

Biostatistics

MS, MPH, PhD Degree Programs

Division of Biostatistics

2011-2012 Student Guidebook

UNIVERSITY
OF MINNESOTA

**School of
Public Health**

Welcome to the University of Minnesota School of Public Health!

All students are responsible for knowing the rules and policies that govern their academic program. To this end, we are providing you with this guidebook which covers your specific academic program requirements. Please refer to it often.

In addition, you are responsible for knowing University of Minnesota and School of Public Health policies and procedures that pertain to all students. Links to these policies and procedures can be found by clicking on the "Current Students" link at www.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 St SE, Minneapolis, MN 55455; 612.626-3500 or 800.774.8636.

Table of Contents

University of Minnesota Calendar 2011-2012	5
Section 1 The School of Public Health	6
1.1 About the School.....	6
1.2 School of Public Health Student Services Office	6
1.3 Mentor Program	8
1.4 SPH Student SPHere.....	8
1.5 Complaints and Grievances.....	9
1.6 Field Experience Contract.....	9
1.7 Community Engagement.....	9
1.8 Online Courses	10
1.9 Course Evaluations and Annual Student Survey.....	10
1.10 Your Advising Team.....	10
Section 2 The University of Minnesota	12
2.1 Mission	12
2.2 Twin Cities Campus	12
2.3 U of M Services.....	13
Section 3 Registration	19
3.1 Full-Time Status	19
3.2 Registration Process.....	19
3.3 Registration Changes, Additions, and Cancellations.....	20
Section 4 Tuition, Fees, Billing, and Finances.....	21
4.1 Tuition and Fees	21
4.2 Billing.....	21
4.3 Financial Aid and Scholarships.....	21
4.4 Graduate Assistantships	22
Section 5 University Guidelines and Policies	23
5.1 Student Responsibility and Conduct.....	23
5.2 University of Minnesota Board of Regents' Policies	23
5.3 Scholastic Dishonesty and Plagiarism	28
5.4 University Senate Uniform Grading and Transcript Policy.....	28
5.5 Health Insurance	31
5.6 Privacy.....	32
5.7 Immunizations	32
5.8 Criminal Background Checks.....	32
5.9 Use of Human Subjects in Research.....	33
5.10 International Student Requirements	35

Section 6	Groups, Associations, and Societies	36
6.1	Student Groups.....	36
6.2	Public Health Related Associations and Agencies.....	37
6.3	Alumni Societies	37
Section 7	Division of Biostatistics.....	39
7.1	Introduction	39
7.2	Overview of Degree Programs	39
7.3	Academic Advisor	40
7.4	Internships	41
7.5	Seminars.....	41
7.6	International Student Requirements.....	41
7.7	Teaching Assistant and Research Assistant Positions	42
7.8	Student Mailboxes	43
7.9	Division Travel Policy for Biostatistics Students.....	44
Section 8	Biostatistics MS Degree Program.....	45
8.1	Requirements	45
8.2	Written Examination	47
8.3	Degree Program Form.....	48
8.4	Transferring from the MS to the PhD Program.....	48
8.5	Satisfactory Progress in the MS Program	48
8.6	The Plan B Project and Graduating.....	49
Section 9	Biostatistics MS Plan A Degree Program	51
Section 10	Biostatistics MPH Degree Program	52
10.1	Program Curriculum	52
10.2	Other Degree Requirements	53
Section 11	Biostatistics PhD Degree Program.....	57
11.1	Requirements	57
11.2	Supporting Program or Minor Field	60
11.3	Preliminary Written Examination	60
11.4	Degree Program Form.....	61
11.5	Satisfactory Progress in the PhD Program.....	61
11.6	Preliminary Oral Examination and the Dissertation.....	62
11.7	Forms, the Final Oral Examination, and Graduating.....	62
Section 12	Division of Biostatistics Faculty and Staff	64

University of Minnesota Calendar 2011-2012

The official University Calendar can be found at <http://onestop.umn.edu>.

Fall Semester 2011

August	31	SPH New Student Orientation New PhD Student Reception
September	5	Labor Day holiday – University closed
	6	Classes begin
November	8	Registration for Spring Semester 2010 begins
	24-25	Thanksgiving holiday – University closed
December	14	Last day of instruction
	16-17, 19-21	Final examinations
	22	End of Fall semester

Spring Semester 2012

January	16	Martin Luther King holiday – University closed
	17	Classes begin
March	12-16	Spring break – no classes
May	4	Last day of instruction
	7-11	Final examinations
	12	End of Spring semester

1. THE SCHOOL OF PUBLIC HEALTH

1.1 About the School

The mission of the School of Public Health is to preserve and enhance the health of the public through education, research, and service programs designed to discover and transmit new knowledge aimed at the prevention of disease and disability, the improvement of health, and the planning, analysis, management, evaluation, and improvement of systems for the delivery of health services.

Our school was founded in 1944, although public health courses have been offered at the University of Minnesota since its inception. We consistently rank among the top schools of public health in the country.

Through our education, research, and community outreach, we focus on improving the health of populations. We emphasize prevention of illness and injury, and we look at health through a multi-faceted prism that includes physiology, the environment, communities, economics, and public policy.

This interdisciplinary approach allows us to collaborate with many other schools throughout the University, including the College of Veterinary Medicine and the Medical School, as well as the Humphrey Institute of Public Services, the Carlson School of Management, and the College of Agriculture. By combining our expertise, we can explore innovative, far-reaching ways of maintaining and improving the health of the people in Minnesota and throughout the country and world.

Notable accomplishments:

- Invented K Rations
- Improved the recovery of World War II survivors through the Minnesota Starvation Study (1944)
- Established the connection between diet and heart disease in the Seven Countries Study (1967)
- Established the first U.S. Ph.D. program in epidemiology (1958)
- Conducts one of the largest HIV/AIDS studies in the world, involving 120 countries
- Trains the majority of the public health workforce in the Upper Midwest
- Was the first school of public health in the country to require a course in ethics

Academic Health Center (AHC)

The School of Public Health is one of the six schools and colleges that make up the Academic Health Center at the University of Minnesota. The others include the disciplines of medicine, dentistry, nursing, pharmacy, and veterinary medicine. Strong interdisciplinary centers and programs in bioethics, cancer, genomics, infectious disease, drug design, food safety, and spirituality and healing augment the broad range of professional health education and research efforts.

1.2 School of Public Health Student Services Office

Office Hours

Monday – Friday, 7:45 AM - 4:30 PM

Location

Mayo Memorial Building, Room D305

Telephone

612.626.3500 or 800.774.8636

Fax

612.624.4498

E-Mail

sph-ssc@umn.edu

Mailing Address

Student Services Center
School of Public Health
Mayo Mail Code 819
420 Delaware Street SE
Minneapolis, MN 55455-0381

Student Services Center (SSC)

The Student Services Center is a school-wide office that assists students with all phases of their academic journey. The SSC staff works closely with the major coordinators to create a set of school-wide and major-specific services that we hope meets your needs for high-tech and high-touch delivery. You will be interacting with us directly or indirectly throughout your education here.

We coordinate many functions including:

- Applications
- Orientation
- CoursEval
- Class Scheduling
- Student Tracking
- SPH Scholarships
- Registration
- Graduation clearance
- Commencement

Career Services

Career Services, located in Mayo D305, offers a variety of resources to assist you in your efforts to locate and apply for professional positions – from internships to fellowships to full-time career positions. As a student and later as an alumnus/alumna, you are able to take advantage of the following free resources to help you achieve your career goals:

Career Services Website

The Career Services Web site at www.sph.umn.edu/career has many links to help you start your new career, including:

- Our online job posting system listing internships, graduate assistantships and fellowships, and career opportunities.
- A searchable *Alumni Networking Directory*, to help you connect with SPH alumnae all over the world.
- Links to numerous public health organizations that will help you become familiar with professional membership and career opportunities in public health.
- General career-related links and tip sheets on a variety of job-search related topics.

Career Resource Center

The Career Resource Center (located in Mayo D-305) is filled with information to help you in your job search efforts. You will find handouts, books, DVDs, and other resources to provide guidance on networking, resume writing, interviewing and negotiating, job and internship opportunities.

Our Staff

Barbara Laporte, Director of Career Services for the School of Public Health, has a Master's degree in Human Development and has been with the SPH since 2003. Mary Dwyer, Career Counselor, has a Master's degree in Human Resource Development with an emphasis in Career Development and joined the staff in 2009, primarily to serve Health Policy and Management students and alumni. Both Barbara and Mary have significant experience serving the career needs of diverse populations in academia, non-profits, and the private sector.

Individual Appointments

You may schedule individual appointments with Barb or Mary to discuss any career-related issues, from creating a top-notch resume to ideas for field experiences to interviewing to negotiating job offers. To schedule an appointment, please email Barb at blaporte@umn.edu, or Mary at dwyer012@umn.edu.

Other Resources

Throughout the year, you will have the opportunity to take advantage of other career-related events. In the fall, you may choose to attend the Etiquette Dinner, participate in the Mentor Program, and attend the Field Experience Fair. Other activities will be announced via e-mail, and may include employer visits, alumnae panel discussions, and campus-wide career fairs.

You are on your way to an exciting and fulfilling career! We look forward to helping you get started!

Recruitment Services

The Recruitment Services Office seeks to make the School of Public Health a welcoming place to all prospective students and is the center for recruitment activities at the School of Public Health. Recruitment staff meets with prospective students to learn about their interests and goals, and discusses the School of Public Health's learning opportunities. Recruitment Services also coordinates preview days, information sessions, and other special events, as well as attends career fairs and recruitment venues to meet with prospective students.

Student Services Staff

Barbara Laporte
Director of Career Services
612.626.5443
blaporte@umn.edu

Carol Francis
Assist. Dir. of Academic and Student Services
612.624.6952
franc004@umn.edu

Guy Piotrowski
Coordinator for Applications and Admissions
612.624.1991
piotr005@umn.edu

Richard Archer
Student Personnel Coordinator
612.624.6915
arche071@umn.edu

Lori Herzog
Exec.Operations and Student Services Specialist
612.624.2494
herzo086@umn.edu

Mary Dwyer
Career Consultant
612.626.4448
dwyer012@umn.edu

Mary Ellen Nerney
Assistant Dean of Education Operations
612.626.5005
nerne002@umn.edu

Maggie Aftahi
Coord. of Recruitment and Student Leadership Dev.
612.624.0601
med@umn.edu

Sue Lewis
Principal Office and Administrative Specialist
612-624-7660
lewis495@umn.edu

1.3 Mentor Program

Preparing for a career in public health extends well beyond the classroom. A vital part of that preparation can be learning from the experiences of others.

That is the idea behind our Public Health Mentor Program, which we co-sponsor with the Minnesota Public Health Association. Each year we match about 150 students with alumni and other professionals who share their interests.

Students learn from the professional experiences of their mentors, and mentors play a role in training future public health leaders. These matches often prove to be enriching relationships for students and professionals alike.

For more information, go to www.sph.umn.edu/alumni/mentor/index.asp.

1.4 SPH Student SPHere

Make use of the SPH Student SPHere (Commons) to relax or study with your student colleagues. All students actively registered in an SPH degree program have access to the SPH Student SPHere (Mayo A150) via their U-Card. The Student Commons has the following amenities:

- Locker room – lockers are assigned in the Student Services Center (Mayo D305). Students need to provide their own lock.
- Kitchen area with tables, chairs, microwaves, refrigerators, sink, and a telephone for free local calls.
- Lounge area with couches, chairs, and wireless internet.
- Study room with tables, chairs, computers (with internet connectivity, Microsoft Office, SAS and STATA software) and a printer.

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 let anyone 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 (D305 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 improper activity in progress, call 9-1-1.

Printing in the SPHere

The School of Public Health (SPH) provides \$100 worth of printing (1,000 pages) for the 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 labs, including 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 www.gophergold.umn.edu/. 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) 626-3663.

1.5 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 annual student survey (in May)
- meet with your advisor and/or major coordinator
- raise the issue with your major chair 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 Mary Story, Associate Dean at story001@umn.edu or Mary Ellen Nerney, Assistant Dean of Education Operations at nerne002@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 www.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 www.sos.umn.edu/.

1.6 Field Experience Contract

All students pursuing a required field experience or summer residency must complete a contract prior to beginning the experience. The online contract form provides streamlined process that is comprehensive for you, your preceptors, and your faculty advisor. Please refer to the current student Web site for this and other resources related to the field experience, www.sph.umn.edu/current/fe/index.asp.

1.7 Community Engagement Contract

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 Contract available at www.ahc.umn.edu/sphcommunity. The contract is complete once it has been approved by the student's advisor and the Assistant Dean of Education Operations.

To complete the Student Engagement Contract 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 contract is approved, the student will be contacted by email and provided with a registration permission number.

1.8 Online Courses

WebCT and Moodle are the two course management software systems used by the University of Minnesota that enable instructors to create and manage Web-based learning materials and activities. Students use WebCT and Moodle to access these materials and participate in learning activities via the Web.

Once you register for classes, you will be given access to an orientation specific to School of Public Health online courses. A general WebCT or Moodle tutorial is also available. Neither of these orientations are mandatory but may prove helpful to those with little or no experience with online courses.

1.9 Course Evaluations and Annual Student Survey

Course Evaluations

- Students provide very important input into the continued development of the School of Public Health's teaching program. Students will be asked to complete evaluations for all SPH courses. Evaluations are done online at the end of each term.

SPH Annual Student Survey

Students also are strongly encouraged to evaluate and comment on the school and its programs through our annual end of year SPH Student Survey. The survey covers many aspects of student experiences including field placements, career services, financing, and overall School service.

Career Survey Recent Graduates are encouraged to complete the Career Survey. The survey captures important employment information, compensation norms and contact information

1.10 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 provide 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/major, 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. **Field Experience/Internship/Practicum Advising:** specific and targeted advising for field experience/internship/practicum development, placement and completion. Your faculty advisor can assist you as you select the type of field experience that would best match your goals. Career Services staff can help you to learn how to network with other students and alums to explore possible field experiences sites.
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 (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 major coordinator or major chair/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 major coordinator 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.

2. THE UNIVERSITY OF MINNESOTA

2.1 Mission

The University of Minnesota, founded in the belief that all people are enriched by understanding, is dedicated to the advancement of learning and the search for truth; to the sharing of this knowledge through education for a diverse community; and to the application of this knowledge to benefit the people of the state, the nation, and the world. The University's mission, carried out on multiple campuses and throughout the state, is threefold:

1. **Research and Discovery**

Generate and preserve knowledge, understanding, and creativity by conducting high-quality research, scholarship, and artistic activity that benefit students, scholars, and communities across the state, the nation, and the world.

2. **Teaching and Learning**

Share that knowledge, understanding, and creativity by providing a broad range of educational programs in a strong and diverse community of learners and teachers, and prepare graduate, professional, and undergraduate students, as well as non-degree-seeking students interested in continuing education and lifelong learning, for active roles in a multiracial and multicultural world.

3. **Outreach and Public Service**

Extend, apply, and exchange knowledge between the University and society by applying scholarly expertise to community problems, by helping organizations and individuals respond to their changing environments, and by making the knowledge and resources created and preserved at the University accessible to the citizens of the state, the nation, and the world.

In all of its activities, the University strives to sustain an open exchange of ideas in an environment that embodies the values of academic freedom, responsibility, integrity, and cooperation; that provides an atmosphere of mutual respect, free from racism, sexism, and other forms of prejudice and intolerance; that assists individuals, institutions, and communities in responding to a continuously changing world; that is conscious of and responsive to the needs of the many communities it is committed to serving; that creates and supports partnerships within the University, with other educational systems and institutions, and with communities to achieve common goals; and that inspires, sets high expectations for, and empowers individuals within its community.

2.2 Twin Cities Campus

The University of Minnesota is a world-class university, known globally as a leader in teaching, research, and public service. It is both a land-grant university, with a strong tradition of education and public service, and a major research institution, with scholars of national and international reputation. UMNTC consistently ranks among the top 20 public universities in the United States. The classic Big 10 campus, located in the heart of the Minneapolis-St. Paul metropolitan area, provides an exceptional setting for lifelong learning.

The University community is a broad mix of ethnic backgrounds, interests, and cultures. Students come from all 50 states and from more than 100 foreign countries. Many small communities of students, faculty, and staff help to create a welcoming atmosphere on campus.

UMNTC is also a thriving center for culture and the arts, featuring outstanding galleries, museums, concerts, theatre productions, and public lectures. For sports fans, the Golden Gophers offer all the spirit and excitement of Division I college athletics.

The campus in Minneapolis is located just a few minutes east of downtown. Nestled along the bluffs of the Mississippi River, buildings in Minneapolis range from the ultramodern Weisman Art Museum to the classic and stately Northrop Memorial Auditorium. A few miles to the east in St. Paul, rolling hills and quiet lawns create a more rural setting. The Minneapolis and St. Paul parts of the campus are connected by a convenient campus shuttle system.

UMNTC also provides a life beyond the campus like few other Big 10 universities can. The dynamic communities of Minneapolis and St. Paul offer something for everyone - a nationally recognized art and theatre community, a thriving entertainment industry, a host of Fortune 500 companies, four glorious seasons of outdoor recreation, exciting professional sports, shopping, and restaurants for every taste--all located close to campus.

2.3 U of M Services

One Stop

onestop.umn.edu

The first resource for students having a question about the University is onestop.umn.edu. Please bookmark this site. One Stop offers links to a variety of online services and information about the University including course information, grades, registration, finances, transcripts, and general services.

E-mail Accounts

www.umn.edu/initiate

Each student attending the University of Minnesota must set-up a student internet/e-mail account by going to www.umn.edu/initiate or by calling the Technology Help Line at 612.301.4357 (1-HELP).

All SPH students are required to use their University of Minnesota e-mail account. Course lists, immunizations, billing statements, financial aid updates, and other important information will be sent via the U of M student e-mail address. It is strongly recommended that students use their U of M e-mail account and do not transfer it to a personal e-mail account.

The School of Public Health relies heavily on e-mail notices to students, staff, and faculty. To keep current on upcoming events, job announcements, new course announcements, scholarships, internships, the SPH newsletter, or good opportunities, etc., students should check their e-mail regularly.

Students can retrieve e-mail messages in many locations including the SPH student commons, SPH Career Resource Center, and SPH division computer facilities. Other computer facilities are located in numerous locations on campus; see www.oit.umn.edu/computer-labs/ for a list.

