you have the date of your defense, or no later than two weeks prior to the exam date. This ensures the GSSP office will review your record, let you know if the Reviewer’s Report form is still outstanding, and finally, email you that you can go to Bruininks Hall to pick up your Final Oral Examination Report form prior to your exam. A photo ID is required to pick up the Final Oral Exam Report form.

To initiate this step, go to this website https://onestop.umn.edu/academics/graduate-student-services-and-progress-gssp and click on Doctoral oral exam scheduling.

How to and tips:

At this site, click on the link to schedule the exam, and then log in using your Internet and password.

Next, enter the final oral examination date and click “submit.” Note all other required student information fields are automatically populated via PeopleSoft. The GSSP office will notify you by email regarding any outstanding final oral exam requirements, and how to fulfill those requirements. If you have followed the steps above, there should not be any outstanding issues, usually the only notice is telling the student they still need to turn in the Reviewer’s Report form. When this is completed, you will receive email notice you can hold your final oral examination.

11. Final steps to graduate: public announcement

The one-hour final oral exam presentation must be announced to all Epidemiology graduate faculty and doctoral students. At least two weeks prior to your final oral exam, please send the following information to the program coordinator for the announcement: how you want your name and previous graduate-level degree listed; the day, date and time of the one-hour presentation; the building and room; title of the thesis/talk; an announcement abstract no more than 300 words.

12. Final steps to graduate: complete the Reviewer’s Report form

The GSSP office will inform you of how the Reviewer’s Report form is handled electronically. The form is sent electronically to the reviewers for approval approximately ten days before your defense. This form is very important and must be approved by all reviewers before the final oral. You will not be cleared to hold your Final Oral until all reviewers have submitted their approval electronically.

Tips:

Remember, you and the program coordinator selected the three reviewers when you met and completed the e-form to assign the doctoral final exam committee.

The reviewers need to have your final draft in hand in order to sign off on the Reviewer’s Report form that you are ready to defend your thesis.
The Reviewer’s form is normally turned in sometime after you have given your committee the final draft (two weeks prior to the final oral exam) and one week before the final oral exam. The form can be submitted as late as the day of the exam. However, before you hold your final oral exam, you must obtain the Final Oral Exam form.

13. After successfully passing Final Oral Examination
After you pass your final oral exam, submit the Final Exam Report form to the GSSP office within a few days of your final oral defense and complete all the steps outlined in the Graduation Packet for successful completion! If you want to delay the release of your dissertation, you can request a temporary hold using a specific form so you don’t delay having your degree administratively cleared. This is outlined in the Graduation Packet material.

8.8 OTHER INFORMATION

Human Subjects Research
Students should also refer to section 5.2.

Students at the University of Minnesota who conduct any research using human subjects may be required to submit their research proposal to the University of Minnesota Institutional Review Board, for approval prior to conducting their study. Students should refer to the Investigator Manual (HRP-103) at irb.umn.edu to determine if their research requires IRB approval. If students are uncertain, they can submit the Human Research Determination Form (HRP-503) and the IRB will inform the student if a review is required. The student’s advisor must submit all forms to the IRB.

Criminal Background Check
Students should also refer to section 5.6

Certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. Students who have fieldwork, master's project, or dissertation is in such a facility, may be asked by the institution to submit paperwork.

Assistance with Writing
Helpful resources for writing skills are available at the University. The primary resource is the Center for Writing; their email is writing@umn.edu; their website is also http://writing.umn.edu/ and phone number is 612.626.7579.

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.

Grant Funding Databases: tips for searching and setting up alerts
Before you begin searching...
Consider how to describe your search, in broad terms.
• What is your area of interest?
• How will the money be used?
• When and where will the research occur?

Internal U of M funding opportunities are listed at http://www.research.umn.edu/advance/funding.html

Recently funded grants
Before you begin, consider searching the databases or lists of recently funded grants from organizations that often fund research in your field.
Some agencies have sophisticated databases of recently funded grants, such as USDA’s CRIS, https://cris.nifa.usda.gov/ while others such as the National Endowment for the Arts, https://www.arts.gov/grants provide simple lists that can be scanned. 

SciVal Funding also provides searching of funded grants.

Searching for Current Opportunities

Linking to the grants databases:
- https://www.lib.umn.edu/researchsupport
  - grants or
- from the U Libraries home page, https://www.lib.umn.edu/ and look under Services, Researcher Support, Grant Funding

These databases contain only summaries of the grant opportunities, so be sure to link to the full announcement for details, and always consider consulting with the agency’s program officers.

Pivot (from Community of Science)
- Choose the “Advanced Search” link to start your search
- Select “Keywords” under “More Search Fields,” then “Keywords: browse,” to identify applicable search terms. By using their keywords, you’re selecting specific vocabulary used in the descriptions of the database’s funding opportunities.
- Narrow your search by any of the parameters listed on the left, as you view your results

E-mail alerts:
- On the main page, go to Sign Up in the upper left
- You will be asked for your e-mail (which will serve as your userID) and a password
- If you would like to save searches sign in before you begin searching
- To save a search and receive updates on new opportunities in that area, click on Save Your Query at the top of the page. Select a name, and decide if you want e-mail updates
- Signing in will also allow you to e-mail searches and select opportunities to track

SciVal Funding
- Click on Search in the upper left to start your search in the Advanced Search mode
- Begin with general subject terms
- On the Results screen, narrow by choices in the left column
- If your results are too broad, consider limiting to Keywords or Words in the Abstract

E-mail alerts:
- To create an account, click on Register in the upper right. Your userID will be automatically generated, based on your name, and you will be asked to give yourself a password.
- To save a search, select the Save this Search link and set your parameters
- To view your saved searches and alerts, go to the Saved Searches link in the upper right

Foundation Directory Online
- “Search Grantmakers” allows you to identify groups that offer funding in your field of interest
- Use “Fields of Interest” to search by topics that the foundations cover. Click “view index” under relevant search fields for alphabetical lists of search terms
- Check “Exclude grantmakers not accepting applications” to see only foundations that have a formal application process.
- Click on the title of a foundation to see detailed information, including contact info, types of support, and geographic focus.
- The “Search Grants” tab allows you to identify grants previously awarded by that particular foundation.

Grants.gov
Grants.gov allows users to not only apply for grants, but also to search for opportunities.
- Go to “Search Grants” then “Advanced Search”
- Search by free text terms and consider limits by agency or other parameters

E-mail alerts:
- From the main page, select “Grant e-mail alerts” on the left, then “Notices based on advanced criteria” to set up an alert based on broad topic or agency
Contact us if you need assistance or have any additional questions:

- Shanda Hunt, Biomedical Library: hunt0081@umn.edu, 612-301-1318
- Kirsten Clark, Wilson Library: clark881@umn.edu, 612-626-7520
- Julie Kelly, Magrath Library: jkelly@umn.edu, 612-624-4781
- Jody Kempf, Walter Library: j-kemp@umn.edu, 612-626-1676

University Libraries, https://www.lib.umn.edu

Office of the Vice President for Research