

Colorado School of Public Health

Master of Public Health
Student Handbook 2009-2010

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Policies Subject to Change

The Master of Public Health Student Handbook comprises the policies and procedures relevant to enrollment and completion of the MPH program.. All policies and procedures are subject to change. Revisions will occur on a semester basis, with the most up to date version available on the Colorado School of Public Health website (<http://publichealth.ucdenver.edu>).

Website

School Site: <http://publichealth.ucdenver.edu>

Program Site:

<http://www.cudenver.edu/Academics/Colleges/PublicHealth/Academics/degreesandprograms/masterofpublichealthMPH/Pages/index.aspx>

Colorado School of Public Health

Overview

The Colorado School of Public Health is a collaborative school of public health with the University of Colorado Denver, Colorado State University and the University of Northern Colorado. It is the first school of public health in a 9-state region of the Rocky Mountain West.

Emerging infectious diseases, chronic diseases, emergency management, healthy lifestyles, environmental impacts on health, disparities and various other factors impact the health of our communities. The Colorado School of Public Health aims to meet the challenges our communities face by preparing a public health work force with the skills, research and knowledge necessary to advance the health of our communities. The combined faculty expertise located at the three partner institutions is at the forefront of various health issues and research, proactively addressing and improving the lives of our children, adults and aging populations.

As part of the commitment to meeting the training and research needs of the public health workforce, the Colorado School of Public Health offers various professional, graduate, doctoral, residency, and certificate programs. Program descriptions and materials are available through the Colorado School of Public Health website.

Administration

Academic Partners-University Leadership

M. Roy Wilson, MD, MS
Chancellor, University of Colorado Denver

Anthony Frank, PhD
President, Colorado State University

P Kay Norton, JD
President, University of Northern Colorado

Colorado School of Public Health

Richard F. Hamman, MD, DrPH
Founding Dean

J. Jackson Barnette, PhD
Associate Dean, Academic & Student Affairs & Director MPH Program

Judith Albino, PhD
Associate Dean, Faculty

Vacant
Associate Dean, Research

Tim Byers, MD, MPH
Associate Dean, Public Health Practice

Lorann Stallones, PhD
Director, Colorado State University

Elizabeth Gilbert, EdD
Director, University of Northern Colorado

Judith Baxter, MA
Director of Professional Programs

Dennis Lezotte, PhD
Chair, Biostatistics & Informatics

Lori Crane, PhD
Chair, Community & Behavioral Health

John Hokanson, PhD
Chair, Epidemiology

John Adgate, PhD
Chair, Environmental & Occupational Health

Adam Atherly, PhD
Chair, Health Systems, Management & Policy

Master of Public Health Program

Kendra Bigsby, MPH
Program Coordinator, CSU

Anne Lawson, BA
Administrative Assistant II, UC Denver

Kari Phillipps, MEd
Education Coordinator, UC Denver

Janice Riegel
Administrative Assistant III, UNC

Robin Ripley
Administrative Assistant III, UC Denver

Melanie Slaughter
Assistant to Program Coordinator, UNC

Mission Statement

The mission of the Colorado School of Public Health is to promote the physical, mental, social and environmental health of people and communities in the Rocky Mountain Region and globally. The mission will be accomplished through collaborations in education, population-based research, and community service that bring together institutions, agencies and diverse populations.

Vision Statement

The Colorado School of Public Health, a collaborative, multi-disciplinary, multi-institutional, learning, research and service environment, will inspire academicians, practitioners and students of public health to work collaboratively to assure that *all* people and communities are healthy and their environment sustainable.

Diversity Statement

The Inclusion, Diversity and Health Equity mission of the Colorado School of Public Health is to build a diverse and representative academic community which recognizes the importance of social and economic justice in relation to health. The CSPH will work to build an inclusive, culturally competent institution which includes the environment, policies and procedures, faculty, staff, leadership and student body.

Accreditation

The Master of Public Health program is nationally accredited by the Council on Education for Public Health (CEPH). The Colorado School of Public Health is in the process of seeking school accreditation with CEPH. School accreditation is anticipated in 2010. The MPH program will retain program accreditation during this process.

The CEPH is an independent agency recognized by the US Department of Education. The organization accredits schools of public health and graduate public health programs. For additional information on CEPH and national accreditation, visit www.ceph.org.