Note: Students who choose to forward their University e-mail account to another e-mail account are still responsible for all the information, including all attachments, sent to their University e-mail account.

The U has expanded technological capacity to allow free lifetime access to University e-mail. This allows students to use the U of M e-mail address for personal or professional purposes even after graduation. (Imagine never having to subscribe to an e-mail service or memorize another address! In addition, imagine being able to stay in touch with your student colleagues wherever you and they may journey.)

To keep the account active, graduates must access it at least every 6 months. If left to go dormant, graduates can reactivate it through the alumni association for a fee.

Service includes full access to these features:

- myU Portal – myu.umn.edu
- Portfolio – <https://portfolio.umn.edu/portfolio/index.jsp>

myU Portal

myu.umn.edu

The myU web portal permits you to:

- Sign-in once to access all major applications
- Receive personalized information
- Create a custom news page from over 200 news channels
- Set-up secure areas to discuss, share, and collaborate.

myU can be personalized based on your role as a student in the School of Public Health and Academic Health Center (AHC). The myU portal view currently serves students, faculty, and staff in AHC collegiate units. It provides information to students in AHC affiliated colleges that are personalized to the level of specific academic program and, in some cases, to their year in the program. The School of Public Health and AHC are using myU as a method of communicating with students.

Portfolio

portfolio.umn.edu

Portfolio is a secure web site at the University of Minnesota (U of M) for entering, saving, organizing, viewing, and selectively sharing personal educational records. This is a lifelong resource for all U of M students and graduates. This software allows the user to store information about their academic history, awards, presentations, publications, professional activities, conferences, employment history, etc. The system provides easy templates to file these records and to use them in creating résumé, CV, and even online presentations. Users can create documents for others to view electronically. It is a unique and high-powered tool.

U Card

www.umn.edu/ucard

The U Card identifies you as a student on the Twin Cities campus. 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.

U Card Main Office

G22 Coffman Memorial Union
300 Washington Avenue SE
Phone 612.626.9900
Weekdays: 8:30 to 4:00pm

The U Card is your key to all sorts of campus services and facilities. Your U Card can also be used as your ATM card.

Since the U Card never expires, you should hold on to it even after you leave the University. If you ever return as a student, staff or faculty member, your card will still be valid.

Use your U Card for:

- Access to the SPHere and lockers
- Campus ID purposes
- All your checking needs
- Making Gopher GOLD purchases
- Charging textbook purchases at the U of M Bookstores to your student account
- Checking out library materials
- Entering the recreation center, golf course, computer labs, buildings, and residence hall dining rooms
- Cashing checks at the Bursar's Office
- Art and athletic ticket discounts (available at place of purchase)
- Accessing art materials, student employment, business school services, and more

Report lost or stolen U Cards immediately. There is a \$15.00 replacement fee for lost, stolen, or damaged U Cards.

Boynton Health Services

www.bhs.umn.edu

Boynton Health Services offers comprehensive medical services for students, faculty, and staff.

Clinics

- Dental Clinic
- Eye Clinic
- Int'l Travel Clinic
- Mental Health Clinic
- Sports Medicine Clinic
- Women's Clinic

Services

- Contraceptive Services
- Immunization Services
- Massage Therapy Services
- Nutrition Services
 - Pediatric Services Immunizations

- Nursing Mothers Room

Testing Services

- HIV Testing and Counseling
- Pregnancy Testing
- STI Testing

General Care

- Pharmacy
- Physical Exams
- Primary Care
- Urgent Care

Boynton also offers a variety of programs and classes including:

- Alcohol & Other Drugs Presentations
- Birth Control Classes
- CPR/First Aid Classes
- Eating-Disorders Program
- HIV Testing and Counseling
- Smoking Cessation
- Stress Management

Mental Health Resources

Financial challenges, isolation, cultural changes, academic stress, and other pressures on graduate students can create health issues. Please seek assistance before you feel overwhelmed. Resources include:

- Boynton Health Service Mental Health Clinic www.bhs.umn.edu/services/mentalhealth.htm

- International Student and Scholar Services counseling www.iss.umn.edu/services/advising/personal.html
Your advisor or major coordinator can also help lead you to appropriate resources.

International Student and Scholar Services

www.iss.umn.edu

International Student and Scholar Services (ISSS) is the office dedicated to serving the University of Minnesota'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
 - Personal and Academic Advising
 - Immigration and Visa Regulation Advising
- Weekly Update
- Alumni and Friends
- Newsletters
- Administrative fees related to international scholars, faculty, and students
- Career Services
- Academic Opportunities for University Students
- Announcements
- Tax Return Information
- Graduation

In addition, ISSS supports the University of Minnesota's international efforts by helping departments to bring new foreign nationals to our four campuses and communities, by providing intercultural training for students, staff, and faculty, and by offering events that build links between the U.S. and international campus communities.

University Libraries

www.biomed.lib.umn.edu

The Bio-Medical Library, located in Diehl Hall, 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 (math.lib.umn.edu/), 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.

Lisa McGuire, a reference librarian with a focus on public health, has designed a great online tutorial to help you become familiar with the available resources. Go to blog.lib.umn.edu/lmcguire/publichealthliaison

Disability Services

www.ds.umn.edu/

The University's mission is to provide optimal educational opportunities for all students, including those with disabilities. The University recognizes that reasonable accommodations may be necessary for students with disabilities to have access to campus programs and facilities. In general, University policy calls for accommodations to be made on an individualized and flexible basis. Students are responsible for seeking assistance at the University and making their needs known.

One of the first places to seek assistance is Disability Services (DS). This office is provided by the University of Minnesota to promote access, which means ensuring the rights of students with disabilities (e.g., physical, learning, psychiatric, sensory or systemic) and assisting the University in meeting its obligations under federal and state statutes.

Disability Services has Academic Health Center Liaisons. The DS Academic Health Center Liaisons provide direct assistance such as

- securing documentation of disability conditions
- determining and implementing reasonable accommodations
- referral and consultation for enrolled and prospective students.

The Academic Health Center Liaisons also provide consultation with and training for faculty and staff to ensure access to their programs, facilities and services. All services are confidential and free of charge. For more information or to

arrange reasonable accommodations, contact the DS Academic Health Center Liaisons in the McNamara Alumni Center, Suite 180, 612.626.1333 (voice or TTY)

Parking and Transportation

www.umn.edu/pts/

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 Busses

Campus shuttle buses run at no charge between the East and 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 www1.umn.edu/pts/bus/buspassoptions.html

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 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 a.m. to midnight, Friday from 7 a.m. to 10 p.m. (Service is not available on weekends or official University holidays). Call 612.626.PARK for motorist assistance or any other questions.

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 Disability Services at 612.624.4037.

Event Calendars

Campus Events

events.tc.umn.edu/

School of Public Health Events

www.sph.umn.edu/news/

Academic Health Center Events

www.ahc.umn.edu/media/index.htm

Community Events

events.umn.edu/aroundtown

(web links to local/community events around the Twin Cities area)

Other University Resources

The Aurora Center

www.umn.edu/aurora

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

Bookstore

www.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 Teaching and Learning Services

www.umn.edu/ohr/teachlearn/

The Center for Teaching and Learning Services works to enhance the culture of teaching and learning through campus-wide workshops, courses, and facilitated discussions about teaching and learning.

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, we help students develop productive writing habits and revision strategies.

Computing Services

www.oit.umn.edu/index.php

The University's Academic and Distributed Computing Services (ADCS) website provides a wealth of information and services available to students including:

- Computer Lab Locations
- Computer Rental
- Internet Services and E-mail Accounts
- Computers and Software for Purchase
- Training
- Support and Help Services
- Resources and Useful Links
- Security

Copies/Fax Machines

www.printing.umn.edu

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

Counseling and Consulting Services

www.uccs.umn.edu/

Provides the following services to the University community:

- Career Development Center
- Consultation, Outreach, and Diversity Program
- Counseling Program
- Groups and Workshops
- Learning and Academic Skills Center
- Academic Support Groups

Dining

www.umn.edu/dining

University Dining Services offers a wide variety of dining experiences throughout the Twin Cities campus. The East Bank Campus offers several University Dining Service locations.

Expression Connection for Nursing Mothers

www.bhs.umn.edu/services/expression.htm

Spaces are available on campus offering private and comfortable rooms that are designed specifically for nursing mothers to be able pump and store breast milk. This service, offered through Boynton Health Services, requires a brief orientation for users to familiarize themselves with the rooms. The orientation can be scheduled by emailing bellx024@umn.edu.

GLBT Programs Office

www.glbta.umn.edu

Through its various services, the GLBT Programs Offices assists bisexual, transgender, gay, and lesbian faculty, staff, and students in creating a supportive campus community while educating and providing resources for all members of the University of Minnesota about issues that impact the experiences of transgender, gay, lesbian, and bisexual people.

Housing

www.housing.umn.edu

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

Maps

onestop.umn.edu/Maps/

Find the way to any University building.

Office for University Women

www1.umn.edu/women/

The Office for University Women serves a diverse population of women students by enhancing their learning environments through programming and campus awareness.

Office of Equal Opportunity and Affirmative Action

www.eoaffact.umn.edu

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.

Online Writing Center

writing.umn.edu

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 our 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.

Police

www.umn.edu/umpolice/

The University of Minnesota Police Department website.

Post Office

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

Rec Centerwww.recsports.umn.edu

UMNTC has extensive opportunities for fitness. University Recreation Center houses 2 fitness centers, 14 handball and racquetball courts, 5 international squash courts, 2 gymnasiums, a kitchenette, steam rooms, saunas, locker rooms, family locker rooms, a pro shop, a deli, and numerous lounge spaces. All full-time students pay a student services fee that includes membership to the Rec Center.

Security Monitor Programwww1.umn.edu/police/escort.html

The Security Monitor Program offers a walking/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.

Student Unions and Activities Officewww.sua.umn.edu

The Student Unions and Activities Office is the University of Minnesota's center for campus-wide programs and activities, leadership opportunities, skill development, and student organization training, advising and registration.

More than 400 student groups on campus are registered with the 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.

Student Conflict Resolution Centerwww.sos.umn.edu

The Student Conflict Resolution Center assists students in resolving campus-based problems and concerns through coaching, intervention and mediation by Ombudsman and Advocacy staff.

Student Legal Servicewww.umn.edu/usls/

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

3. REGISTRATION

3.1 Full-Time Status

MHA, MPH and Certificate students need to register for at least nine (9) credits in fall and spring semester to be considered full-time. MS and PhD students must register for at least six (6) credits each semester to be certified by the Office of the Registrar as full-time.

In summer MHA and MPH students must be registered for 6 credits to be considered fulltime and 3 credits to be considered halftime.

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

3.2 Registration Process

Step One

View the Class Schedule for each term on the web at onestop.umn.edu. Select courses for the term with your advisor before registering (make an appointment at the earliest convenient time).

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.

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 onestop.umn.edu.
- You can find your registration queue date and time on the web at onestop.umn.edu.
- You will need your x.500 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 onestop.umn.edu or go to the University’s One Stop Student Services Center in 200 Fraser 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 helpingu@umn.edu. You may also contact your Major 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 major section of this guidebook for more information.
- Some courses have variable credits. Before selecting the number of credits, students should make sure they are in agreement with the instructor as to the number of credits appropriate for the work proposed.

3.3 Grade Option Changes, Course Additions and Withdrawal

Change of Grade Option

For full-semester courses, students may change their grade option, if applicable, through the second week of the semester. Grade option change deadlines for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

Adding a Course

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. Adding a course for other terms (i.e. summer and half-semester) can be found at onestop.umn.edu.

Change of Grading Option

Grading options cannot be changed after the second week of classes.

Course Cancellation and Withdrawal

School of Public Health students may withdraw from a course through the second week of the semester without permission. No "W" will appear on the transcript. As a courtesy, students should notify their instructor and, if applicable, advisor of their intent to withdraw.

After the second week, students are required to do the following:

1. The student must contact and notify their advisor and course instructor informing them of the decision to withdraw from the course.
2. The student must send an e-mail to the SPH Student Services Center (SSC) at franc004@umn.edu. The email must provide the student name, ID#, course number, section number, semester, and year with instructions to withdraw the student from the course, and acknowledgement that the instructor and advisor have been contacted.
3. The advisor and instructor must email the SSC acknowledging the student is canceling the course. All parties must be notified of the student's intent.
4. The SSC will complete the process by withdrawing the student from the course after receiving all emails (student, advisor, and instructor). A "W" will be placed and remain on the student transcript for the course.

After discussion with their advisor and notification to the instructor, students may withdraw up until the eighth week of the semester. There is no appeal process. For more information, contact the SPH Student Services Center at 612.626.3500.

A refund schedule is listed at onestop.umn.edu. Please refer to these dates when withdrawing from courses.

4. TUITION, FEES, BILLING, AND FINANCES

4.1 Tuition and Fees

	Resident	Non-Resident
School of Public Health (MPH and Certificate students)		
Per credit	\$797.00	\$1,036.00
Summer, per credit	\$797.00	\$797.00
School of Public Health (MHA full-time students)		
Evening, per credit	\$1,256.00	\$1,256.00
Per credit, day, non-degree status, fall & spring terms	\$767.00	\$767.00
School of Public Health (MHA executive students)		
Per credit (Cohort 3, beginning 1/2012)	\$1,367.00	\$1,367.00
Graduate School (MS and PhD students)		
1-5 credits (per credit)	\$1,167.67	\$1,788.84
6-14 credits (flat rate)	\$7,006.00	\$10,773.00
Each credit over 14 (per credit)	\$1,167.67	\$1,788.84

Fees

Fee	Students Assessed	Frequency	# of Credits	Amount
SPH Technology Fee	All students	per term	1-5 credits	\$105.00
			6 or more credits	\$140.00
University Student Services Fee*	All students	per term	6 or more credits	\$365.90
AHC Student Health Benefit Plan	See section 5.6 of this guidebook.			

*Students may be assessed other fees each semester. Please go to onestop.umn.edu for complete tuition and fee information.

4.2 Billing

Students will receive a billing statement approximately 4 weeks after a semester begins (May/Summer Session billing statements are sent mid-June). Students may view their fee statement online at onestop.umn.edu.

Students will receive electronic bills and have the option of paying their bill online with an electronic check from their checking or savings account. Students can also allow access to authorized users, such as parents, to view and pay tuition bills on their behalf. For more information on electronic billing and payment, visit onestop.umn.edu. Questions on billing and fee statements can be referred to helpingu@umn.edu.

4.3 Financial Aid and Scholarships

A variety of resources to assist students in financing their education as well as estimations of living expenses can be found at www.sph.umn.edu/prospective/financing/index.asp. Information specific to SPH Divisions and/or Majors may be found in the Division and/or degree program sections of this guidebook.

Information on financial aid can be found at onestop.umn.edu or by e-mailing helpingu@umn.edu.

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

Aid Type	Contact	E-mail address
Division/Major Specific Awards and Traineeships, the Dean's Scholarship	Sally Olander, Major Coordinator	brown198@umn.edu
Medica Scholarships, and scholarships that support specific US minority groups	SPH Student Services	sph-ssc@umn.edu
Federal Loans, Financial Aid Package	Rockne Bergman* U of M Office of Student Finance Administration	r-berg@umn.edu

*Rockne Bergman holds walk-in office hours in MoosT 2-693 on M, W, and Th from noon to 4:00 p.m.

4.4 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 any assistantship on campus. Because many assistantships are funded by grants, the vigorous research activity of SPH faculty makes available numerous opportunities in the school.

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/.

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. The tuition remission does not cover fees. The maximum tuition benefit is defined by the Graduate School tuition plateau. For 2011-12, the tuition plateau cap will be \$7,006.00 per semester for a 50% appointment. MPH students may calculate your tuition with the following method:

- Multiply your actual appointment percentage times two to determine tuition benefit percentage
- Multiply the maximum tuition benefit by your calculated tuition benefit percentage
- Subtract this amount from your total tuition (number of registered credits times \$797.00 resident or \$1,036.00 nonresident tuition).

Example 1: 25% appointment

25%	(Appointment Percentage)
<u>X 2</u>	
50%	(Tuition Benefit Percentage)
\$7,006.00	(Maximum 2011-2012 Tuition Benefit)
<u>X 50%</u>	(Tuition Benefit Percentage)
\$3,503.00	(Tuition Benefit)
\$9,564.00	(12 cr. at \$797.00 SPH resident rate)
<u>- 3,503.00</u>	(Tuition benefit)
\$6,061.00	(Tuition billed to student)

Example 2: 50% appointment

50%	(Appointment Percentage)
<u>X 2</u>	
100%	(Tuition Benefit Percentage)
\$7,006.00	(Maximum 2011-2012 Tuition Benefit)
<u>X 100%</u>	(Tuition Benefit Percentage)
\$7,006.00	(Tuition Benefit)
\$9,564.00	(12 cr. at \$797.00 SPH resident rate)
<u>- 7,006.00</u>	(Tuition benefit)
\$2,558.00	(Tuition billed to student)

5. University Guidelines and Policies

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 Major rules and procedures for completion of degree requirements.
- Read e-mail messages frequently for announcements from the Major Coordinators, Program Directors, 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 Major Coordinator, Program Directors 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 more information on this policy and for a helpful discussion of preventing plagiarism, please consult University policies and procedures regarding academic integrity: <http://writing.umn.edu/tww/plagiarism/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.

5.2 University of Minnesota Board of Regents' Policies

The policies of the Board of Regents are umbrella policies that provide the framework under which the administration is responsible for implementation of and compliance with the intent of the board policy. Students are responsible for abiding by the Board of Regents policies. The Board of Regents policies can be found at www.umn.edu/regents/policies.html.

We encourage students to read the policies and ask that they particularly become aware of the following policies reprinted here in a slightly different format:



University of Minnesota Board of Regents Policy Student Conduct Code

Adopted: July 10, 1970

Amended: December 13, 1974; March 11, 1994; June 13, 2003, December 8, 2006

Supersedes: (see end of policy)

SECTION I. SCOPE.

This policy applies to all students and student organizations at the University of Minnesota (University).

SECTION II. JURISDICTION.

The Student Conduct Code (Code) shall apply to student conduct that occurs on University premises or at University-sponsored activities. At the discretion of the president or delegate, the Code also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and either:

- (a) constitutes a criminal offense as defined by state or federal law, regardless of the existence or outcome of any criminal proceeding; or
- (b) indicates that the student may present a danger or threat to the health or safety of the student or others.

SECTION III. GUIDING PRINCIPLES.

- (a) 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.
- (b) 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.
- (c) The University is dedicated to responsible stewardship of its resources and to protecting its property and resources from theft, damage, destruction, or misuse.
- (d) The University supports and is guided by state and federal law while also setting its own standards of conduct for its academic community.
- (e) The University is dedicated to the rational and orderly resolution of conflict.

SECTION IV. THE RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the University community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the University. By enforcing its Code, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action. Determinations made or sanctions imposed under the Code will not be subject to change because criminal charges arising out of the same facts were dismissed, reduced, or resolved in favor of the criminal law defendant.

SECTION V. DISCIPLINARY OFFENSES.

Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to appropriate disciplinary action under this policy:

Subd. 1. Scholastic Dishonesty. Scholastic dishonesty means plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test 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, or misusing a University academic record; or fabricating or falsifying data, research procedures, or data analysis.

Subd. 2. Disruptive Classroom Conduct. Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

Subd. 3. Falsification. Falsification means willfully providing University offices or officials with false, misleading, or incomplete information; forging or altering without proper authorization official University records or documents or conspiring with or inducing others to forge or alter without proper authorization University records or documents; misusing, altering, forging, falsifying, or transferring to another person University-issued identification; or intentionally making a false report of a bomb, fire, natural disaster, or other emergency to a University official or an emergency service agency.

Subd. 4. Refusal to Identify and Comply. Refusal to identify and comply means willfully refusing to or falsely identifying one's self or willfully failing to comply with a proper order or summons when requested by an authorized University official.

Subd. 5. Attempts to Injure or Defraud. Attempts to injure or defraud means making, forging, printing, reproducing, copying, or altering any record, document, writing, or identification used or maintained by the University when done with intent to injure, defraud, or misinform.

Subd. 6. Threatening, Harassing, or Assaultive Conduct. Threatening, harassing, or assaultive conduct means engaging in conduct that endangers or threatens to endanger the health, safety, or welfare of another person, including, but not limited to, threatening, harassing, or assaultive behavior.

Subd. 7. Disorderly Conduct. Disorderly conduct means engaging in conduct that incites or threatens to incite an assault or breach of the peace; breaching the peace; obstructing or disrupting teaching, research, administrative, or public service functions; or obstructing or disrupting disciplinary procedures or authorized University activities.

Subd. 8. Illegal or Unauthorized Possession or Use of Weapons. Illegal or unauthorized possession or use of weapons means possessing or using weapons or articles or substances usable as weapons, including, but not limited to, firearms, incendiary devices, explosives, and dangerous biological or chemical agents, except in those instances when authorized by law and, where applicable, by proper University authority.

Subd. 9. Illegal or Unauthorized Possession or Use of Drugs or Alcohol. Illegal or unauthorized possession or use of drugs or alcohol means possessing or using drugs or alcohol illegally or, where applicable, without proper University authorization.

Subd. 10. Unauthorized Use of University Facilities and Services. Unauthorized use of University facilities and services means wrongfully using University properties or facilities; misusing, altering, or damaging fire-fighting equipment, safety devices, or other emergency equipment or interfering with the performance of those specifically charged to carry out emergency services; or acting to obtain fraudulently-through deceit, unauthorized procedures, bad checks, or misrepresentation-goods, quarters, services, or funds from University departments or student organizations or individuals acting in their behalf.

Subd. 11. Theft, Property Damage, and Vandalism. Theft, property damage, and vandalism include theft or embezzlement of, damage to, destruction of, unauthorized possession of, or wrongful sale or gift of property.

Subd. 12. Unauthorized Access. Unauthorized access means accessing without authorization University property, facilities, services, or information systems, or obtaining or providing to another person the means of such unauthorized access, including, but not limited to, using or providing without authorization keys, access cards, or access codes.

Subd. 13. Disruptive Behavior. Disruptive behavior means willfully disrupting University events; participating in a campus demonstration that disrupts the normal operations of the University and infringes on the rights of other individuals; leading or inciting others to disrupt scheduled or normal activities of the University; engaging in intentional obstruction that interferes with freedom of movement, either pedestrian or vehicular, on campus; using sound amplification equipment on campus without authorization; or making or causing noise, regardless of the means, that disturbs authorized University activities or functions.

Subd. 14. Hazing. Hazing means any act taken on University property or in connection with any University-related group or activity that endangers the mental or physical health or safety of an individual (including, without limitation, an act intended to cause personal degradation or humiliation), or that destroys or removes public or private property, for the purpose of initiation in, admission to, affiliation with, or as a condition for continued membership in a group or organization.

Subd. 15. Rioting. Rioting means engaging in, or inciting others to engage in, harmful or destructive behavior in the context of an assembly of persons disturbing the peace on campus, in areas proximate to campus, or in any location when the riot occurs in connection with, or in response to, a University-sponsored event. Rioting includes, but is not limited to, such conduct as using or threatening violence to others, damaging or destroying property, impeding or impairing fire or other emergency services, or refusing the direction of an authorized person.

Subd. 16. Violation of University Rules. Violation of University rules means engaging in conduct that violates University, collegiate, or departmental regulations that have been posted or publicized, including provisions contained in University contracts with students.

Subd. 17. Violation of Federal or State Laws. Violation of federal or state laws means engaging in conduct that violates a federal or state law, including, but not limited to, laws governing alcoholic beverages, drugs, gambling, sex offenses, indecent conduct, or arson.

Subd. 18. Persistent Violations. Persistent violations means engaging in repeated conduct or action in violation of this Code.

SECTION VI. SANCTIONS.

The following sanctions may be imposed upon students or student organizations found to have violated the Code:

Subd. 1. Warning. A warning means the issuance of an oral or written warning or reprimand.

Subd. 2. Probation. Probation means special status with conditions imposed for a defined period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation during the probationary period.

Subd. 3. Required Compliance. Required compliance means satisfying University requirements, work assignments, community service, or other discretionary assignments.

Subd. 4. Confiscation. Confiscation means confiscation of goods used or possessed in violation of University regulations or confiscation of falsified identification or identification wrongly used.

Subd. 5. Restitution. Restitution means making compensation for loss, injury, or damage.

Subd. 6. Restriction of Privileges. Restriction of privileges means the denial or restriction of specified privileges, including, but not limited to, access to an official transcript for a defined period of time.

Subd. 7. University Housing Suspension. University housing suspension means separation of the student from University Housing for a defined period of time.

Subd. 8. University Housing Expulsion. University housing expulsion means permanent separation of the student from University housing.

Subd. 9. Suspension. Suspension means separation of the student from the University for a defined period of time, after which the student is eligible to return to the University. Suspension may include conditions for readmission.

Subd. 10. Expulsion. Expulsion means the permanent separation of the student from the University.

Subd. 11. Withholding of Diploma or Degree. Withholding of diploma or degree means the withholding of diploma or degree otherwise earned for a defined period of time or until the completion of assigned sanctions.

Subd. 12. Revocation of Admission or Degree. Revocation of admission or degree means revoking a student's admission to the University or revoking a degree already awarded by the University.

SECTION VII. INTERIM SUSPENSION.

The president or delegate may impose an immediate suspension on a student or student organization pending a hearing before the appropriate disciplinary committee (1) to ensure the safety and well-being of members of the University community or to preserve University property, (2) to ensure the student's own physical or emotional safety and well-being, or (3) if the student or student organization poses an ongoing threat of disrupting or interfering with the operations of the University. During the interim suspension, the student or student organization may be denied access to all University activities or privileges for which the student or student organization might otherwise be eligible, including access to University housing or property. The student or student organization has a right to a prompt hearing before the president or delegate on the questions of identification and whether the interim suspension should remain in effect until the full hearing is completed.

SECTION VIII. HEARING AND APPEALS OF STUDENT DISCIPLINE.

Any student or student organization charged with violation of the Code shall have the opportunity to receive a fair hearing and access to a campus-wide appeal. To safeguard the rights of students and student organizations, the president or delegate shall ensure that each campus has an appeals procedure to govern alleged violations of this

policy. The appeals procedure shall provide both substantive and procedural fairness for the student or student organization alleged to have violated the Code and shall provide for resolution of cases within a reasonable period of time.

The appeals procedure must describe:

- (a) grounds for an appeal;
- (b) procedures for filing an appeal; and
- (c) the nature of an appellate review.

SECTION IX. DELEGATION OF AUTHORITY.

The president or delegate shall implement this policy, including publishing and distributing the Code and the procedures governing the student disciplinary process at the University.

SUPERSEDES: Existing disciplinary appeals policies in contradiction and specifically repeals the appeals policies dated February 1979.



University of Minnesota Board of Regents Policy Sexual Harassment

Adopted: December 11, 1998

SECTION I. DEFINITION.

Subd. 1. Sexual Harassment. "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement in any University activity or program;
- (2) submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting this individual in any University activity or program; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment in any University activity or program.

Subd. 2. Member of the University Community. "Member of the University community" or "University member" means any University of Minnesota faculty member, student, or staff member, or other individual engaged in any University activity or program.

SECTION II. POLICY.

Subd. 1. Prohibition. Sexual harassment by or toward a member of the University community is prohibited.

Subd. 2. Responsibility to Report. Department heads, deans, provosts, chancellors, vice presidents, and other supervisors and managers must take timely and appropriate action when they know or should know of the existence of sexual harassment. Other persons who suspect sexual harassment should report it to an appropriate person in their unit or to the University equal opportunity officer.

Subd. 3. Administrative Responsibility. Each campus must adopt procedures for investigating and resolving complaints of sexual harassment in coordination with the director of equal opportunity and affirmative action.

Subd. 4. Disciplinary Action. A violation of this policy may lead to disciplinary action up to and including termination of employment or academic dismissal.

5.3 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 of Student Conduct and Academic Integrity (OSCAI, www1.umn.edu/oscai/).

The University's Student Conduct Code defines scholastic dishonesty as "plagiarizing; cheating on assignments or examinations; engaging in unauthorized collaboration on academic work; taking, acquiring, or using test 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; or altering, forging, or misusing a University academic record; or fabricating or falsifying of data, research procedures, or data analysis."

Plagiarism is an important element of this policy. It is defined as the presentation of another's writing or ideas as your own. 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: writing.umn.edu/tww/plagiarism/definitions.html.

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 tutorial.lib.umn.edu/ and click on "Citing Sources."

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.

5.4 University Senate Uniform Grading & Transcript Policy

Note: The following is an abbreviated version of the University Senate Uniform Grading and Transcript Policy that can be found at www.umn.edu/usenate/usen/policies.html.

General Provisions

1. There are two distinct grading systems on each campus of the University of Minnesota, A-B-C-D-F (with pluses and minuses), and S-N. The S-N system is a self-contained alternative to the A-F system and the two may not be combined for a particular student in a particular course. Students may receive grades or symbols only from the grading system under which they have registered for a course.
2. Interpretation by the Committee on Educational Policy: The policy does not require any instructor to use pluses and minuses.
3. Each college, campus, and program shall determine to what extent and under what conditions each of these two systems may be available to its students and to its faculty, consistent with the provisions of this policy. Any college, campus, or program may specify what courses or proportion of courses taken by its students or its prospective students must be on one or the other grading system. No campus, college, or program is required to offer a course on the S-N grading system. Any unit may choose to limit grades in a particular course to the A-F or the S-N system.
4. When both grading systems are available to a student, he or she must declare a choice of system as part of the initial registration for the course. The choice may not be changed after the end of the second week of classes (the first week in summer sessions).
5. The University's official transcript, the chronological record of the student's enrollment and academic performance, will be released by the University only at the request of the student or in accord with state or federal statutes; mailed copies will include the official seal of the University imprinted on them. Students may obtain an unofficial transcript of their own academic work at their request, except when they have a transcript hold on their record.

Permanent Grades for Academic Work

- There are five permanent grades given for a single course for which credit shall be awarded, which will be entered on a student's official transcript. A-B-C-D-F grades including pluses and minuses, as follows, and carry the indicated grade points. The S grade shall not carry grade points but the credits shall count toward the student's degree program if allowed by the college, campus, or program.

A	4.00	Represents achievement that is outstanding relative to the level necessary to meet course requirements.
A-	3.67	
B+	3.33	
B	3.00	Represents achievement that is significantly above the level necessary to meet course requirements.
B-	2.67	
C+	2.33	
C	2.00	Represents achievement that meets the course requirements in every respect.
C-	1.67	
D+	1.33	
D	1.00	Represents achievement that is worthy of credit even though it fails to meet fully the course requirements.
S		Represents achievement that is satisfactory, which is equivalent to a C- or better.

- There are two permanent grades given for a single course for which no credit shall be awarded and which will be entered on a student's official transcript.

F	0.00	Represents failure and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The F carries zero grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course shall count in the grade point average.
N		Represents no credit and signifies that the work was either (1) completed but at a level of achievement that is not worthy of credit or (2) was not completed and there was no agreement between the instructor and the student that the student would be awarded an I. The N carries no grade points and the credits for the course do not count toward any academic degree program. The credit hours for the course do not count in the grade point average.

Academic dishonesty in any portion of the academic work for a course shall be grounds for awarding a grade of F or N for the entire course.

Students who enroll for a course on the A-F grading system shall receive an F if such grade is warranted; students who enroll for a course on the S-N system shall receive an N if such grade is warranted.

- In connection with all symbols of achievement, and especially for the S, instructors shall define for a class, at one of its earliest meetings and as explicitly as possible, the performance that will be necessary to earn each (subject to the provision in this policy that the amount and quality of work required for an S may not be less than that required for a C-). [In any class, instructors have the right to set the level of performance required for an S at any level. They may not set it at less than a C-.]
- Every student shall have calculated, both at the end of each grading period (quarter or semester) and cumulatively, a grade point average, which shall be the ratio of grade points earned divided by the number of credits attempted with grades of A-F (including pluses and minuses). Both the periodic and cumulative grade point average will appear on each student's record.

All special grade point averages calculated at the request of a college or unit, if approved by the appropriate chancellor, provost, or vice president, will be accommodated by the Office of the Registrar in such a manner that they do not appear on the student's official transcript or any unofficial transcript which might be issued.

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://www.sph.umn.edu/current/resources/grades.asp>

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.

*See *section 3.3* for the School of Public Health withdrawal process.

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.

Other Provisions

Bracketing (repeating) Courses

An MPH or Certificate student may repeat a course once. When a student repeats a course, (a) both grades for the course shall appear on the official transcript, (b) the course credits may not be counted more than once toward degree and program requirements, and (c) only the last enrollment for the course shall count in the student's grade point average. All such courses falling under this provision must be approved by the college*.

MS and PhD students are not allowed to repeat a course.

*In the case of the School of Public Health, this approval must come from the Dean and, in some cases, the Program Director. Students should see their Major Coordinator 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.

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 onestop.umn.edu 24 hours after they are posted by the course instructor.

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 CourseEval: www.sph.umn.edu/courseeval. 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.

5.5 Health Insurance

All Academic Health Center students (this includes all SPH students, including those in MS and PhD programs) will be enrolled and charged automatically for the Academic Health Center (AHC) Student Health Benefit Plan. For more information, go to www.shb.umn.edu/twincities/ahc-students/ahc-student-health-benefit-plan.htm.

Benefits

The Academic Health Center Student Health Benefit Plan (AHC-SHBP) offers the following benefits (all AHC students are eligible):

- Full access to the Blue Cross and Blue Shield pharmacies
- No maximum on pharmaceuticals
- Coverage for all immunizations
- Early access to immunization services (July 1) for those registered for fall 2010 (incoming students)
- Ongoing health care coverage will be offered to students after graduating, through the University of Minnesota Conversion Plan

Waiver

All admitted AHC students will be required to participate in the plan if they are not covered by an employer sponsored group health insurance program.

If they want to waive the insurance, they must prove they have other coverage by producing a certificate of credible coverage obtained from their managed care organization, insurance company, or duly authorized agent verifying insurance coverage. They must submit the certificate of credible coverage to the Student Health Benefits Office at Boynton by the enrollment deadline published by the Office of the Registrar. This request must be submitted in person or by fax.

This waiver will be valid for two years. Should students lose coverage during the period they have been waived, they may enroll in the plan within 30 days by providing proof of involuntary loss of coverage from the insurance company.

Students enrolled in the Graduate Assistant Health Benefit Plan will be automatically waived from the AHC-SHBP.

5.6 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. Research Participants have many rights that guarantee their safety and their privacy.

Often School of Public Health students work as Teaching Assistants and Research Assistants [that may require exposure] to private information. Please be [aware] of privacy laws, complete 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.

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.

Login to www.ahc.umn.edu/privacy/training/home.html, click on myU.umn.edu and select **my Worklife** link to complete the training.

5.7 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.

More details and the downloadable *Student Immunization Record* form are available from Boynton Health Service at www.bhs.umn.edu/immunization-requirements.htm - [ahc-student](#).

5.8 Criminal Background Checks

Students should be aware that certain facilities are required by Minnesota law to submit paperwork for a criminal background check for all personnel with direct, unsupervised client contact. Students placed in such facilities may be asked by the institution to submit paperwork, or the institution may require that they have this check facilitated by the School of Public Health or Division. The School is prepared to assist students with this process. Facilities that are covered by this law are hospitals, boarding care homes, outpatient surgical centers, nursing homes, home care agencies, residential care homes, and board/lodging establishments providing health supervision services. Client contact must be direct and unsupervised (outside the hearing or vision of a supervisor at the facility). In the unlikely event that this situation arises, students should call the School of Public Health Student Services Center at 612.626.3500 or go to D305 Mayo for assistance.

5.9 Use of Human Subjects in Research

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.

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. Learn more about the IRB here:
<http://www.research.umn.edu/irb/>

The committee is most concerned with the researcher's interface with subjects rather than the background rationale for the project. Specifically, this refers to the recruitment process, the interviewer's experience and expertise, how subjects are informed about the study and expectations for their participation, and how subjects are debriefed after their participation so that subjects can make an informed decision about participation.

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.

What research must be reviewed by the IRB?

If you and/or your faculty advisor are even a little uncertain about whether your project needs IRB approval, email or call the IRB. IRB staff members are trained to help you and your advisor determine if you must submit an IRB application. Contact your faculty advisor or the Executive Director of the IRB at 612-626-4851 if you do not receive a helpful response. Again, you may not be able to use any data collected if you conduct research that should have been reviewed by the IRB.