General Information/Policies

FERPA

The following information was provided by the UC Denver Registrar's Office and is available on the office website at <http://www.uchsc.edu/registrar/>:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day that the university receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the

request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, or assisting another school official in interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Colorado Denver to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW.
Washington, D.C. 20202 4605

The following items are designated "directory information" and may be released at the discretion of the University of Colorado unless a student files a request to prevent their disclosure: name, address, telephone number, e-mail address, dates of attendance, registration status, class, major, awards, honors, degrees conferred, past and present participation in officially recognized sports and non-curricular activities, and physical factors (height, weight) of athletes.

A Request to Prevent Disclosure of Directory Information - This allows the Registrar's Office to put a privacy flag on your student records. Be aware, however, if you are seeking employment, the Registrar's Office cannot release your enrollment, degree status or major to anyone unless you come to the Registrar's Office with a photo ID.

Questions regarding your rights under FERPA should be directed to the Registrar's Office, 303-556-2389

Background Investigation Policy

Students applying to CSPH are required to pass a criminal background investigation which includes a variety of criteria. The background check is conducted during the admissions process. Students are required to pay a processing fee for conducting the background check. Students who work on the UCD/AMC campus are also required to complete the student background check, and pay the processing fee, as additional criteria are required.

Student Academic Honor and Conduct Code

Education at the Colorado School of Public Health (CSPH) is conducted under the honor system.

Matriculation at the CSPH implies the acceptance of, and adherence to, the CSPH Student Academic Honor and Conduct Code. All students who have entered graduate and health professional programs should have developed the qualities of honesty and integrity, and each student should apply these principles to his or her academic and subsequent professional career. All students are expected also to have achieved a level of maturity reflected by appropriate conduct at all times.

Although it is not possible to list every situation that violates the CSPH Student Academic Honor and Conduct Code, the following examples provide a frame of reference.

1. Academic Honesty

Students should adhere to the highest standards of academic honesty and integrity. Examples of behavior that violates these standards include: plagiarism (including the undocumented use of internet and web-based information), cheating, illegitimate possession and/or use of examinations, violation of the ethical standards for conducting research, and falsification of official records.

2. Professional Conduct

As future health professionals, students should also adhere to the highest standards of professionalism. Examples of unprofessional conduct include misrepresentation of effort, credentials, or achievement in either the academic or professional setting; any action that compromises the quality or safety of patients or study subjects; violation of patient or study subject confidentiality; IRB violations; and any other conduct unbecoming a professional public health practitioner, researcher, or educator.

3. Alcohol and Drug Use

Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a public health professional and thus is considered unprofessional conduct. Students who have a problem with alcohol and/or drugs should seek assistance from services available on campus or elsewhere. The sale of drugs or the possession of narcotics is against the law. To minimize the potential for alcohol abuse at campus functions, students must adhere to current University policy governing the consumption of alcohol on campus.

4. Respect for the Rights and Property of Others

Students should always conduct themselves in a manner that recognizes the rights and property of others. Examples of inappropriate behavior include: theft, damages to University or personal property of others, disruption of educational or other activities on campus, illegal use of University facilities, sexual harassment, physical assault, and any conduct that threatens the health or safety of others.

Any student found to have committed acts of misconduct (including, but not limited to cheating, plagiarism, misconduct of research, breach of confidentiality, or illegal or unlawful acts) will be subject to the procedures outlined in the CSPH Honor Code.

Additional information regarding the CSPH Honor Code can be found online at

<http://www.cudenver.edu/Academics/Colleges/PublicHealth/students/StudentAffairs/StudentResources/Pages/index.aspx>

Non-Discrimination Policy Statement

The following information is slightly modified from the UC Denver Non-discrimination Policy, which can be found at <https://www.cu.edu/regents/Laws/Article10.html>

The University of Colorado Denver (UC Denver), including the CSPH, will not discriminate against any applicant, student or employee because of race, color, religion, sex, national origin, age, disability, creed, sexual orientation, or veteran status. UC Denver and the CSPH will take affirmative action to ensure that applicants, students and employees are treated without regard to their race, color, religion, sex, national origin, age, disability, creed, sexual orientation, or veteran status.