IRB Contact Information

(612) 626-5654

irb@umn.edu

<http://www.research.umn.edu/irb/>

Any *research involving human subjects* must be reviewed by the IRB. This means that if you are conducting research (which is a systematic investigation designed to contribute to generalizable knowledge) with human subjects (which are living individuals about whom you collect information) your research is subject to IRB approval. In short, if your research project involves living people you should at least contact the IRB or submit an application.

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.

Additional guidelines for students involved in international fieldwork

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

How do I apply for IRB approval?

If, after contacting the IRB or speaking with your faculty advisor, your project needs to be reviewed, the next step is to browse and study the IRB website.

Before submitting your application, **you must complete online training** in the protection of human research subjects. To do this, follow the TRAINING tab on the IRB website to the CITI training. For most public health students, the CITI social science module is suggested. There is no charge for the training but it takes up to four hours to complete. You will need your UMN X.500 username and password.

Your research may be exempt from IRB review. However, only the IRB can determine this, so you must submit an **Exempt Research Application** to the IRB to have your exemption approved. There are four categories of research that are exempt from IRB review. Exempt public health research typically involves exemption #2 (e.g., low risk anonymous surveys or observation of public behavior when no personal identifiers are recorded) or #4 (e.g., use of existing anonymous data from a professor's study). For more information on these categories and copies of the appropriate Exempt Research Applications, click the IRB REVIEW PROCESS tab on the IRB website and then click on EXEMPT CATEGORIES.

If your research is subject to IRB review and is not exempt, you must fill out a regular IRB application form, which can be found on the IRB website under the FORMS tab. Most public health studies should fill out the **Social Science form**. The Medical form is typically for experimental drug studies or similar types of research. Call or write the IRB if you are unsure of which form to fill out. Also, there are several appendices on the IRB website that you may be required to include with your application. One appendix is surely needed: **Appendix J**, which is for student research. Your advisor will help you fill this out.

The IRB forms may be submitted by email to the IRB (see Contact Information, above). **Be sure to "cc" your advisor** if she/he did not actually sign the documents: the IRB accepts the "cc" as a digital signature.

What does the IRB look for?

When reviewing your application, the IRB will look for the following things:

1. You have completed (CITI) training
2. Your advisor has completed Appendix J and is "cc'd" on the submission email or has signed the documents
3. Risks to subjects are minimized
4. Risks to subjects are reasonable in relation to anticipated benefits
5. Selection of subjects is equitable and fair
6. Informed consent is sought from each prospective participant
7. Adequate preparation is taken to protect the privacy and confidentiality of subjects
8. Adequate provisions are made for the ongoing monitoring of the subjects' welfare

Some tips

- **Call or email the IRB if you have any questions. They are paid to help you and have seen thousands of studies, many just like yours!**
- Students should work closely with their faculty advisors when completing IRB forms.
- If you are collecting primary data, you will need a copy of the questions you intend to ask subjects, a protocol for collecting data, a consent form with all the elements (see website), and a plan to encrypt identifiable data. If you will be using participant recruitment materials (letters, advertisements, etc.), you must also include them along with your application.
- The IRB looks very closely at research involving children, prisoners, incapacitated persons, the elderly, deception, and higher risk interventions.
- If you're hoping to work with children, plan on getting informed consent from parents.
- All research entails some risk to subjects, even if merely boredom. It's best to overestimate the risks your study poses to subjects and to underestimate its benefits.

- Write short, pithy answers to each question on the IRB form.
- The length of time it takes for the IRB to review and approve your application is highly correlated with the completeness and quality of your application. Incomplete or vague answers often result in "deferrals" which can greatly lengthen the time to approval.
- This page on the IRB website offers specific guidance for student researchers:
<http://www.research.umn.edu/IRB/guidance/student-researchers.html>

5.10 International Student Requirements

Note: International student requirements may change over time. For up-to-date information go to www.issss.umn.edu.

Document Check and Orientation

All new international students must visit the University of Minnesota International Student & Scholar Services office (ISSS) shortly after arrival in Minnesota. See www.issss.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 also tracks entries into and departures from the U.S. Every school, college, and university that admits students or scholars on F, J, or M visas is mandated to implement SEVIS.

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 www.issss.umn.edu.

Academic Status

International students must maintain full-time status. MPH students must register for at least 9 credits each semester (6 credits for MS and PhD students). Under special conditions, students may apply for an exemption from 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** notify **BOTH** the DHS Bureau of Citizenship & Immigration Services (BCIS) and the University of Minnesota **within 10 days** of a change of address. For more information go to www.issss.umn.edu/INSGen/address.html.

6. Groups, Associations, and Societies

6.1 Student Groups

School of Public Health Student Senate

www.sph.umn.edu/current/studentssenate/index.asp

The Student Senate is comprised of graduate students of the University of Minnesota, School of Public Health. The Senate serves two main functions:

- The Student Senate is an official organization of the University of Minnesota, School of Public Health, representing the SPH graduate students in several university committees.
- The Student Senate also acts as the public health student association of the University of Minnesota, organizing activities and events among the graduate students in the school. They participate in volunteer activities around the Twin Cities, organize social events, and address student needs and concerns to the School and the divisions.

The SPH Student Senate welcomes input from all students from the school and invite you to join the Senate and help us serve the needs of the SPH students. Contact us at sphss@umn.edu.

The student senate officers for the 2011-2012 academic year are:

Office	Name	Email Address
President	Meghan Mason	maso0299@umn.edu
Vice President (Administrative)	Jennifer Kret	kretx022@umn.edu
Vice President (Committees & Divisions)	Vicky Bass	bassx079@umn.edu
Secretary	Bobbie Conradt	conra161@umn.edu
Treasurer	Stephanie Foo	foox011@umn.edu

Graduate and Professional Student Assembly

www.gapsa.umn.edu

The Graduate and Professional Student Assembly serves many functions on this campus, chief among them ensuring that the University, in all of its offices, programs, schools and departments, works in the interests of excellence in the graduate and professional experience. GAPSA and its coordinate councils advocate on your behalf to make the University of Minnesota the premier institution for graduate and professional education in the nation, and try to make sure students have a smooth, supported, even fun time getting their degree

Council of Graduate Students (COGS)

www.cogs.umn.edu

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

Center for Health Interdisciplinary Programs (CHIP)

www.chip.umn.edu

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 AHC students in the schools of dentistry, dental hygiene, health care administration, medical technology, medicine, mortuary science, nursing, occupational therapy, pharmacy, physical therapy, public health, and veterinary medicine.

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

www.tc.umn.edu/~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 about 3000 international students on this campus, whose length of stay varies from 3 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

www.sua.umn.edu/groups/

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.

6.2 Public Health Related Associations and Agencies

Minnesota Public Health Association (MPHA)

www.mpha.net/

Founded in 1907, the Minnesota Public Health Association 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.

American Public Health Association

www.apha.org

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

Association of Schools of Public Health

www.asph.org

The Association of Schools of Public Health (ASPH) 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.

Center for Cross-Cultural Health

www.crosshealth.com

The Center for Cross-Cultural Health is actively involved in the education and training of health and human service providers and organizations in the State of Minnesota and beyond. The Center is also a research and information resource. Through information sharing, training and research, the Center works to develop culturally competent individuals, organizations, systems, and societies.

Centers for Disease Control and Prevention

www.cdc.gov

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

National Institutes of Health

www.nih.gov

Begun as 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.

American College of Healthcare Executives

www.ache.org

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

6.3 Alumni Societies

School of Public Health Alumni Society

www.alumni.umn.edu
www.sph.umn.edu/alumni/

The School of Public Health Alumni Society has approximately 870 members. All graduates, students, and friends of the school are eligible for active membership in the society.

The society is responsible for a wide variety of successful initiatives, including:

- Spring Annual Meeting, cosponsored by the Minnesota Public Health Association.
- Student mentor program, designed to enable students to receive professional and personal guidance from alumni in their field of interest.
- Awards and student scholarships.
- Career Center, which provides support for a job bank and résumé database for students and alumni.
- Assistance with the newsletter *Advances*.

With every new member, the School of Public Health Alumni Society is able to offer more programs and services in support of the school and its students. Each membership makes a difference!

MHA Alumni Associationwww.mhaalum.org/

The Alumni Association of the University of Minnesota MHA Program was established in 1948 to facilitate ongoing support of the Healthcare Administration program and to continue fellowship among alumni. There are over 1,600 members. The Association supports MHA students through scholarships, and by providing learning opportunities.

7. DIVISION OF BIOSTATISTICS

7.1 Introduction

J. Arthur Harris and Edna Lockwood of the Botany Department taught the first biostatistics course at the University of Minnesota in 1924. Biostatistics courses continued in the Botany Department until 1936, when the biostatistics group became the Biometry Division, headed by Alan Treloar, in the new Department of Preventive Medicine and Public Health. By 1965, when Biometry opened a computer center for students and faculty, Biometry was the largest division in the School of Public Health. The Division head at the time was Jacob Bearman, who has endowed an annual student award. Byron Brown headed the Division from 1965-1968, followed by Richard McHugh until 1972. Marcus Kjelsberg was Division Head until 1986, when Biometry became Biostatistics, with Thomas A. Louis as its new Division head. In 1999, Richard Tweedie became head of Biostatistics. Following Dr. Tweedie's sudden death in June 2001, John Connett became the Division head of Biostatistics. Bradley Carlin began his role as Division Head in May 2010.

During the 2010-2011 academic year, there will be 30 Graduate faculty and around 60 graduate students: 30 in the PhD program and about 25 in the Masters degree programs. Our website at www.sph.umn.edu/biostatistics/ has notes on the faculty and their research and collaborative projects.

7.2 Overview of Degree Programs

Biostatistics has four different degree programs:

- Master of Science (MS) Plan B (*section 8*)
- Master of Science (MS) Plan A (*section 9*)
- Master of Public Health (MPH) (*section 10*)
- Doctor of Philosophy (PhD) (*section 11*)

The MS-Plan B program takes two academic years for full-time students, but we also accept part-time students and will help plan a schedule for completing the MS. The first year consists of three courses in applied biostatistics methods with extensive computing in SAS, two semesters of statistical theory, and a health science elective course. At the end of the first year, there is a written exam covering the two theory and three methods courses. During the summer many students gain experience at an internship in industry or research. In the second year, students take courses in clinical trials, analysis of survival data, plus three biostatistics electives. The MS is completed with a project during the final semester.

The MS-Plan A is primarily pursued by students who already have a research degree in a closely related field, for example, a PhD in mathematics. The MPH has additional requirements beyond those for the MS-Plan B, including an internship and coursework in all of the core areas of public health.

We encourage our best MS students to apply for our PhD program (see *section 8.4*), and also recruit students who have completed their MS in statistics or biostatistics elsewhere. The PhD program (*section 11*) is designed so that students, with an MS in Biostatistics/Statistics, may complete all required PhD coursework in two years and start their dissertation during their second or third year. (Student with a Bachelor's degree who are admitted to the PhD program may complete all required PhD coursework in three years.) During the first PhD year, students who have already taken all pre-recommended coursework during their MS will take two semesters of mathematical statistics and semester courses in linear models, probability models and Bayesian decision theory, plus electives, and then prepare during summer for the preliminary written exam that is given near the end of August. The second year is for biostatistics electives and the supporting program or minor. Students are encouraged to begin work on their dissertation during the second or early in the third year.

7.3 Advising

The Division of Biostatistics and 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.

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

- **Administrative Advising:** advising on course planning and scheduling, policies, procedures and benchmarks of the degree program/major, SPH, and the University. (In Biostatistics this is the Major Coordinator.)
- **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. (Academic advisors are assigned to new students at random and students may switch advisors at any time by contacting the Director of Graduate Studies.)
- **Field Experience/Internship/Practicum Advising:** specific and targeted advising for field experience/internship/practicum development, placement and completion.
- **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. (MS students choose their project advisor for their Plan B project during the second year, and this does not need to be the same person as their academic advisor. When PhD students choose their dissertation advisor, this faculty member also becomes their academic advisor.)

Students will be assigned to an advising team consisting of the major coordinator, the faculty advisor, project advisor and the program chair/major chair. All members of the team share responsibility for creating a successful advising relationship.

Advising Expectations for Students

Biostatistics 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 major coordinator or major chair/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 major coordinator 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 Major Coordinator 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 major coordinator or major chair/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)

7.4 Internships

A summer internship at the Centers for Disease Control, or a medical or pharmaceutical company, can be a valuable experience and a great help on a resume. MS students who find an internship usually hold the job during the summer after the first year.

Start looking early: The time to start looking for an internship for the summer after the first year is during the December-January break between semesters. The January issue of *Amstat News*, in the Biostatistics Reading Room, lists internship opportunities, as do these websites:

- www.amstat.org/jobweb/index.cfm

Federal regulations apply to international students who wish to hold internships; see *section 7.6*.

7.5 Seminars

An advantage of being in a major research program like ours is the opportunity to learn what other top biostatisticians, from both academic and industry, are doing; our divisional seminar provides such a venue. It is not necessarily about technical details, but also a big picture of the field, to which you will devote your next many years of life. It also provides a chance to learn something you may not learn from class. As a biostatistician, you need a big toolbox, from which you will draw to apply in your future work; even with as many courses as provided in our full curriculum, the chance is still quite high that a lot of useful tools are not covered in our courses.

The Division of Biostatistics offers research seminar talks, usually on Wednesday afternoons at 3:30, preceded by a tea at 3:00. All Students are strongly encouraged, and PhD students are required, to attend, and are warmly welcomed to join the social tea. The schedule of seminars is at www.sph.umn.edu/biostatistics/seminars/index.asp.

The School of Statistics also offers research seminars. Further information can be found at www.stat.umn.edu.

7.6 International Student Requirements

Document Check

Students must visit the International Student and Scholar Services (ISSS) office to have their documents checked upon arrival in the U.S. The ISSS has a web page of orientation information for international students at www.issss.umn.edu/new/default.html.

Health Insurance

The University of Minnesota requires all international students and their spouses and children to enroll in the Student Health Benefit Plan (SHBP) unless they are covered by a United States-based-employer-sponsored health plan or the Graduate Assistant Insurance Plan (GA Plan) provided by the University of Minnesota. If you have questions or need further information, please contact the Student Health Benefits Office (612.624.0627) located in room N323 at Boynton Health Service studins@bhs.umn.edu.

Spoken English Testing and English Proficiency

Students for whom English is a second language must demonstrate proficiency in spoken English. All Biostatistics students must have a proficiency ELP rating of 1, 2 or 3. Proficiency is assessed in one of the following ways:

- English Language Proficiency (ELP) rating earned through coursework with the Center for Teaching and Learning (CTL)
- Speaking section of TOEFL iBT (internet-based Test of English as a Foreign Language).
- SETTA (Spoken English Test for Teaching Assistants) test (TC campus) or alternative test chosen by coordinate campuses

More information can be found at www1.umn.edu/ohr/teachlearn/graduate/itap/settaeligibility/index.html

It is best to confirm your ELP rating during Fall Semester of the first year. Students who do not have a rating of 1, 2 or 3 must take the SETTA test or a course in Classroom Communication Skills. Students who do not have a 1, 2, or 3 proficiency rating will be considered less favorably for available Graduate Assistantships that occur during the year.

Maintain Full-Time Student Status

Students must register for at least 6 credits each semester (9 credits for MPH students). Under special conditions, they may apply for an exemption from the 6-credit rule at the ISSS office. Students must apply for the exemption before registering for fewer than 6 credits.

Notification of Changes

Students should immediately notify the Director of Graduate Studies if their visa type changes or there is a change in their graduate assistantship. We will work with you to help solve any problems that arise.

Internships

Students who find an internship opportunity during their graduate program may apply with the ISSS to hold an internship under **Curricular Practical Training (CPT)**. The federal requirements are:

- Students must find a Biostatistics faculty member who will act as "sponsor." This faculty sponsor signs the ISSS application, and agrees to assess the student's work during the internship. The student and faculty sponsor should agree in advance on the terms of this assessment; a brief written report is usual.
- Students must register for PubH 8494 Biostatistics: Directed Research (1 credit), with the faculty sponsor.

There is another program called **Optional Practical Training (OPT)** that may be used after students have finished all requirements for their degree. As with CPT, a faculty sponsor and assessment are also needed for Optional Practical Training and the student needs to register for Grad 0999 (free, no-credit). However, a student who spends 12 months or more in full-time Curricular Practical Training is not eligible for Optional Practical Training. Please contact the ISSS for more details.

7.7 Teaching Assistant and Research Assistant Positions

The Division of Biostatistics gives financial support in several ways, but mostly through graduate assistantships: Teaching Assistant (TA) or Research Assistant (RA) positions or a combination of both. Graduates use skills from both types of work, so there is an effort to assign each supported student to both at some time during their program. The Director of Graduate Studies in consultation with the faculty makes TA and RA assignments.

Teaching Assistantship (TA)

Teaching assistants are usually assigned to one or two courses each semester, and are expected to work 10 hours each week (25% appointment) for each assigned course working one-on-one with students to answer questions, grading papers and exams, or helping in the computer lab. Most first-year MS students are assigned as a TA for our large introductory courses for students in the health sciences.

Research Assistantship (RA)

Research assistants are assigned to research projects to work with data management and statistical analysis under the supervision of faculty and staff. Research assistants are expected to work 10 hours each week for a 25% appointment or 20 hours each week for a 50% appointment. Current research projects are described on our website at www.sph.umn.edu/biostatistics/.

The levels of financial support depend on the highest academic degree held by the student: Level I for students with a BA or BS; Level II for students with an MA, MS, or higher degree. PhD students without a Master's degree who have completed and passed the PhD preliminary written exam are also paid at the Level II rate.

Should a student earn a Master's degree or PhD student pass the preliminary written exam during an appointment period as an RA or TA, the student's salary will increase at the start of the next pay period after the degree is conferred or the exam results are announced.

The following table summarizes the salary, benefits, and expectations for half-time (25%) and full-time (50%) support for the nine-month school year during the 2011-2012 academic year. Further details of benefits are at www1.umn.edu/ohr/gae/benefits/index.html

	Half-Time Support 25% Appointment	Full-Time Support 50% Appointment
Hours of Work Per Week	10 hours	20 hours
Tuition [14 credits per semester] *	50% tuition benefit, resident rate*	100% tuition benefit*
Medical Benefit	47.5% coverage	95% coverage
Minimum 9-Month Salary [Level I]	\$6,665	\$13,302
Minimum 9-Month Salary [Level II]	\$8,529	\$17,059

* MPH students should refer to *section 4.4* of this guidebook for information pertaining to tuition benefits

Dates of Employment for Graduate Assistantships

RA and TA positions actually start a week before classes begin in the Fall, and continue a week after classes end in the Spring. There is no official vacation in December. Under the University rules, all graduate assistants are expected to be present to work during the entire term they are employed, so this means that **vacation time must be negotiated in advance with the supervisor**. Here are the time periods when graduate assistants are employed:

	Start Date	End Date
Fall Semester 2011	August 29, 2011	January 11, 2012
Spring Semester 2012	January 12, 2012	May 27, 2012

Students who terminate a graduate assistantship before the contracted ending date will be required to “pay back” a prorated amount of tuition and health insurance.

Summer Support

TA positions do not continue during the summer. Summer support for RAs depends on research funding levels, so these are negotiated between the student and their supervisor. Summer RA/TA positions generally do not cover summer tuition costs.

Length of Financial Support

Graduate assistantships are assigned to students in the fall of the academic year, with a term of one academic year (nine months). We plan to support MS and MPH students for two years, if they make satisfactory progress (see *section 8.5*) and PhD students, who have completed their MS degree and make satisfactory progress (see *section 11.5*), for four years. We have been able to do this consistently in the past. However, because future research funding is always uncertain and because of our increasing student body, we cannot promise to do this. Students assigned a graduate assistantship will receive a letter of appointment before Fall Semester describing their assignment, but the Division cannot make a commitment to continue that assistantship longer than the academic year (Fall and Spring Semesters).

We try to help continuing students who did not receive support when they started the program, as long as they are making satisfactory progress.

Finding Other Assistantships

Students admitted to the MS or PhD programs without financial support are eligible to apply for any graduate assistantship within the University. All graduate assistants receive the benefits listed above, although salaries may differ. All graduate assistant openings are listed at www1.umn.edu/ohr/employment/index.html. In this case, students should not apply for any graduate assistantships in the Division of Biostatistics, as they have already been considered for these.

7.8 Student Mailboxes

All division students have a mailbox and should check it frequently for information. Mailboxes are located in Mayo A446. This room is locked at all times. The combination to the door can be obtained from the Biostatistics Mayo staff (Megan Schlick or Sally Olander).

7.9 Division Travel Policy for Biostatistics Students

The 2011-2012 Division policy for Biostatistics student travel is as follows:

The cap on STATE-funded student travel will remain at \$500 per year. Also, for those who obtain external matching funds (say, ENAR Student Travel Awards or any of the JSM student travel awards sponsored by the various JSM sections), the cap will increase to \$1000. That is, we will continue to reward students who find other funding sources and get nice slots on the program with an increase in support. Email all requests for approval to use these funds to Brad Carlin (carli002@umn.edu) and Janet Bendickson (j-bend@umn.edu).

8. BIostatISTICS MS PLAN B DEGREE PROGRAM

8.1 Requirements

The Division of Biostatistics has a set of competencies that are mapped to learning and evaluation opportunities. These competencies can be found at www.sph.umn.edu/accreditation/appendix/26c/biostatmphms.html.

Coursework

For the MS-Plan B program, you must complete 7 core courses and 4 elective courses with a GPA of 3.0, pass a comprehensive written exam, complete the Plan B project, and pass the final oral exam. All courses in the MS-Plan B program must be taken with the A/F grading option.

- Seven core biostatistics courses: Regression (PubH 7405), ANOVA and Design (PubH 7406), Analysis of Categorical Data (PubH 7407); Theory of Statistics I and II (Stat 5101, 5102; or Stat 8101, 8102), Survival Analysis (PubH 7450), and Clinical Trials, (PubH 7420).
- Three biostatistics electives (at least 8 credits total), usually taken during the second year.
- One health science elective (3 credits), usually taken during the first year.
- PubH 7494 Master's Project: Biostatistics (3 credits), taken while completing the Plan B project.
- Students who are not native speakers of English must show proficiency in spoken English; see section 7.6.

Standard MS-Plan B Course Schedule

Fall Semester – Year One

Course	Title	Credits
PubH 7405	Regression	4
* Stat 5101 or Stat 8101	Theory of Statistics I (5101) Theory of Statistics I (8101)	4
<i>Varies</i>	<i>Health Science Elective</i>	3-4

Spring Semester – Year One

PubH 7406	ANOVA and Design	4
PubH 7407	Analysis of Categorical Data	3
* Stat 5102 or Stat 8102	Theory of Statistics II (5102) Theory of Statistics II (8102)	4
<i>Comprehensive Written Exam to be taken after finals of Spring Semester</i>		

Fall Semester – Year Two

Course	Title	Cr
PubH 7450	Survival Analysis	3
<i>Varies</i>	<i>Biostatistics Elective</i>	1-4
<i>Varies</i>	<i>Biostatistics Elective</i>	1-4

Spring Semester – Year Two

PubH 7420	Clinical Trials	3
PubH 7494	Master's Project: Biostatistics	3
<i>Varies</i>	<i>Biostatistics Elective</i>	1-4

* CHOOSING BETWEEN STAT 5101-5102 AND STAT 8101-8102: Student may take either the theory sequence Stat 5101-5102 or the theory sequence Stat 8101-8102. You should consider taking Stat 8101-8102 if you have a strong background in mathematics and especially if you are considering going on for a PhD in Biostatistics.

Biostatistics Electives

You need **three** biostatistics elective courses (at least 8 credits) chosen from the list below. The courses are grouped into topics, but you may choose any three courses. To use a course not listed below for your biostatistics elective, please get approval from your advisor and the Director of Graduate Studies *before registering for the course*.

Biostatistical Methods

Course	Title	Term Offered	Credits
PubH 7430	Statistical Methods for Correlated Data	Fall	3
PubH 7435/8435	Latent Variable Models	Not offered 11-12	3
PubH 7440	Introduction to Bayesian Data Analysis	Spring	3
PubH 7445/8445	Statistics in Genetics and Molecular Biology	Fall	3
PubH 7460	Advanced Statistical Computing	Fall	3
PubH 7470	Statistics for Translational and Clinical Research	Spring	3
PubH 7465	Biostatistics Consulting	Spring	3
PubH 7475/8475	Statistical Learning and Data Mining	Not offered 11-12	3
PubH 8422	Modern Non-parametrics (<i>requires PhD level prerequisites</i>)	Not offered 11-12	3
Stat 5401	Applied Multivariate Methods	Spring	3
Stat 5601	Nonparametric Methods	Fall	3

Preparation for the Biostatistics PhD Program [see section 8.4]

Math 5615H	Honors: Introduction to Analysis I	Fall	4
Math 5616H	Honors: Introduction to Analysis II	Spring	4

Spatial Statistics and Related Software

PubH 8472	Spatial Biostatistics (<i>requires PhD level prerequisites</i>)	Spring	3
GIS 5571	Introduction to Arc/Info	Fall	3
Geog 5561	Principles of Geographic Information Science	Fall	4

Technical Writing in English for Non-native Speakers

Writ 5051	Research Writing Practice for Non-native Speakers	Fall/Spring	3
Writ 5052	Research Presentations and Conference Writing for Non-Native Speakers of English	Fall/Spring	3

Health Science Electives

You need at least 3 credits from the list below. To use a course not listed below for your health science elective, please get approval from your advisor and the Director of Graduate Studies *before registering for the course*.

Epidemiology

Course	Title	Term Offered	Credits
PubH 6341	Epidemiologic Methods I (HIGHLY RECOMMENDED)	Fall	3
PubH 6320	Fundamentals of Epidemiology	Fall/Spring/Summer	3

Statistical Genetics and Genomics

CSci 5481	Computational Techniques for Genomics	Fall	3
PBio 5301	Plant Genomics	Fall	3
PSY 5137	Introduction to Behavioral Genetics	Fall	3
PubH 6381	Genetics in Public Health	Fall	2

Administration

PubH 6751	Principles of Management in Health Services Organizations	Fall/Spring	2
-----------	---	-------------	---

Behavioral Science

PubH 6020	Fundamentals of Social and Behavioral Science	Fall/Spring/Summer	3
-----------	---	--------------------	---

Health Science Electives (continued)

Environmental Health

Course	Title	Term Offered	Credits
PubH 6101	Environmental Health	Fall/Spring	2
PubH 6102	Issues in Environmental and Occupational Health	Spring/Summer	2

Related Field or Minor Field

The Graduate School requires "a minimum of 6 credits in one or more related fields outside the major." This means 5000, 6000, 7000 or 8000-level A/F courses from another Division of SPH, such as Epidemiology, or from another department, such as Statistics. This Related Field requirement is automatically satisfied by the two courses in statistical theory from the Statistics Department, and students may use Statistics as their related field. Students are also free to choose electives to form a different related field.

A *minor field* is optional, with extra requirements. Students must complete 6 or more credits in a single field outside biostatistics and need approval from the Director of Graduate Studies in the minor field.

Transferring Credits

Coursework from other institutions or programs may be transferred to the Biostatistics MS program with approval from the student's advisor and the Director of Graduate Studies. No more than 40% of the credits on a student's degree plan may be transferred. Rules for transferring courses are given in the online Graduate School Catalog at www.catalogs.umn.edu/grad/index.html. The Petition Form can be found at: www.grad.umn.edu/current_students/forms/g59.pdf.

Registration Requirement and Student Status

MS students must register for at least six credits each semester to be certified by the Office of the Registrar as a full time Graduate School student. Full-time status is required to hold a graduate assistantship.

Students should maintain active student status from the beginning of their program until they graduate. To maintain active student status, you must register every fall and spring semester. Students who have completed all required courses may register for Grad 0999, which is free, zero-credit, non-graded and fulfills the registration requirement. See www.grad.umn.edu/current_students/registration/active_status.html.

Students who do not register for one semester lose their student status with the Graduate School. To regain student status, they must reapply and pay the fee for application; see www.grad.umn.edu/current_students/forms/cos.pdf for details.

8.2 Written Examination

The written examination is given in May one week after spring semester final exams. The written exam covers material from the three methods courses, (PubH 7405-7406-7407) and the two statistical theory courses (Stat 5101-5102, for which Stat 8101-8102 is also more than adequate). Students are expected to take the exam the first time it is given after the student completes these courses. Students who are expected to take the exam but do not, will be officially recorded as failing the written exam. Exemptions can only be granted by the academic advisor and the Director of Graduate Studies, in consultation with the Division Head. To help students prepare, previous years' written exams and answer keys are available for review and photocopying in the Division office.

The written exam is a three-hour, closed book exam. Students are issued hand calculators for the exam and may not use their own calculator. Student's names are masked by assigning individual code letters when the test is given. Names remain masked when test papers are graded and when the faculty meet to decide the passing score about two weeks after the exam. Academic advisors inform students whether or not they passed the exam, but do not reveal scores. The exam's answers are available to students after grading.

Students have two chances to pass the exam. If they do not pass the first time, they may take the exam again one year later. A student who fails on the second try will not be allowed to continue in the MS program.

8.3 Degree Program Form

At the end of the first year or the beginning of the second, and at least four weeks before their final oral exam, students must file a Degree Program form with the Major Coordinator. You may complete and print this form online at www.grad.umn.edu/Current_Students/forms/g89a.pdf. Here is what is listed on this form:

1. **Coursework:** all required coursework for the MS degree, both courses completed and those not yet taken. This should be a *minimal set* of courses that meet the requirements. By the time you are ready to graduate, the minimal set of courses listed must appear on your transcript; you do not need to list all courses you have taken. To revise the list of courses, you need to file a *Graduate School Petition Form* (www.grad.umn.edu/Current_Students/forms/g59.pdf).
2. **Oral examination committee:** This is your Plan B committee, and must have at least two members of the Biostatistics faculty and at least one faculty member from outside Biostatistics. All committee members must be listed as a Faculty with Graduate Education Responsibilities with the Graduate School (www.grad.umn.edu/faculty_rosters/faculty.html). One of the Biostatistics faculty members should be listed as the chair of the committee. It is fine to list a tentative committee if you have not yet started your Plan B. When you are closer to completing your Plan B project and know whom you want on your committee, ask them to agree to serve and then update the committee listed on your degree program by contacting the Biostatistics Major Coordinator. For further discussion of the committee, see *section 8.6*.

8.4 Transferring from the MS to the PhD Program

Students who are enrolled in the MS program and who wish to continue to the PhD program must apply through the School of Public Health's internal application process. Students should:

1. Discuss plans with their academic advisor and the Director of Graduate Studies during their first year or after the Masters written examination.
2. Take the prerequisite, *Math 5615H Real Analysis I* during fall semester of year two. The second semester of this course, *Math 5616H*, is also strongly recommended.
3. Apply to the PhD program by December 1. The application and directions can be downloaded from the School of Public Health website: www.sph.umn.edu/prospective/admissions/index.asp.
4. Request recommendation letters from the Math 5615 instructor and from one Biostatistics faculty member. Applicant also needs to write a one-page statement explaining why they want to earn a doctorate.
5. For students working towards an MS degree: if your PhD application states that you plan to finish your MS degree, it is important that you do so before the first semester after admission to the PhD program. This includes specifically finishing the Plan B project before the start of the fall semester of the PhD study. If you have not completed the MS program by that time, you may forfeit chances of having a graduate assistantship until completion of all MS requirements.

8.5 Satisfactory Progress in the MS Program

Students are expected to advance steadily towards graduation, which is called making "satisfactory progress." To make satisfactory progress in the MS program, students should:

- Register for courses every fall and spring semester until course requirements are completed. Students with graduate assistantships must register for at least 6 credits to maintain their full-time status, or lose their assistantship.
- Maintain a GPA of at least 3.0 in the MS core courses and the MS required elective courses, and make up all grades of I (incomplete) within one year.
- File a Degree Program plan before or during Fall Semester of year two; see section 8.3.
- Take the written exam the first time it is given after the student completes PubH 7405-7406-7407 and Stat 5101-5102 (or Stat 8101-8102). Students who are expected to take the exam but do not will be officially recorded as failing the written exam. Exemptions can only be granted by the academic advisor and the Director of Graduate Studies, in consultation with the Division Head.
- Complete the Plan B project and pass the final oral examination within one semester of completing all required coursework.

In June, current students receive a letter from their academic advisor assessing their progress, and explaining any unfulfilled requirements for satisfactory progress.

If you need an exemption from these requirements, you must make a written request to both your academic advisor and the Director of Graduate Studies. Your request must include a written plan for finishing the MS program.

Students who fail to make satisfactory progress will be asked to meet with their academic advisor and the DGS, to discuss the requirements for continuing in the program. These requirements and the time limit for fulfilling them will be given to the student in writing. If the requirements are not met within the deadline, the graduate faculty will vote to decide whether to dismiss the student from the program.

8.6 The Plan B Project and Graduating

The Graduate School rules state that, "the Plan B project should involve a combined total of approximately 120 hours (the equivalent of three full-time weeks) of work." Common topics for Plan B projects include application and assessment of new methodology, a novel analysis of an interesting dataset, or a simulation study to compare statistical methods. As examples, written projects from previous students are in the Biostatistics Reading Room.

In Biostatistics, there are three requirements for the Plan B project:

1. A written report, with a review of the relevant biostatistical literature, technical explanation of the biostatistical method, and a clear exposition of the scientific background relevant to any data used. Computer code written for the project should be listed in an appendix, and carefully documented. The student should do all work on the project.
2. A 25-minute oral presentation of the project at a seminar, followed immediately by a final oral examination by the committee listed on the Degree Program form. The seminar is open to the public; the oral exam is not.
3. Students must register for PubH 7494 – *Master's Project: Biostatistics*, for a total of 3 credits with the S/N grading option. This course is not included on the official Degree Program form. If you must use your own money for these credits, please see the Director of Graduate Studies before registering.

From start to finish (graduation), the Plan B project requires at least six weeks, and many students take four or five months to complete their project. Below is a list of steps in carrying out a Plan B project. If necessary, some steps can be finished quickly, but some cannot be rushed. A fixed deadline is that *you must give a complete final copy of your project, approved by your Plan B project advisor, to your oral examination committee two weeks before your seminar and final oral exam*. Your Plan B project advisor decides when your written project is ready to give to your committee and this may take longer than you expect. You may find yourself in a difficult situation if you accept a job with a fixed starting date before your advisor says you are ready to schedule your seminar and final oral exam. Here is a suggested timeline:

During Fall Semester of Year Two:

1. Find a **Plan B project advisor** and a topic.

Your Plan B project advisor is the member of the Biostatistics faculty member with Graduate Education Responsibilities who is responsible for supervising your work, and approving the scope and content of your project. You may choose your academic advisor as your project advisor, or you may choose another Biostatistics faculty member.

Another possibility is to work on your project with a faculty member in a health science field outside Biostatistics, supervised by your Plan B project advisor in Biostatistics. This outside advisor would normally be a member of your final oral examination committee. In order to serve on this committee, the outside advisor must be listed as a Faculty with Graduate Education Responsibilities with the Graduate School (www.grad.umn.edu/faculty_rosters/faculty.html); please see the Major Coordinator to check on this. If they are not listed as a Faculty with Graduate Education Responsibilities, they will not be able to serve on your final oral examination committee.

2. **Final oral examination committee.** Once you have established a Plan B project advisor and a topic, recruit your final oral examination committee (your Plan B committee). This committee must have two members from the Biostatistics faculty and one Graduate faculty member from outside of Biostatistics. Typically the committee is made up of the Plan B advisor, the academic advisor (or some other Biostatistics faculty when the Plan B advisor is also the academic advisor), and a non-biostatistics faculty member whom the student had as a professor for a class or who has some relationship with the project.

3. File a *Degree Program* (www.grad.umn.edu/Current_Students/forms/gS89a.pdf) listing your coursework and the members of your final oral examination committee. If you wish to change your committee at a later date, first ask the new members to serve and then contact the Major Coordinator to make the substitutions.