Ombuds Office

The Ombuds Office is a resource available to all members of the University community to provide informal conflict resolution. The Ombuds Office provides a forum for prompt, impartial and confidential discussion for individuals to review options for informal resolutions of differences. The primary goal of the Ombudsperson is to ensure that employees and students receive fair and equitable treatment. The Ombuds Office provides confidential and independent services to the University community.

Ombuds Contact Information:

Building 500

13001 East 17th Place

P.O. Box 6508, Mail Stop C217

Aurora, CO 80045

Phone: 303.724.2950

Fax number: 303.724.2952

<http://www.uchsc.edu/ombuds/>

Sexual Harassment Policy Statement

It is the policy of the CSPH to maintain the community as a place of work, study, and residence free of sexual harassment or exploitation of students, faculty, staff and administrators. Sexual harassment is prohibited on campus and in any of the CSPH programs. The CSPH is committed to taking appropriate action against any member of the University community who violates the policy. No retaliation will be taken against any individual for making a legitimate complaint. It is a violation of the CSPH policy to knowingly make a false accusation.

Academic Information/Policies

Academic Calendar

Please visit the CSPH website (<http://publichealth.ucdenver.edu>) for an up-to-date calendar.

MPH Requirements

Successful completion of the MPH program requires 42 credit hours of approved coursework, including the six core courses. Depending on your concentration or focus area, additional course requirements are detailed at the following link:

<http://www.cudenver.edu/Academics/Colleges/PublicHealth/Academics/degreesandprograms/Pages/index.aspx>

Practicum Requirement

The Colorado School of Public Health is committed to providing students with practical experience in public health settings. The MPH practicum experience is intended to support student growth, both personally and professionally while connecting and contributing to community needs. The experience is intended to provide students an opportunity to develop professional skills by leading a project in a public health setting that contributes to an unmet need of the host site.

The goals of the practicum are to:

- Apply classroom theory, knowledge, skills and techniques to a professional work setting;
- Enhance and develop new skills needed to function as a professional in a public health setting;
- Work on a specifically defined public health problem or issue project that is salient to the preceptor site;
- Participate in a setting that allows the student to explore future career decisions;
- Engage in professional self-assessment and personal reflection;
- Build a personal network of professional leaders in public health;
- Connect with local and state public health agencies, other community-based organizations, and community-based participatory research projects which serve the public's health to create support for the public health community and future recruitment opportunities.

Practicum Prerequisites:

In order to sign up for a practicum experience students must do the following:

- 1) Successfully complete the Foundations of Public Health Course
- 2) Successfully complete one -year of academic requirements
- 3) Gain approval of their concentration director
 - Applied Biostatistics Lorri.Ogden@ucdenver.edu
 - Community & Behavioral Health Lori.Crane@ucdenver.edu
 - Community Health Education Deborah.Givray@unco.edu
 - Environmental & Occupational Health Lee.Newman@ucdenver.edu
 - Epidemiology Marcy.Sontag@ucdenver.edu
 - Health Systems, Management, & Policy Lucinda.Bryant@ucdenver.edu
 - Generalist (CSU) - Lorann.Stallones@ColoState.edu

Should you have any questions or need further support please contact:

Dr. Jan Gascoigne
MPH Practicum Coordinator
Jan.Gascoigne@ucdenver.edu
303-724-4456

Masters Project Requirement

The culminating experience for the MPH program is a masters project that benefits the community or particular target population. The project is 2 credit hours and should relate to a student's academic goals and professional interests, as well as demonstrate the student's ability to work independently at the master's level. Details concerning the MPH culminating experience (masters project) will be posted on the CSPH website under the MPH program (<http://publichealth.ucdenver.edu>).

Advisors & Planning

Upon matriculation students will be assigned an academic advisor. Students are assigned advisors within their declared concentration or to varied faculty if undecided. Students are expected to meet with his/her advisor each semester. Faculty advisors will review the student's progress towards meeting the program's competency-based learning objectives.

Students may request to change advisors by contacting the MPH Education Coordinator.

Minimum 24 Credit Hour Requirement at Home Campus

MPH students designate a home campus at Colorado State University, University of Colorado Denver or University of Northern Colorado. Students are expected to take a minimum of 24 credits of the required 42 credits at their home campus.