During March of Year Two, or about two months before graduation:

4. Complete a first draft of your project for your project advisor. For the format of the written project, please see recent students' projects in the Biostatistics Reading Room (Mayo A460). You may need to revise this draft several times. Your Plan B project advisor decides when your written project is close enough to finished, and then gives you permission to schedule your seminar and final oral examination.
5. Most students complete their projects and their final oral examination during spring semester of their second year or during the summer following this. If your project takes longer and your final oral examination will be scheduled during fall semester of your third year, then you must register for fall semester to maintain active student status. If you lose active student status, you will not be able to graduate until you reapply and pay the application fee. If you are not taking any courses, you may register for Grad 0999, which is free, zero-credit, non-graded and fulfills the registration requirement; see www.grad.umn.edu/current_students/registration/active_status.html.
6. Order your Graduation Packet from the Graduate School (www.grad.umn.edu/current_students/forms/grad_packet/masters/confirm.html). You must have an approved Degree Program on file before the Graduate School will give you the Graduation Packet. Make sure that all the courses listed and your final oral examination committee on your Degree Program are completely correct. If you have taken different courses than you originally listed on your Degree Program, then you must file a Graduate School Petition Form to update your Degree Program.

The Graduation Packet contains all the forms and instructions you need to finish including: Graduation Instructions, *Application for Degree* and the *Final Examination Report*.

The Final Oral Examination and Graduation

The Graduate School awards degrees administratively every month. The earliest you can graduate is at the end of the month of your seminar and final oral examination. Here are the final steps to finish:

7. **Before the first day of the month in which you want to graduate:** Bring the *Application for Degree*, from the Graduation packet, to Student Relations, 200 Fraser Hall (East Bank) or 130 Coffey Hall (St. Paul).
8. When you file the *Application for Degree*, the Graduate School staff will check your *Degree Program*. If they find that you have not taken a course listed on your *Degree Program*, then you will not be able to graduate until you have filed a *Graduate School Petition Form* to correct the *Degree Program*. All Graduate School requirements for the MS must be completed by the last working day of the month you intend to graduate.
9. Choose a date and time for your presentation with your committee. Inform Megan Schlick (in A460 Mayo) of this date once you know it. She will arrange a room for your presentation, as well as schedule an exit interview for you with the Division Head. This exit interview is a way for you to give comments on the Biostatistics program.
10. **Two weeks before your seminar and final oral examination:** Give a complete final copy of your project, approved by your Plan B project advisor, and to each member of your oral examination committee.
11. **At your seminar and final oral examination:** Bring the *Final Examination Report* and a current copy of your transcript. The Division will serve coffee and tea, and you may bring cookies or treats.
12. **After you have passed the final oral exam:** Your committee will sign the *Final Examination Report*. Take the signed report to the Graduate School in 316 Johnston Hall.
13. Make all revisions in your written project that were required by your committee. When your Plan B project advisor accepts your revisions, bring a copy of your completed Plan B written project to the Biostatistics office in Mayo A460. The Plan B paper should be unbound - no staples, punched holes, or report covers.
14. If you wish to attend a commencement ceremony, The School of Public Health holds commencement every May (www.sph.umn.edu/current/grad/).
15. The Biostatistics office will give you an *Alumni Information* form. Please fill out the contact information so we can keep in touch with you. Copy any files you want from your computer account, and return any Reading Room materials. Please return your University keys to the Biostatistics Division office.
16. Finally, complete the School of Public Health Alumni Survey at: secure.ahc.umn.edu/PublicHealth/careersurvey.

9. BIostatistics MS Plan A Degree Program

The Plan A Master's program requires that a student complete at least 20 credits with a GPA of 3.0, pass the MS written exam (see *section 8.2*), complete the thesis project and pass the final oral exam.

The required courses for the MS Degree Plan B do not prepare a student to write a thesis, that is, to do original research in biostatistics methodology. This is why nearly all students choose to do a written project (Plan B) rather than a thesis. Only students with an advanced background in mathematics or theoretical statistics should consider Plan A.

Please consult www.catalogs.umn.edu/grad/index.html for detailed rules imposed by the Graduate School on the Plan A MS program. Here is a brief outline: Guided by the advisor and with the agreement of the Director of Graduate Studies, the student selects at least 20 semester credits with at least 14 semester credits in biostatistics courses and at least 6 semester credits in a minor area or coordinated/related fields. All credits included in the official Degree Program must be in graduate-level courses. A 3.00 minimum GPA must be maintained for all courses in the program. Students are expected to make satisfactory progress toward graduation; see *section 8.5*. Students who are not native-speakers of English must demonstrate proficiency in spoken English; see *section 7.6*.

The student must pass the MS written exam (see *section 8.2*) before starting the thesis under the guidance of the advisor. Students must also register for a minimum of 10 master's thesis credits (PubH 8777), but these cannot be used to meet course credit requirements. There is a final oral exam that consists of a defense of the thesis. A final copy of the thesis should be given to the Biostatistics office and the Graduate School.

10. BIOSTATISTICS MPH DEGREE PROGRAM

The Biostatistics MPH program require that students meet the Association of Schools of Public Health (ASPH) Core Competencies in five core public health areas, including administration, behavioral science, Biostatistics, environmental health, and epidemiology, plus an additional requirement in ethics. These competencies are met through the SPH core courses. MPH degree program competencies can be found at www.sph.umn.edu/accreditation/appendix/26c/biostatsmphms.html

The Master of Public Health (MPH) program has different course requirements than the MS plan B. In place of the four elective courses (1 in health science and 3 in Biostatistics) which are required in the MS Plan B, the MPH requires five public health courses (1 taken from each public health core area listed below). The MPH program also requires students to complete a field experience (a kind of internship) **in addition** to a written master's project like the MS Plan B written project. Unlike the MS Plan B, the MPH does not have a comprehensive written exam requirement.

10.1 Program Curriculum

MPH students must complete a minimum of 42 credits, including the required courses shown below. Additional credits needed to total 42 may be taken from any of the following: graduate-level courses related to Biostatistics, Statistics, or Public Health (including courses in the Public Health Interdisciplinary Concentrations), PubH 7494 (Master's Project), and PubH 7496 (Field Experience).

Biostatistics Core Courses [25 credit hours]

Course	Title	Offered	Credits
PubH 7405	Biostatistics: Regression	Fall	4
PubH 7406	Biostatistics: ANOVA and Design	Spring	4
PubH 7407	Analysis of Categorical Data	Spring	3
PubH 7450	Survival Analysis	Fall	3
PubH 7420	Clinical Trials: Design, Implementation, and Analysis	Spring	3
Stat 5101	Theory of Statistics I	Fall	4
Stat 5102	Theory of Statistics II	Spring	4

Public Health Core Courses [11-13 credit hours]

Administration [one course]			
PubH 6751	Principles of Management in Health Services Organizations	Fall/Spring	2
Behavioral Science			
PubH 6020	Fundamentals of Social and Behavioral Science	Fall/Spring/Summer	3
Environmental Health [one course]			
PubH 6101 or PubH 6102	Environmental Health Issues in Environmental and Occupational Health	Fall/Spring Fall/Spring/Summer	2 2
Epidemiology [one course]			
PubH 6320 or PubH 6341	Fundamentals of Epidemiology Epidemiological Methods I	Fall/Spring/Summer Fall	3 3
Ethics [one course]			
PubH 6741 or PubH 6742	Ethics in Public Health: Professional Practice and Policy Ethics in Public Health: Research and Policy	Fall/Spring/Summer Fall/Spring/Summer	1 1

10.2 Other MPH Degree Requirements

Public Health Core Area Requirements

Students working towards an MPH degree must satisfy competency requirements in the six core areas of public health – administration, behavioral science, biostatistics, environmental health, epidemiology, and ethics. This is accomplished by satisfactorily passing (with a grade of B- or better) the chosen public health courses described in section 10.1.

The Public Health core area requirements can also be satisfied by:

- Pass an equivalency exam in the core area. Examinations are given twice each year prior to Fall and Spring Semesters. Equivalency exams satisfy competency requirements for the following core courses only:
 - PubH 6751 Principles of Management in Health Services Organizations
 - PubH 6020 Fundamental of Social and Behavioral Science
 - PubH 6101 Environmental Health
 - PubH 6320 Fundamentals of Epidemiology
 - PubH 6741 Ethics in Public Health: Professional Practice and Policy
- OR**
- Pass an advanced course in the core area as approved by the respective major chair and the Educational Policy Committee,
- OR**
- Complete a graduate level course, with a grade of B or better, at an accredited university or college that meets the competencies defined by CEPH. The Educational Policy Committee, upon petition of the student, will determine acceptance of a course for transfer.

Registration Requirement

Students are required to register for at least 2 semesters and 15 credits in the School of Public Health.

Course Numbers and Graduate Credit

5xxx and 8xxx-level courses are considered graduate-level. 1xxx and 3xxx-level courses are for undergraduates and will not receive approval for graduate credit. Under some circumstances – with approval of the student’s Major Chair – 4xxx, 6xxx, and 7xxx-level courses may also be applied toward a MPH degree as long as they are taught by a member of the graduate faculty.

SPH Grading Policies

Grade Point Average

Students must achieve a grade point average of no less than 3.0 (B) across their entire program to receive an MPH degree.

S-N Grade Option

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

Public Health Core Courses

Courses designated as part of the public health core must be taken for a letter grade (A-F). Students will be 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 at their own expense until they achieve a grade of B- or better. However, a retaken course may be counted only once toward degree requirements in the student’s study plan.

Each public health major may require higher levels of achievement for its own students in public health core courses that are also core to the major. This may include restrictions on retaking public health core courses that are also core to the major, or requiring more than a B- performance level. Students should consult their Major Coordinator for documentation of these requirements.

Note: Students should refer to *section 5.4* for information on the University’s uniform grading policy.

Field Experience

All students matriculating in a MPH program must complete a formal, supervised fieldwork experience consisting of at least 90 hours in order to graduate. Neither prior professional degrees nor prior work experience in a field not closely related to the MPH degree program are sufficient grounds for waiving the fieldwork requirement.

Each major has established requirements for completion of fieldwork. These requirements include criteria for type of experience, site selection, and preceptor; how students should initiate and arrange the fieldwork; role of faculty supervisor; method of evaluation; and credit and course enrollment. Fieldwork requirements can take whatever form is deemed appropriate to the major, including internships, master's projects completed in a practice setting, or coursework with significant field or community work done under the guidance of a community preceptor. Guidelines for Biostatistics are found at www.sph.umn.edu/programs/biostatsmph/assets/MPH_Practicum.pdf.

All students must complete a contract prior to beginning the experience. The online contract form provides streamlined, comprehensive for the student, their preceptors, and faculty advisor. Please refer to the current student Web site for this and other resources related to the field experience www.sph.umn.edu/current/fe/. Similarly, an evaluation of the field experience by both the preceptor and the student must be completed prior to receiving a satisfactory grade.

MPH Study Plan

Students are required to submit a completed MPH Study Plan (www.sph.umn.edu/current/assets/mphstudyplan.pdf) to their Major Coordinator at least one semester prior to their anticipated completion of coursework. Earlier submission (e.g. in the second to last semester) is suggested to allow the Major Coordinators to review the study plan and notify students if they are missing any requirements prior to their last term of study.

Master's Project

Students must complete a master's project, demonstrating familiarity with the tools of research or scholarship in the major, the capacity to work independently, and the ability to present the results of the investigation effectively. The master's project should involve a combined total of approximately 120 hours (the equivalent of three full-time weeks) of work. See section 8.6 for a description of the project as it is the same as the MS Plan B project.

Satisfactory Progress

Students are expected to advance steadily towards graduation, which is called making "satisfactory progress." To make satisfactory progress in the MPH program, students should:

- Register for courses every fall and spring semester until course requirements are completed. Students with graduate assistantships must register for at least 6 credits, or lose their assistantship.
- Maintain a GPA of at least 3.0 in the Biostatistics core courses, the MPH core courses, and additional courses to reach the 42 credit minimum, and up all grades of I (incomplete) within one year.
- Complete the Master's project and pass the final oral examination within one semester of completing all required coursework.

In June, current students receive a letter from their academic advisor assessing their progress, and explaining any unfulfilled requirements for satisfactory progress.

If you need an exemption from these requirements, you must make a written request to both your academic advisor and the MPH Major Chair. Your request must include a written plan for finishing the MPH program.

Students who fail to make satisfactory progress will be asked to meet with their academic advisor and the MPH Major Chair, to discuss the requirements for continuing in the program. These requirements and the time limit for fulfilling them will be given to the student in writing. If the requirements are not met within the deadline, the graduate faculty will vote to decide whether to dismiss the student from the program.

Time Frame

The maximum time allowed by the School of Public Health for completion of an MPH degree is seven years. The seven year period begins with the first term of enrollment after admission to a degree program within the School.

Course Transfer Credits

Students must complete credit requirement as specified by the individual major with a minimum of 42 credits. A student may seek transfer of up to 40% of the total number of credits required to complete the MPH degree. Courses approved for transfer into the program must be graduate or professional degree level courses taken at an accredited institution within the last five years. Courses older than 5 years may be allowed for individuals with prior earned

advanced degrees who have been actively working in their field of study as demonstrated by their current resume. Course credits may be used to satisfy public health core or other program requirements as jointly approved by the appropriate Major Chair and/or Educational Policy Committee and Associate Dean for Academic Affairs. A grade of "B" or better is required for each course requested for transfer credit.

Students must:

1. Meet with their advisor to discuss the petitioning process. If the petition is acceptable to the advisor, the student will complete and sign the *Petition* form, obtain the advisor's signature, and attach an official transcript on which the final grade has been posted.
2. Submit the *Petition* form to the Major Coordinator for processing. The *Petition* form can be obtained from the Student Services Center or Major Coordinator.

The Major Coordinator will forward the petition to the major chair and then to the Associate Dean for final evaluation and/or approval.

Students admitted to the Public Health Certificate in Core Concepts program are considered officially enrolled in the School of Public Health (SPH). While successful completion of the Certificate program does not entitle recipients to future admission to SPH degree programs, recipients are free to apply to degree programs upon completion of the Certificate. Should they be admitted to an MPH major, the 15 credits qualifying for the Certificate will be accepted as fulfilling the public health core requirements, and do not count as transfer credits.

Course Substitutions and Waivers

All student requests that deviate from the degree curriculum requirements outlined in this Guidebook must be made on a *Petition* form. The *Petition* form can be obtained from the Student Services Center or Major Coordinator.

NOTE: the process for approving a course substitution or waiver could take up to one month, so plan accordingly.

Course Substitution Procedures:

The following process should be followed when requesting that a course substitute for a required course in your degree program.

1. Gather the course syllabi of the required course in your degree program and the proposed substitute course and a transcript on which the proposed course grade has been posted (if the proposed course has already been completed).
2. Complete the *Petition* form with the following information in each section:
 - REQUEST SECTION: describe the course requested for substitution including the course title, number of credits, term and year taken, and the name of the institution where the course was taken. Also list the course/requirement in your degree program for which you are asking for the substitution.
 - REASON/EXPLANATION SECTION: Indicate what skills and/or content overlaps between the required course(s) and the proposed substitute course(s).
3. Compile the above materials and have the request reviewed by your advisor. He/she will complete the Department section of the *Petition* form and indicate whether or not they approve of the request.
4. After the advisor has made his/her recommendations, the student should submit these materials to the Major Coordinator who will forward it to the appropriate Credentials Committee for review. The student will be notified via e-mail of the committee's decision.
5. If the substitute course is to replace a School of Public Health Core course (administration-PubH 6751/6752, behavioral/social science-PubH 6020, biostatistics-PubH 6414/6450, environmental health-PubH 6101/6102, epidemiology-PubH 6320/6341, ethics-PubH 6741/6742), there is an additional step to get School level approval. To complete this next step, provide two additional copies of the above materials. All of those materials should be submitted to your Major Coordinator. Upon receipt of those materials, the Major Coordinator will review the request with the Major Chair and then if approved by the Major Chair, all copies of the request will be forwarded to the SPH Educational Policy committee. The student will be notified by the SPH Student Services Center via e-mail of the committee's decision. If the Major Chair does not approve of the request, the Major Coordinator will inform the student that the request will not be forwarded to the SPH Educational Policy Committee for review.

Application for Degree

MPH students are required to complete an *Application for Degree* form. There are strict deadline dates before a student can be cleared for graduation. The form can be found at: policy.umn.edu/Forms/otr/otr177.pdf. We strongly encourage students to submit the form in their first semester of matriculation.

11. BIostatISTICS PHD DEGREE PROGRAM

11.1 Requirements

The Biostatistics PhD program has a set of competencies that are mapped to learning and evaluation opportunities. These represent competencies that are unique to the specialty area of study. The Biostatistics PhD competencies can be found at: www.sph.umn.edu/accreditation/appendix/26c/biostatsphd.html

Coursework

The PhD program requires 7 core courses and 3 electives, a preliminary written examination, a preliminary oral examination, writing the dissertation, and defending the dissertation in a final oral examination.

- Seven core biostatistics courses:
 - Linear Models (PubH 8401)
 - Probability Models (PubH 8432)
 - Bayesian Decision Theory (PubH 8442)
 - Theory of Statistics I and II (Stat 8101-8102)
 - Mathematical Statistics I and II (Stat 8111- 8112)
- Three Biostatistics elective courses chosen from the following:
 - PubH 8422 (Modern Non-parametrics)
 - PubH 8435 (Latent Variable Models)
 - PubH 8445 (Stat Genetics & Molecular Biology)
 - PubH 8446 (Stat Genetics II)
 - PubH 8452 (Longitudinal Data Analysis)
 - PubH 8462(Advanced Survival Analysis)
 - PubH 8472 (Spatial Biostatistics)
 - PubH 8475 (Statistical Learning and Data Mining)
 - PubH 8482 (Sequential Analysis)
 - PubH 8492 (Hierarchical and Richly Parametrized Linear Models)
 - or other 8000 level biostatistics topics courses
- Fulfill the 12-credit requirement for a supporting field or minor, which is fulfilled by the 14 credits of required Statistics courses; (see section 11.2 for an explanation of this requirement).
- Students who have not taken courses equivalent to Clinical Trials (PubH 7420) and Survival Analysis (PubH 7450) should take both as early as possible.
- At least 24 thesis credits (PubH 8888) while writing the doctoral thesis. Students must pass their preliminary oral examination before they can begin registering for thesis credits, so this examination should be scheduled as early as possible. Students who delay their preliminary oral examination may be forced to delay their graduation by a semester to have time to fulfill the thesis credit requirement.
- Students who are not native-speakers of English must demonstrate proficiency in spoken English, as described in section 7.6. It is best to complete this during the first semester.

All PhD program courses must be taken with the A/F grading option, except for courses only offered pass/fail (S/N).

Sample Biostatistics PhD Course Schedules

Below are several sample Biostat PhD course schedules. The schedule a student takes will vary depending on their background when admitted to the Biostatistics PhD program. Students are encouraged to consult with their academic advisor and Director of Graduate Studies to determine the most appropriate schedule.

Schedule 1: Students admitted to the University of Minnesota with an MS in Statistics or Biostatistics and who have taken courses in Clinical Trials and Survival Analysis will follow the Biostatistics PhD course schedule outlined below.

Fall Semester – Year One

Course	Title	Credits
Stat 8101 or Stat 8111	Theory of Statistics I	4
	Mathematical Statistics I	3
PubH 8432	Probability Models	3
PubH 8401	Linear Models	4

Spring Semester – Year One

Stat 8102 or Stat 8112	Theory of Statistics II	4
	Mathematical Statistics II	3
PubH 8442	Bayesian Decision Theory	3
<i>Varies</i>	<i>Elective Course</i>	<i>1-4</i>
<i>Preliminary Written Exam to be taken in August. **</i>		

** The written exam covers materials from the 3 Biostat courses (PubH 8401, 8432, 8442) and the two statistical theory courses (Stat 8101-8102, for which Stat 8111-8112 is also more than adequate).

NOTE: STAT 8111-8112 MUST BE TAKEN in the second year if not taken during the first year.

Additional courses satisfying the 3 biostatistics elective requirements and the 12 credit supporting field requirements are typically taken during the second or third year.

Schedule 2: ; Students admitted to the University of Minnesota with an MS in Statistics or Biostatistics who have not taken courses in Clinical Trials and Survival Analysis and/or students without Mathematical (Real) Analysis preparation will typically take an extra year before taking the PhD written exam (see the example first year sequence below). Note: The second year coursework would then follow the standard Biostatistics PhD coursework.

Fall Semester – Year One for students requiring background courses

Course	Title	Credits
Stat 8101	Theory of Statistics I	4
Math 5615H	Mathematical Analysis I	4
PubH 7450	Survival Analysis	3

Spring Semester – Year One for students requiring background courses

Stat 8102	Theory of Statistics II	4
Math 5616H	Mathematical Analysis II (Recommended)	4
PubH 7420	Clinical Trials	3

Fall Semester – Year Two

Course	Title	Credits
Stat 8111	Mathematical Statistics I	3
PubH 8432	Probability Models	3
PubH 8400	Linear Models	4

Spring Semester – Year Two

Stat 8112	Mathematical Statistics II	3
PubH 8442	Bayesian Decision Theory	3
<i>Varies</i>	<i>Elective Course</i>	1-4
Preliminary Written Exam to be taken in August. **		

** The written exam covers materials from the 3 Biostat courses (PubH 8401, 8432, 8442) and the two statistical theory courses (Stat 8101-8102, for which Stat 8111-8112 is also more than adequate).

NOTE: STAT 8111-8112 MUST BE TAKEN in the second year if not taken during the first year.

Additional courses satisfying the 3 biostatistics elective requirements and the 12 credit supporting field requirements are typically taken during the third or fourth year.

Schedule 3: Student entering the PhD program with an undergraduate in Mathematics, Statistics or Biostatistics will typically take an extra year before taking the PhD written exam. The standard course schedule for a student with this background is outlined below.

Fall Semester – Year One for students entering the program with an undergraduate degree

Course	Title	Credits
Math 5615H	Mathematical Analysis I	4
PubH 7405	Biostatistics: Regression	4
Stat 8101	Theory of Statistics I	4

Spring Semester – Year One for students entering the program with an undergraduate degree

PubH 7406	Biostatistics: Design and ANOVA	4
PubH 7407	Categorical Data Analysis	3
Stat 8102	Theory of Statistics II	4
Year 1 Written Exam to be taken in May after Spring Semester finals*		

Fall Semester – Year Two

Course	Title	Credits
PubH 8401	Linear Models	4
PubH 8432	Probability Models	3
Stat 8111	Mathematical Statistics 1	3

Spring Semester – Year Two

PubH 8442	Bayesian Decision Theory	3
Stat 8112	Mathematical Statistics 2	3
<i>Varies</i>	<i>Elective Course</i>	1-4
Preliminary Written Exam to be taken in August. **		

Fall Semester – Year Three

Course	Title	Credits
PubH 7450	Survival Analysis	
<i>Varies</i>	<i>Elective Courses</i>	1-4

Spring Semester – Year Three

PubH 7420	Clinical Trials	3
<i>Varies</i>	<i>Elective Courses</i>	1-4

During Year 3 students will complete the 3 biostatistics elective requirements.

* The year 1 written exam covers materials from the 5 Biostat masters level courses (PubH 7405, 7406, 7407, Stat 8101, 8102).

** The written exam covers materials from the 3 Biostat courses (PubH 8401, 8432, 8442) and the two statistical theory courses (Stat 8101-8102, for which Stat 8111-8112 is also more than adequate).

NOTE: STAT 8111-8112 MUST BE TAKEN in the second year if not taken during the first year.

Registration Requirement and Student Status

Full-time status is required to hold a graduate assistantship. PhD students must register for at least six credits each semester to be certified by the Office of the Registrar as a full time Graduate School student. PhD students may register for pre-thesis credits (PubH 8666) when they have completed all required courses but not yet passed their preliminary oral examination, and need to be registered as full-time students in the Graduate School.

Students should maintain active student status from the beginning of their program until they graduate. To maintain active student status, you must register every fall and spring semester. Students who have completed all required courses may register for Grad 0999, which is free, zero-credit, non-graded and fulfills the registration requirement. See www.grad.umn.edu/current_students/registration/active_status.html.

Students who do not register for one semester lose their student status with the Graduate School. To regain student status, they must reapply (see www.grad.umn.edu/current_students/forms/cos.pdf) and pay the fee for application.

11.2 Supporting Program or Minor Field

The Graduate School requires at least 12 credits outside Biostatistics in a supporting program or minor field. This means 5000, 6000, 7000 or 8000-level A/F courses from another division of the SPH or from another department. A *supporting program* is composed of a coherent pattern of courses, possibly embracing several disciplines. Since the PhD required courses include 14 credits in Statistics, many students use these as the supporting field credits.

A *minor field* poses additional requirements. The courses must be in a single field related to the major, the minor field must be declared before the student passes the preliminary oral examination and the Director of Graduate Studies for the minor field must be consulted concerning the requirements early in the program of study and also must approve and sign the Degree Program before it is submitted to the Graduate School. One committee member for the preliminary oral examination must be Graduate Faculty in the minor field.

11.3 Preliminary Written Examination

The preliminary written examination is offered once each year in August. The exam covers these five core courses:

- PubH 8401 Linear Models
- PubH 8432 Probability Models
- PubH 8442 Bayesian Decision Theory
- Stat 8101 Theory of Statistics I *
- Stat 8102 Theory of Statistics II *

* Stat 8111-8112 is also more than adequate for the Theory of Statistics sequence.

Students are expected to take the exam the first time it is given after the student completes these courses. Students who are expected to take the exam but do not, will be officially recorded as failing the written exam. Exemptions can only be granted by the academic advisor and the Director of Graduate Studies, in consultation with the Division Head. To help students prepare, previous years' written exams and answer keys are available for photocopying from the Biostatistics office.

The exam is closed-book, four hours long, and consists of questions that may touch on several courses. Students are issued hand calculators for the exam and may not use their own calculator. Student's names are masked by assigning individual code letters when the test is given, and names remain masked when test papers are graded. The masking is removed when the faculty meets to discuss the test scores, and in addition to the exam results there is a broad assessment of the student's record and research potential. All these factors are weighed with the examination scores in deciding who passes the comprehensive written examination. Examination answers are available to students after the grading.

When you have passed the exam, the Biostatistics division will file the *Preliminary Written Examination Report* with the Graduate School. The *Preliminary Written Examination Report* form is available from the Graduate School, 316 Johnston Hall, or online at <http://www.grad.umn.edu/Current%5FStudents/forms/GS17.pdf>.

Students have two chances to pass the exam: if they do not pass the first time, they may take the exam again one year later. A student who fails both times will not be allowed to continue in the PhD program.

11.4 Degree Program Form

You should file the official *Degree Program* with the Major Coordinator during your second year of the PhD program, if possible during fall semester. The degree program form is available from the Graduate School, 316 Johnston Hall, or online at www.grad.umn.edu/current_students/forms/gS89a.pdf. Complete this form in consultation with your academic advisor. On this form, you will list required coursework and your oral examination committee:

- A minimal set of required courses, completed and proposed, in the major field and in the minor field or supporting program, including any transfer work. You do not need to list all courses you have taken. By the time you are ready to graduate, all the courses listed must exactly match their entries on your transcript. To revise the list of courses, you need to file a Graduate School Petition Form.
- The committee for your preliminary oral examination consists of at least four Graduate Faculty members: three from Biostatistics (including your adviser), and either one or two from the supporting program or minor field.

The Graduate School wants you to submit your completed *Degree Program* to the Graduate School at least two semesters before you plan to take the preliminary oral examination.

11.5 Satisfactory Progress in the PhD Program

The faculty expects that students will advance steadily towards graduation, which is called making “satisfactory progress.” To make satisfactory progress in the PhD program, you should:

- Register for courses every fall and spring semester until course requirements are completed. Students with graduate assistantships must register for at least 6 credits to maintain their full-time status, or lose their assistantship. Students who have not passed their preliminary oral examination may register for Doctoral Pre-Thesis Credits (PubH 8666) for up to 2 semesters, if necessary to fulfill this requirement.
- Take required courses and the preliminary written examination according to the Schedule (1, 2, or 3) under which you were admitted. For Schedule 1 students, this means completing the required preparatory coursework in the first year and taking the PhD written examination at the end of the first year. For students admitted under Schedule 2 or 3, this means completing preparatory coursework during the first two years, taking the Masters written examination at the end of the first year, and taking the PhD written examination at the end of the second year. Section 11.1 describes the required courses and exams for each Schedule.
- Maintain a GPA of at least 3.3 in the core PhD courses and the required PhD elective courses, and make up all grades of I (incomplete) within one year.
- File a Degree Program with the Graduate School within one year of completing the PhD written examination.
- Take the preliminary oral examination within two years of completing the PhD written examination.
- After passing the preliminary oral examination, begin registering for thesis credits (PubH 8888) to fulfill the minimum of 24 credits.
- File a Thesis Proposal Form (www.grad.umn.edu/Current_students/forms/GS63A.pdf) within one semester after passing the preliminary oral examination, and make steady progress on the thesis.
- File a yearly Progress Report to be approved by the faculty. In the report, you will indicate when you have taken or expect to take required courses and exams, and (once the written examination has been completed) your plans for starting/continuing/completing thesis or dissertation work, including expected graduation date. If you have requested and/or received any exemptions from any of the above requirements, these should also be recorded. Reports are due by May 31 each academic year. The faculty will review and discuss progress reports at the June faculty meeting. If your progress report is not approved, you will be asked to revise it in consultation with your academic advisor and the Director of Graduate Studies. Students will receive a letter from their academic advisor assessing their progress, and explaining any unfulfilled requirements for satisfactory progress. Failure to file an approved progress report within 90 days of the progress report due date constitutes not making satisfactory progress.

If you need an exemption from these requirements, you must make a written request to both your academic advisor and the DGS. Your request must include a justification for requesting the exemption.

If the Division determines that you are not making satisfactory progress, the faculty reserves the right to:

- Require you to meet with your academic advisor and the DGS, to discuss the requirements for continuing in the program.
- Revisit your funding status for the coming school year.
- Vote to decide whether to dismiss you from the program.

11.6 Preliminary Oral Examination and the Dissertation

PhD students are expected to begin considering dissertation areas and advisors after passing the preliminary written examination, and to have begun work on their dissertation in earnest by their third year. As the plan of the dissertation becomes definite, it forms the basis for the preliminary oral examination.

With your thesis advisor's agreement, you can schedule your preliminary oral examination at least one week in advance with the Graduate School, and they will prepare the *Preliminary Oral Examination Report* form. Submit your thesis proposal material to your committee at least a week before the examination.

The format for the preliminary oral examination is usually an oral presentation of your thesis proposal to your examination committee. The presentation often summarizes completed work, work in preparation, and planned work: "what you've already done, what you know you can do, and what you think you can do."

It is expected that a PhD thesis in Biostatistics will contain material of sufficient breadth, depth, and sophistication to yield at least two papers that are strong submissions to scholarly journals of quality comparable to the *Journal of the American Statistical Association*, *Biometrika*, *Journal of the Royal Statistical Society (Series B)*, *Biometrics*, *Statistics in Medicine*, *Bioinformatics*, *Genetic Epidemiology*, *Human Heredity*, *American Journal of Epidemiology*, *Journal of Clinical Epidemiology*, or *Statistical Science*. Thesis research often yields an additional submission to a journal in an area of substantive application.

Doctoral Dissertation Fellowship

There is a great advantage to scheduling the preliminary oral examination before 15 March of your second or third year: you are eligible for a Graduate School Dissertation Fellowship, which could support you entirely for the next year's work on your thesis. Please see the Director of Graduate Studies for more information about this award or www.grad.umn.edu/fellowships.

11.7 Forms, the Final Oral Examination, and Graduating

The final oral examination is a 50-minute public seminar where you present your dissertation results, followed by a defense of the dissertation before the final oral exam committee. There are several things that must be done after passing your preliminary oral examination, before you can take the final oral examination and graduate:

1. When you pass your preliminary oral examination, your committee will sign the *Preliminary Oral Examination Report* form. You must submit this to the Graduate School no later than the working day after the exam.
2. Begin registering for thesis credits (PubH 8888): 24 credits are required. Note that full financial support pays for only 14 credits per semester, so you will need at least two semesters to get these credits unless you pay for the credits over 14 yourself.
3. Another time constraint is that the final oral examination must be at least 15 weeks after the preliminary oral examination.
4. Register every spring and fall semester to maintain active student status while working on your thesis. If you have completed all required credits including thesis credits, you may register for Grad 0999, which is free, zero-credit, non-graded and fulfills the registration requirement; see www.grad.umn.edu/Current_Students/registration/active_status.html.
5. During the semester after passing the preliminary oral examination, submit the *Thesis Proposal* form to the Graduate School. The *Thesis Proposal* is the official record of your adviser and your proposed research topic and methods. On this form, you list your final oral defense examination committee, and specify who will serve as chairperson, designated thesis reviewers, and examiners. Forms are available online at www.grad.umn.edu/Current_Students/forms/GS63A.PDF. The Graduate School must approve this form.
6. After your *Thesis Proposal* has been approved, request your graduation packet (www.grad.umn.edu/current_students/forms/grad_packet/doctoral/confirm.html) from 316 Johnston Hall. The *Thesis Reviewer's Report* form will be issued at that time.
7. Finish your thesis to your advisor's satisfaction.
8. Three or four weeks before you want to have your final oral examination, submit your thesis to your committee. You need their signatures on the *Thesis Reviewer's Report* form in order to schedule your final oral examination.

9. The Graduate School awards degrees administratively every month. The earliest you can graduate is at the end of the month of your final oral examination. Before the first working day of the month you want to graduate, bring the *Application for Degree* form, from the graduation packet, to Student Relations, 200 Fraser Hall (East Bank) or 130 Coffey Hall (St. Paul).
10. Once you have arranged a date for your final oral examination, inform Biostatistics main office. Staff will arrange a room for your presentation, as well as schedule an exit interview for you with the Division Head. This exit interview is a way for you to give comments on the Biostatistics program.
11. Submit the signed *Thesis Reviewer's Report* form to the Graduate School and schedule your final oral examination at least one week in advance.
12. Pass your final oral examination. Your committee will sign the *Final Oral Examination Report* form, and you must submit this no later than the working day after the exam.
13. Before the last working day of the month you plan to graduate, submit to the Graduate School a copy of the thesis abstract, a copy of the thesis (all signed by your advisor or advisors), the Microfilm Agreement Form, and the Survey of Earned Doctorates. Also submit a bound copy of your thesis to the Biostatistics Reading Room.
14. If you wish to attend a commencement ceremony, The School of Public Health holds commencement every May (www.sph.umn.edu/current/grad/).
15. Please complete the School of Public Health Alumni survey at:
<https://secure.ahc.umn.edu/PublicHealth/careersurvey>.
16. The Biostatistics office will give you an *Alumni Information* form. Please fill out the contact information so we can keep in touch with you. Copy any files you want from your computer account, and return any Reading Room materials. Please return your University keys to the Biostatistics Division office.

For detailed explanations of the forms and requirements, please consult the steps toward graduation at www.grad.umn.edu/current_students/forms/documents/GS21.pdf and the Graduate School Bulletin at www.catalogs.umn.edu/grad/gen/phd.html.

12. BIostatistics GRADUATE FACULTY

Karla Ballman

Adjunct Assistant Professor
Mayo Clinic Cancer Center

S.M., 1989, Operations Research, Massachusetts Institute of Technology
Ph.D., 1991, Operations Research, Massachusetts Institute of Technology

Karla Ballman's interests include clinical trial design and analysis and high-dimensional data analysis. She is specifically focused on trial designs for surgical trials. Her recent focus in the area of high dimensional data analysis is on NextGen sequencing technologies. Most of her collaborative efforts in these areas are within cancer research.

Dipankar Bandyopadhyay

Associate Professor of Biostatistics

M.S., 2000, Statistics, University of Calcutta, Calcutta, India
M.S., 2003, Statistics, University of Georgia, Athens, GA
Ph.D., 2006, Statistics, University of Georgia, Athens, GA

Dipankar Bandyopadhyay's methodological research interests include modeling of spatially-referenced datasets with emphasis on disease-mapping, clustered/correlated data, survival analysis, non-random missingness, robust regression, nonparametric methods, time-series, etc. His major clinical interest is in dental research, particularly periodontology. His other clinical interests are in substance abuse, diabetes and hypertension, ophthalmology and criminal justice.