Rationale

This policy agreement is important for the following reasons:

1. It is important that students in the CSPH have a campus identity for the development of belonging and interaction with students at a common location in addition to the ability to interact with students across the three campuses.
2. It is necessary that such a policy provides some assurance of student continuity for planning and budgetary purposes within the three campuses.
3. It is important that at least one campus is able to track and monitor student progress in a manner that would not permit a student to take a variety of courses without advisor supervision and input.

Transfer among campuses

A student may request a change in designation once during the program. Any additional request for change would have to be approved by the respective campus director(s) and the Associate Dean for Academic and Student Affairs of the CSPH.

Registration Policies

Students register for CSPH courses online using Pinnacle at <https://hydra.cusys.edu/pinnacle/cgi-bin/sisget.cgi/hs/awssgnsn/>. In order to access this system, students must have their student identification and PINs. Registration deadlines can be found on the CSPH Academic Calendar.

Continuous Enrollment

Students are **required** to be enrolled each fall and spring semester, (summer is optional) until completion of the program. If the program's 42 credits are used prior to degree completion, students will be required to enroll in a continuing registration credit each term until completion of their degree. These credits will not apply to the degree.

Any student who has not registered for concurrent semesters (fall and spring), and who has not had a formal leave of absence approved, may be withdrawn from the program.

To request a formal leave of absence, please contact the MPH Program Coordinator

Independent Study/Field Experience

Students **enrolling in either a field experience or independent study** must submit in writing a plan of study, approved by their advisor, field supervisor, and the Associate Dean for Academic and Student Affairs. The plan of study must include the following:

1. Title of project (e.g., Independent Study: Administration of a Tri-County Public Health Department or Field Experience in Health Policy Analysis).
2. Learning Objectives: What measurable outcomes will be accomplished in the course?
3. Plan of Action: Field visits, literature reviews, work responsibilities, activities.
4. Plan of Evaluation: Written report, written test, oral exam.
5. Credit hours to be assigned. *A maximum of 2 Independent Study hours are allowed for the MPH program, unless pre-approval obtained.
 - Work that is "directly supervised" (at least 50% of time is spent with a supervisor) is assigned credit at the rate of one credit hour for two hours of course work per week for each of the semester's 15 weeks.
 - Work that is "indirectly supervised" (student checks in periodically with supervisor but is largely independent) is assigned credit at the rate of one credit hour for three hours of course work per week for each of the semester's 15 weeks.

Grade Assignment: The person assigning the grade must have a regular faculty appointment in the CSPH; therefore, arrange for your advisor to assign the grade if the field supervisor does not have a CSPH faculty appointment. **No more than 3 credits of field experience or independent study are allowed to count towards the MPH program requirements.**

Dropping & Adding a Course

The drop/add period extends **two weeks** after the first day of the fall and spring semesters; summer semester limits drop/add to one week. To drop or add a class during drop/add period, please visit the registration website at <http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx>. Withdrawing from courses after the drop/add deadline will result in 0% tuition reimbursement. The drop/add deadline can be found on the CSPH Academic Calendar at <http://publichealth.ucdenver.edu>

Course Withdraw Policy & Timeframe

If a student withdraws from a course(s) or the University, tuition refunds are specified by the UCD policies listed below:

- 100% reimbursement if withdrawal occurs before classes begin or during the drop/add period (See CSPH Academic Calendar for semester deadlines);
- 0% reimbursement following the drop/add period.

Auditing Courses

Students are not allowed to audit CSPH courses. Students may register for a course for No Credit, but must pay the full tuition and fees. Students must designate No Credit either at the time of registration or during the drop/add period. Requests for No Credit forms are available from the Registrar Office.

Electives Outside of CSPH

Students may explore options for graduate level elective courses outside of CSPH. However, advisor approval must be obtained prior to registering for the course(s). A written request describing how the course will contribute to the student's educational plan, accompanied by a course description from the course catalog must be submitted to the faculty advisor for review/approval.

It is expected that the student will take the majority of his/her electives from MPH course offerings.