Sudipto Banerjee

Professor of Biostatistics

M.S., 1996, Statistics, Indian Statistical Institute, Calcutta, India
Ph.D., 2000, Statistics, University of Connecticut

Sudipto Banerjee joined the Division of Biostatistics in the Fall of 2000. His research interests include Bayesian analysis for geographically referenced data, Bayesian modeling for melding numerical models with observed data, statistical computing and software development.

Saonli Basu

Assistant Professor of Biostatistics

M.S., 1998, Statistics, Indian Statistical Institute, Calcutta, India
Ph.D., 2005, Statistics, University of Washington

Saonli Basu's research interests include stochastic modeling, statistical genetics, computational statistics, and Markov Chain Monte Carlo methods. She is particularly interested in developing statistical methods and software tools for linkage and association studies of complex traits. She is actively involved in several genome-wide association studies, which involves modeling of gene-gene and gene-environment interaction.

Bradley P. Carlin

Professor of Biostatistics
Division Head

M.S., 1986, Statistics, University of Connecticut
Ph.D., 1989, Statistics, University of Connecticut

Brad Carlin's teaching experience and interests include introductory probability and statistics, statistical computing, and graduate level methodology and data analysis courses. His research deals primarily with the development of Bayes and empirical Bayes methodology for biostatistical problems, and the development and analysis of Markov chain Monte Carlo computational techniques for implementing these methods. His applied interests include statistical applications in cancer control, spatio-temporal disease mapping, clinical trials, and sports statistics.

Haitao Chu

Associate Professor of Biostatistics

M.D., 1995, Preventive Medicine, West China University of Medical Sciences
M.S., 2002, Biostatistics, Emory University
Ph.D., 2003, Biostatistics, Emory University

Haitao Chu's research interests include: Statistical methods on the design and analyses of continuous biomarker assay data, particularly for biomarker assay data subject to detection limits (i.e., left censoring); Latent class modeling for multiple diagnostic tests, particularly in the absence of a gold standard; Statistical methods for meta-analysis of diagnostic tests; Statistical methods for mismeasured and missing data; Statistical methods for correlated data, particularly on the estimation of vaccine efficacy from vaccine trials; and statistical methods in survival data analysis and epidemiological research. His application research interests focus on HIV/AIDS, cancer, cardiovascular disease and injury prevention.

John E. Connett

Professor of Biostatistics

A.M., 1964, Mathematics, University of Missouri
Ph.D., 1969, Mathematics, University of Maryland

John Connett has research interests in clinical trials in lung disease, ophthalmology and cardiovascular disease, case-control studies, estimation of odds ratio, random effects and longitudinal models, coefficient-of-variation models for laboratory data, variance estimation, and statistical computing. He is currently Principal Investigator of the COPD Clinical Research Network, and Director of the Biostatistical Design and Analysis Center of the Clinical and Translational Science Institute.

Mariza de Andrade

Adjunct Professor
Mayo Clinic Cancer Center

M.Sc., 1978, Statistics, Institute of Pure and Applied Mathematics, Brazil
M.Sc., 1988, Statistics, University of Washington, Seattle, WA
Ph.D., 1990, Biostatistics, University of Washington, Seattle, WA

Mariza de Andrade's research interests include developing methods for diagnostic, longitudinal and multivariate traits for linkage analysis of quantitative phenotypes using variance components approach, and extending these methods for association studies using family and population-based data. Mariza is also involved in a wide range of genome-wide association studies using family and case-control designs for complex disorders from various networks: Genes. Environment. Association. Studies (GENEVA), Cohorts for Heart & Aging Research in Genomic Epidemiology (CHARGE), Electronic Medical Records & Genomics (eMERGE), Genetic Epidemiology Network of Atherosclerosis (GENOA), Genetic Epidemiology of Lung Cancer Consortium (GELCC). She is an active collaborator with various

investigators at Mayo Clinic, the Universities of Michigan and Cincinnati, and MD Anderson Cancer Center in Houston, TX

Sue Duval

Associate Professor of Cardiology

Ph.D., 1999, Biostatistics, University of Colorado Health Sciences Center

Statistical methods in epidemiology, meta-analysis methods and their applications, publication bias, evidence-based healthcare, systematic review methods, peripheral vascular disease and cardiovascular disease epidemiology.

Lynn E. Eberly

Associate Professor of Biostatistics

M.S., 1994, Statistics, Cornell University

Ph.D., 1997, Statistics, Cornell University

Lynn Eberly's current research interests involve methods for correlated data including medical imaging data, such as MRI, fMRI, and NMR spectroscopy, and time-to-event, clustered, and longitudinal data. She has particular interest in the areas of cancer, neurology/neuroscience, infectious diseases, and endocrinology. Lynn is Principal Investigator of a CDC project examining nationwide patterns in incident epilepsy/seizure in US nursing homes. She is Principal Investigator of a Data Analysis Center for a network of US military infectious disease researchers (IDCRP); the DAC employs ~5.5 FTE statisticians and epidemiologists. Lynn is also Co-Investigator on several other projects related to imaging in cancer, psychiatry, and endocrinology. She teaches introductory biostatistics and clinical trials courses. She was given the Leonard M. Schuman Award for Excellence in Teaching in the School of Public Health in 2002.

Brooke L. Fridley

Adjunct Assistant Professor

Mayo Clinic Cancer Center

BS, Mathematics, Truman State University

MS, Statistics, Iowa State University

Ph.D., Statistics, Iowa State University

As a statistical geneticist, my collaborative research interests are focused on the genomic basis of complex diseases and pharmacogenomics. I am actively involved in studies dealing with the genetic epidemiology of colon and ovarian cancers. In addition to these genetic epidemiology studies, I am also involved in a wide range of pharmacogenomic studies. These collaborations involving both candidate genes and genome-wide approaches, in addition to multiple types of genomic data (e.g., genotypic, methylation, mRNA expression, copy number). My statistical research focuses on the development of new statistical methods to analyze genomic data. The need to develop new statistical methods is closely integrated with my collaborations with multidisciplinary scientific teams, because new tools are developed in response to new scientific questions.

Patricia M. Grambsch

Associate Professor of Biostatistics

Ph.D., 1980, Statistics, University of Minnesota

Patricia Grambsch has research experience at the Mayo Clinic and Bell Labs. Her research interests include the structure of probability in quantum mechanics and how it relates to Komogorov probability, stochastic modeling of physical/biological phenomena, survival analysis, sequential analysis, time series and infectious diseases.

Birgit Grund

Associate Professor of Statistics

M.S., 1982, Math/Statistics, Humboldt-Universität (Berlin)

Ph.D., 1987, Math/Statistics, Humboldt-Universität (Berlin)

Birgit Grund has research interests in the design, conduct and analysis of clinical trials, and their application in AIDS research; other research interests include nonparametric curve estimation and smoothing methods.

Weihua Guan

Assistant Professor of Biostatistics

MS, 2001, Statistics, Texas A&M University

PhD, 2010, Biostatistics, University of Michigan

Weihua Guan has research interests in statistical genetics, and identification of genes involved in complex diseases and traits, with special interests on developing statistical and analytical methods for the genetic data with new high-throughput technologies.

Hongfei Guo

Assistant Professor of Biostatistics

Ph.D., 2006, Biostatistics, Johns Hopkins University

Hongfei Guo's research interests include theory and application of statistical methods for multiple outcomes data, multivariate data analysis, longitudinal data analysis, survival data analysis, and design and analysis of clinical trials. Dr. Guo is a member of the Biostatistical Design and Analysis Center.

James S. Hodges

Associate Professor of Biostatistics

M.A., 1986, Public Affairs, University of Minnesota

Ph.D., 1985, Statistics, University of Minnesota

Jim has collaborated with researchers in many areas of health care including dentistry, cardiovascular diseases, neurology, infectious diseases, psychology/psychiatry, rheumatology, nephrology, and gastroenterology as well as researchers in demographics, wildlife management, ornithology, horticulture, combat analysis, military logistics, simulation models, airport safety, and marketing. His statistical research is in hierarchical and other richly-parameterized models.

Yen-Yi Ho

Assistant Professor of Biostatistics

B.S., 1999, Medical Technology, Double Major in Public Health, National Taiwan University

M.S., 2001, Epidemiology, National Taiwan University

Ph.D., 2009, Biostatistics, Johns Hopkins University

Yen-Yi Ho's research interests include computational biology, statistical genetics, and statistical applications in biomedical research. Currently, her focus is on developing statistical methods and computational tools using large-scale genomic data. Dr. Ho is a member of the biostatistics core of the University of Minnesota Cancer Center.

John Hughes

Assistant Professor of Biostatistics

M.S., 2002, Applied Computer Science, Frostburg State University

M.S., 2009, Statistics, The Pennsylvania State University

Ph.D., 2011, Statistics, The Pennsylvania State University

John's research interests include spatial models, applied stochastic processes, statistical computing, and Bayesian methods.

Katherine Huppler Hullsiek

Senior Research Associate, Biostatistics

M.S., 1989, Mathematics, St. Cloud State University

M.S., 1996, Biostatistics, University of Minnesota

Ph.D., 1999, Biostatistics, University of Minnesota

Kathy Huppler Hullsiek has research interests in the design, conduct and analysis of clinical trials and cohort data related to AIDS research. She is a statistician for INSIGHT, an international HIV clinical trials network, and several other grant-funded AIDS clinical trials. Kathy is also the senior statistician for the Cryptococcal Optimal ART Timing (COAT) study, which is currently enrolling participants at 3 African sites.

Joseph Koopmeiners

Assistant Professor of Biostatistics

M.S., 2004, Biostatistics, University of Minnesota

Ph.D., 2009, Biostatistics, University of Washington

Joe Koopmeiners's research interests include the statistical evaluation of diagnostic and prognostic tests, group sequential methods for diagnostic biomarker studies and Bayesian adaptive designs for phase I and II oncology trials. Dr. Koopmeiners is a member of the biostatistics core of the University of Minnesota Cancer Center and collaborates with researchers in the cancer center on projects involving biomarker discovery and the development of imaging technology as a diagnostic tool for cancer. Joe is also interested in statistics in sports.

Chap T. Le

Distinguished Professor of Biostatistics

Director of Biostatistics and Bioinformatics,

Masonic Cancer Center - University of Minnesota

M.A., 1971, Mathematics, California State University - Fresno

Ph.D., 1978, Statistics, University of New Mexico

Dr. Le teaches PubH 7405 (Biostatistics Regression) in the Fall semesters and PubH 7470 (Biostatistics for Translational and Clinical Research) in the Spring semesters. His collaboration has focused on analyses of survival and categorical data from clinical and translational research projects. His methodological research interests include epidemiological methods, crossover designs, survival analysis, logistic regression, correlated binary data, ordered alternatives, ROC curves, and, recently, the design and analysis of in vitro experiments for studying cancer drugs - especially, chemocombination therapy.

Dr. Le is the author of many research articles and several textbooks: Fundamentals of Biostatistical Inference (1992), Health and Numbers (1995, 2001, and 2010), Applied Survival Analysis (1997), Applied Categorical Data Analysis (1998), Introductory Biostatistics (2003), and Statistics Quick Reference Guide (2007), Categorical Data and Translational Research (October 2010).

Robert E. Leduc

Research Associate, Biostatistics

Ph.D., 1994, Mathematics, University of Wisconsin - Madison

Robert Leduc's research interests include clinical trials, especially in HIV research and kidney transplantation. Robert also has an interest in problems related to missing data or losses to follow-up, and drug resistance issues.

Xianghua Luo

Assistant Professor of Biostatistics

B.S., 1997, Economic Geography, Peking University

M.S., 2000, Quaternary Geology, Peking University

Ph.D., 2006, Biostatistics, Johns Hopkins University

Xianghua Luo's research interests include methods and applications for recurrent event data, survival data, and longitudinal data; design and analysis of clinical trials.

Collaborations include cancer research, blood and marrow transplantation (BMT), tobacco use and smoking cessation. Dr. Luo is a member of the Biostatistics Core of the Masonic Cancer Center.

Richard F. MacLehose

Assistant Professor of Biostatistics

Assistant Professor of Epidemiology and Community Health

M.S., 1998, Epidemiology, University of Washington

Ph.D., 2005, Epidemiology, University of North Carolina at Chapel Hill

Richard MacLehose's interests include Bayesian non-parametric methods, modeling functional data, application of Bayesian methodology to epidemiology and epidemiologic methods. Richard has substantive interests in environmental and reproductive epidemiology and has applied novel methodology within these fields.

Sumithra Mandrekar

Adjunct Associate Professor

Associate Professor of Biostatistics - College of Medicine, Mayo Clinic

Ph.D., 2002, Interdisciplinary - Statistics, Psychology, Internal Medicine and Biomedical Engineering, The Ohio State University

Sumithra Mandrekar's interests include dose-finding trial designs, designs for biomarker validation, pooled analyses, and general clinical trial methodology. Sumithra is primarily involved in clinical trials in the areas of treatment and prevention of lung cancer.

Andy Mugglin

Research Associate Professor of Biostatistics

Ph.D., 1999, Biostatistics, University of Minnesota

Andy Mugglin's research interests include Clinical trials, Bayesian and other innovative clinical trials design; Bayesian hierarchical modeling, spatio-temporal modeling, and computing. He also consults extensively in clinical study design for the medical device and pharmaceutical industries and serves on Data Monitoring Committees for various ongoing clinical trials.

James D. Neaton

Professor of Biostatistics

M.S., 1970, Biometry, University of Minnesota

Ph.D., 1984, Biometry, University of Minnesota

Jim Neaton's research interests are in the design and conduct of clinical trials. He currently is the leader of a large international clinical trials network called INSIGHT that is studying treatments for HIV and other infectious diseases. He is also actively involved trials of heart failure and epidemiological studies of risk factors for cardiovascular disease. He serves on data monitoring committees sponsored by the National Institutes of Health and the pharmaceutical and device industry. He is member of the Cardiovascular and Renal Advisory PANEL of the Food and Drug Administration. He is Past-President of the Society for Clinical Trials and is a Fellow of the American Statistical Association and the Society for Clinical Trials. Dr. Neaton was co-director of a training program for clinical researchers and mentors infectious disease fellows. He teaches a course on the design and implementation of clinical trials.

David Nelson

Adjunct Assistant Professor

Associate Professor of Medicine

Senior Statistician, Center for Chronic Disease Outcomes Research

Minneapolis VA Medical Center

M.S., 1994, Statistics, University of Minnesota

Ph.D., 1998, Statistics, University of Minnesota

David Nelson is developing methods for inference in observational studies and model diagnostics using sufficiency and propensity theory. He also is interested in stepwise Bayes methods for finite population sampling and nonparametric statistical analysis.

Wei Pan

Professor of Biostatistics

Director of Graduate Studies

M.S., 1995, Statistics, University of Wisconsin, Madison

Ph.D., 1997, Statistics, University of Wisconsin, Madison

Wei Pan has research interests in statistical genomics and genetics, machine learning and data mining, survival analysis, and analysis of correlated/longitudinal data. He has taught courses on survival analysis, categorical data analysis, linear models and generalized linear models, microarray data analysis, statistical learning and data mining.

Cavan Reilly

Associate Professor of Biostatistics

M.A., 1995, Economics, New School for Social Research

M.A., 1996, Statistics, Columbia University

Ph.D., 2000, Statistics, Columbia University

Cavan Reilly has research interests in applied stochastic processes, statistical genetics/genomics/proteomics and Bayesian statistics. Most of his applied work is with AIDS/HIV.

Kyle Rudser

Assistant Professor of Biostatistics

M.S., 2005, Biostatistics, University of Washington

Ph.D., 2007, Biostatistics, University of Washington

Kyle Rudser's research interests include the design and monitoring of clinical trials, survival analysis, longitudinal analysis, and nonparametric approaches. He is a member of the Biostatistical Design and Analysis Center (BDAC), a group that is part of the Clinical and Translational Science Institute (CTSI), which is involved in a wide variety of collaborative projects with investigators throughout the Schools of Dentistry, Medicine, Nursing, Pharmacy, Public Health, and Veterinary Medicine.

Daniel Sargent

Adjunct Professor

Director, Cancer Center Statistics, Mayo Clinic Cancer Center

M.S., 1994, Biostatistics, University of Minnesota

Ph.D., 1996, Biostatistics, University of Minnesota

Daniel J. Sargent, Ph.D., is the Group Statistician for the Alliance for Clinical Trials in Oncology, an NCI supported Cancer Cooperative Group, professor of both biostatistics and oncology at the Mayo Clinic, Chair of the Section of Cancer Statistics, Mayo Clinic, and Director of the Biostatistics Shared Resource at the Mayo Clinic Comprehensive Cancer Center. He has been the lead statistician for the Gastrointestinal Cancer Research at the Mayo Clinic Cancer Center since 1995. He is recognized as a national leader in the statistical aspects of cancer research. Dr. Sargent has a strong record of statistical methodological development, including the area of clinical trial design.

He has published papers on innovative designs for Phase I, II, and III clinical trials. Other published methodological areas of interest include survival analysis, meta-analysis, surrogate endpoints, and statistical computing.

Jeff Sloan

Adjunct Professor

Professor, Mayo Clinic Cancer Center

Ph.D., 1991, Statistics, University of Manitoba

Recent research activities include methods of assessing quality of life (QOL) of cancer patients and other patient-reported outcomes, determining a clinically meaningful difference in these measures, exploring the relationship between patient-reported outcomes and genetic makeup, and finding ways to facilitate the incorporation of patient-reported outcomes into clinical research.

William Thomas

Associate Professor of Biostatistics

Director of Statistics, General Clinical Research Center

M.S., 1982, Statistics, University of Minnesota

Ph.D., 1987, Statistics, University of Minnesota

Will Thomas' interests include clinical trial design, modeling medication adherence, and statistics education.

Julian Wolfson

Assistant Professor of Biostatistics

Ph.D., 2009, Biostatistics, University of Washington

Julian Wolfson's research interests include causal inference, particularly as applied to problems arising from randomized trials, and prediction/variable selection in high-dimensional models. Much of his work is motivated by HIV vaccine and treatment trials.

Baolin Wu

Associate Professor of Biostatistics

B.S., 1999, Probability and Statistics, Peking University

Ph.D., 2004, Biostatistics, Yale University

Baolin Wu is interested in developing statistical and computational tools to help solve scientific problems in molecular biology and genetics. Currently his focuses are on the following areas: computational biology, proteomics, statistical genetics, multiple hypothesis testing, and machine learning.