Concurrent Registration

Concurrent registration allows CSPH students to take courses at the downtown CU campus while enrolled in their coursework at the AMC campus. The procedures outlined below should be followed:

1. Students must have prior approval from their Faculty Advisor by submitting the written request outlined above under the Electives Outside of CSPH section.
2. Students need to complete a concurrent registration form, found on the Registrar's website, obtain the signature of both the instructor at the away campus and the CSPH Associate Dean for Academic & Student Affairs. The form can then be submitted to the Registrar's Office. Students must first be enrolled in at least one course on the AMC campus and must follow the drop/add deadlines of the downtown campus. Registration will not be allowed before or after this drop/add period.
3. Tuition and fees will be assessed at the Public Health rate.

Leave of Absence

Students who are admitted to the MPH program are expected to take at least one course every fall and spring semester until all degree requirements are completed. **Students must complete their degree within five years.** Students who need to interrupt their course work for a semester or more must make a written request to the MPH program director for a leave of absence.

Leave of absence eligibility requires the student to have a 3.0 GPA and he/she must have completed at least one semester in the program. Leaves are not to be taken in order to pursue a degree at another institution.

Any leaves of absence from the MPH program must be approved in advance by the Associate Dean for Academic and Student Affairs.

Leaves of absence are valid for no longer than one year; however, the student may petition for a leave extension. Time spent in leave status is included in the maximum allowable five-year time limit toward a degree.

Leaves of absence will be granted to students only in situations with extenuating circumstances such as prolonged illness, maternity leave, or extreme personal hardship. Students desiring an extended break in progress toward their degree should withdraw from the University and reapply for admission. Upon possible readmission, any courses older than five years that a student wants to count towards their degree may need to be validated with the Course Validation Form on the CSPH website.

Transferring Credits

Any courses taken at a partner institution with a grade of “B” or higher that have previously been approved by the CSPH Education and Curriculum Committee (ECC) for the MPH program will be accepted as resident credits, without limit.

Courses at any accredited institution (partner or non-partner) that have not been previously approved by the ECC may be accepted on a case-by-case basis by the Chair/Concentration Director. A maximum of 15 semester credits is allowable. Credit cannot be transferred until the student has established a satisfactory record of at least one term of enrollment at CSPH with a minimum 3.00 GPA. If the transfer course is from another institution, an official transcript must be submitted with the Transfer of Credit Form found on the CSPH website

Course work must have been completed within the past five years or validated by submitting the Course Validation Form. C. Course work applied towards another degree may not be used towards a CSPH degree. Students working to obtain two graduate degrees simultaneously may not apply coursework required by one degree towards the second degree unless the student is participating in an approved joint or dual degree program

Grading Policy

All coursework must be completed on time. Exceptions are made only for special circumstances and with advance agreement from the instructor. Without such an agreement, the instructor will assume that the student's work is unsatisfactory, which will be reflected in the student's grade

(https://www.cu.edu/policies/policies/A_UniformGrading.html)

If special arrangements are made, the student can be assigned a grade of I (incomplete). All incomplete work must be completed within one year or an I automatically becomes an F.

Students must receive grades of a B or better in all MPH Core (required) courses. Students with a lower grade in a required course may re-take the course once. Both grades will be averaged in calculating the grade point and all grades received will appear on the student's transcript. If the course is a pre-requisite, the student must obtain special permission from the instructor to enroll in an advanced course sequence before re-taking the pre-requisite.

Students access their grades via the web; grades are not mailed or distributed by the MPH program or the University of Colorado Denver.

Academic Probation

If a student's cumulative GPA falls below 3.0, he/she will be placed on academic probation. The student will have two terms in which to raise the cumulative GPA to 3.0. If a student on probation does not earn a 3.0 GPA during each probationary term, he/she will be subject to termination upon the recommendation of the Associate Dean for Academic and Student Affairs. If extenuating circumstances exist, the student may be granted an additional term.

Termination from the MPH Program

Students who are terminated from the MPH program will be notified by the Associate Dean for Academic and Student Affairs. Such notification will include the reasons for termination and the right of appeal. Appeals will be considered by the Associate Dean for Academic and Student Affairs.

Any student who is terminated from the MPH program following unsuccessful academic probation or failure to meet his/her program's guidelines for satisfactory academic progress may reapply for admission to the MPH program after one year and with evidence of better preparation. Such evidence might include the successful completion of graduate courses taken elsewhere or other steps taken to overcome deficiencies that led to termination. The student's application will be considered equally with other applications but will be given no special consideration.

Course Waiver Policy

If a student believes that he/she has, in previous course work, covered the content of a required course, he/she may request to waive the course. The student must consult with the instructor teaching the course and bring evidence of previous work completed in that subject area. Upon approval by both the instructor and the Associate Dean for Academic and Student Affairs, the student can substitute the course requirement with an equivalent number of hours in an elective course. This will be documented in the student's academic file.

Please note that it is not standard practice for the program to waive required courses.

Commencement & Convocation

Every year, CSPH students are invited to participate in the UCD AMC Commencement and the CSPH Convocation. Details will be posted on the website prior to the event.

Tuition/Financial Aid

Tuition & Fees

Tuition and fees for the current academic year can be found at the following link:

<http://www.cudenver.edu/Admissions/CostsFinancing/AnschutzMedicalCampus/SchoolofPublicHealth/Pages/SchoolofPublicHealth.aspx>

Financial Aid Sources

Information regarding financial aid can be found on the Student Financial Services website at <http://www.cudenver.edu/Admissions/CostsFinancing/AnschutzMedicalCampus/Pages/AnschutzMedicalCampus.aspx>

Scholarships & Additional Funding

The Colorado School of Public Health offers several student scholarships. All opportunities are listed online at <http://publichealth.ucdenver.edu>.

UC Denver Student Services/Programs

Bookstore

<http://www.uchsc.edu/bookstore/>

Hours: Monday - Friday
8:00 am - 5:00 pm

Phone: 303-724-2665 (4-BOOK)

Location: The AMC Bookstore is located on the 1st floor of Building 500. When you enter building 500, go up one floor by elevator or stairs from the lobby entrance, from the stairs/elevator go north, until you see a set of double doors to enter the food court (old hospital cafeteria space) and turn east (right) to enter the bookstore.

Campus Safety

The University of Colorado Denver is committed to the safety and security of our students, faculty, staff and visitors.

UC Denver provides emergency-related information, as appropriate, on a toll-free phone line 1-877-INFO-070 (or 1-877-463-6070); online at www.ucdenver.edu/alert; and via the Rave emergency notification tool. Students can register for this free text and voice messaging service at <https://www.getrave.com/login/ucdenver>.

When extreme winter weather conditions develop, UC Denver's normal business operations can be affected. Students, faculty and staff can check local broadcast news media (television and radio) for announcements about closures or schedule adjustments. Information also will be available online at www.ucdenver.edu/alert.

For those who routinely are on UC Denver's Anschutz Medical Campus in Aurora emergency updates will be available on the toll-free line 1-877-INFO-070 (or 1-877-463-6070) or online.

Student Disabilities Resources Office

The University of Colorado Denver (UCD) is an educational institution that welcomes and supports a diverse student body. The Disability Resources and Services Office is the designated office that maintains disability-related records, determines eligibility for academic accommodations, determines reasonable accommodations and develops plans for the provision of such accommodations for students attending the university. Additional information can be found on their website at

<http://hschealth.uchsc.edu/disabilityresources/>

Student E-mail

Students are required to activate and maintain a ucdenver.edu email account. All official correspondence will be sent to this email address. For questions regarding your email account, please contact Mary Mauck at mary.mauck@ucdenver.edu.

Libraries

The Health Sciences Library is located at 12950 East Montview Boulevard, directly north of Building 500. Additional information is included below:

Hours of Operation: extended hours during final exams will be posted on their website.

Monday – Thursday: 7:00 am – 11:00 pm

Friday: 7:00 am – 6:00 pm

Saturday: 10:00 am – 6:00 pm

Sunday: 10:00 am – 8:00 pm

Phone: 303-724-2152

<http://hslibrary.ucdenver.edu/>

Electronic Security ID Badging

Students are required to have an electronic security ID badge for the safety and protection of all faculty, staff, and students on campus. Additionally, this badge allows you access into buildings after hours, computer labs, and parking, should you decide you need a parking pass. MPH badge applications are issued by the UC Denver MPH Education Coordinator. Badge applications for Certificate students are issued by Diana Warren in the UC Denver Registrar's Office. The ID Badging Office is located in Building 500 on the first floor behind the food court. Appointments can be scheduled by calling 303.724.039

Grand Rounds & Seminars

The CSPH offers students opportunities to attend various public health presentations. Schedules can be found on our website at <http://publichealth.ucdenver.edu>.

Grand Rounds: Grand Rounds are held at noon the first Monday of every month and feature presentations by faculty, preventive medicine residents and health professionals from the community. A seminar schedule will be posted on the school's website. Students are highly encouraged to attend. Please feel free to bring your lunch.

Seminars: Seminars are held at noon the third Monday of every month, offering students the opportunity to hear about the research work of department faculty and community health professionals. Attendance at these seminars is strongly encouraged. Please feel free to bring your lunch.

Lockers

Lockers on campus are owned by the Education Student Services. You can email the ESS to reserve a locker. ess.amcstudentlockers@ucdenver.edu.

Mailboxes

Please see the MPH Program Coordinator at your primary campus to inquire about mailboxes.

Network & IT Services

Building #500, Room C4000
303-724-HELP (4357)

<http://administration.ucdenver.edu/admin/its/helpdesk@ucdenver.edu>

Parking and Transportation

General parking questions: 303-724-2555
After hours: 303-724-4444

<http://administration.ucdenver.edu/admin/facilities/parking/>

Student Health Insurance

<http://www.uchsc.edu/studentinsurance/>

Office of Student Life

The Office of Student Life encourages all students to take advantage of all of the academic resources, out-of-class learning and recreational opportunities that are available throughout the year at UC Denver.

<http://www.ucdenver.edu/life/services/studentlife/Pages/home.aspx>

Veteran Student Services

CU-Denver Building, 107A/B
Phone: 303-556-2630

CSU Student Services/Programs

Colorado School of Public Health

<http://publichealth.ucdenver.edu>

Records and Registration

UCD Anschutz Medical Campus: <http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx>

Important Forms: <http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx>

Financial Aid

<http://www.cudenver.edu/Admissions/CostsFinancing/AnschutzMedicalCampus/FinancialAid/Pages/FinancialAid.aspx>

CSU Bookstore

<http://www.bookstore.colostate.edu/>

Students taking classes at CSU can use the CSU Bookstore website to see what texts are required for a given class. Students will need to enter the CSU course number into the search system as opposed to the corresponding UCD course number.

Parking Services

<http://parking.colostate.edu/>

The parking permit fee structure can be viewed at

<http://parking.colostate.edu/files/FY09ParkingPermitFees.pdf>.

Permits can be purchased online at <https://wsprod.colostate.edu/cwis209/T2/cmn/index.aspx>.

University Police Department

<http://police.colostate.edu/>

It is required that bicycles ridden or parked on CSU campus be registered with the campus police. The fee for registration is \$5 and the registration form can be completed online at

<http://police.colostate.edu/BikeRegistration.htm>.

The Career Center

The CSU Career Center (<http://career.colostate.edu/>) can assist students in looking for jobs, internships, or networking opportunities.

The Fall Career Fair is scheduled for September 16th for Environment, Health and Social Services at the Lory Student Center from 10am to 3pm. More information on the career fair can be obtained through CareerRAM at <http://cc-garfield.career.colostate.edu/careerRAM/login.html>.

UCD's Career Center: <http://www.cudenver.edu/Student%20Life/Career%20Center/pages/default.aspx>

Off-Campus Student Services/Resources for Adult Learners

Their website includes a new rental posting site for off-campus housing and services are offered that are tailored for adult learners and non-traditional students.

<http://www.ocssral.colostate.edu/>

Academic Computing & Networking Service

The Computer Training and Support Services (CTSS) can be accessed at <http://www.ctss.colostate.edu/>. CTSS manages an open-computing lab and offers assistance to students, faculty and staff through the Help Desk. Help Desk FAQs are available at http://www.ctss.colostate.edu/content_helpdesk_faq.aspx.

Student Legal Services

<http://sls.colostate.edu/default.cfm?menu=home&lvl1=1>

Can offer legal assistance in matters pertaining to housing, family matters, wills, real estate, traffic matters, employment matters and other issues listed at: <http://sls.colostate.edu/default.cfm?menu=home&lvl1=4>

Student Health Services

Starting in the Fall semester of 2008, all new, incoming full-fee paying resident-instruction graduate students will be required to enroll in the CSU student health insurance plan or to opt-out by demonstrating health insurance coverage at a comparable level. Currently-enrolled (Spring 2008) resident-instruction graduate students will be exempt from this mandatory requirement until the Fall semester of 2011, at which time all full-fee paying resident-instruction graduate students, regardless of the year of matriculation, will be required to be enrolled in the CSU student health insurance plan or one that is determined to be comparable to or better than the health plan offered by CSU.

Hartshorn Health Services: <http://hartshorn.colostate.edu/index.cfm?page=home>

University Counseling Services: <http://www.counseling.colostate.edu/index.asp>

Library

CSU libraries can be accessed through <http://lib.colostate.edu/>

UCD libraries can be accessed through <http://library.cudenver.edu/>

Conflict Resolution & Student Conduct Services

<http://www.conflictresolution.colostate.edu/>

Research Integrity and Compliance Review Office

<http://web.research.colostate.edu/ricro/>

Colorado State University has a long-standing reputation for ethical conduct of research in all areas and takes pride in the quality and quantity of research performed on its campuses. The Research Integrity & Compliance Review Office (RICRO) provides assistance to researchers, staff, and the faculty oversight committees in maintaining an ethical environment for activities in the following research and teaching areas:

- Protection of animal subjects - Institutional Animal Care and Use Committee (IACUC)
- Ethical use of controlled substances - Drug Review Committee (DRC)
- Protection of human participants - Institutional Review Board (IRB)
- Responsible use of biohazardous agents and rDNA - Institutional Biosafety Committee (IBC)

Institute for Learning and Teaching

<http://tilt.colostate.edu/>

The Institute for Learning and Teaching offers professional development programs and activities, supports research on learning and teaching, offers colloquia on the scholarship of teaching and learning, and promotes collaboration within and across disciplines.

Athletics/Recreation

Through the Campus Recreation site (<http://campusrec.colostate.edu/>) you will find information on the recreation center, classes, intramural sports, sport clubs and other topics. As a CSU student taking 6+ credits your membership to the recreation center is included in your student fees.

UNC Student Services/Programs

Colorado School of Public Health

<http://publichealth.ucdenver.edu>

Records and Registration

UCD Anschutz Medical Campus: <http://www.ucdenver.edu/student-services/resources/registrar/Pages/default.aspx>

Important Forms: <http://www.ucdenver.edu/student-services/resources/registrar/Pages/Forms.aspx>

Financial Aid

<http://www.cudenver.edu/Admissions/CostsFinancing/AnschutzMedicalCampus/FinancialAid/Pages/FinancialAid.aspx>

Enrolled UNC students can access any information they need through the website:

<http://www.unco.edu/current/>

Bookstore

<http://unco.bncollege.com>

Parking Services

<http://www.unco.edu/parking/index.htm>

The Career Center

<http://www.unco.edu/careers/>

Library

<http://www.unco.edu/library/>

Athletics and Recreation

<http://www.unco.edu/campusrec/>

Dining Services

<http://www.unco.edu/dining/>

Disability Access

Students who believe they may need accommodations in this class are encouraged to contact the Disability Access Center (970) 351-2289 as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

Important Meetings

At the beginning of each Fall Semester, an MPH Student Orientation is held that provides you with an opportunity to meet the faculty, gain an overview of the program, learn how to register for classes in sequence, and meet other MPH students. An email is sent to each student detailing the date and time for the orientation meeting.

At the beginning of each Spring Semester, there is another opportunity for faculty and students to exchange information important to student, faculty, and program growth through MPH Student Council Meetings.

During each semester the *MPH Student Bulletin*, an electronic newsletter, provides timely information and announcements that will help you participate in campus, community, state, regional, and national opportunities. Please make sure that the program has your current e-mail address so that you can receive it.

COURSE EXPECTATIONS

All course expectations are explained in detail on the course syllabi. Faculty will distribute or post electronically (e.g., on Blackboard) an abbreviated version of course syllabi during the first class. Students are expected to keep a copy of the course syllabus and refer to it through the class regarding course expectations, outline, and grading standards. In the event a syllabus is lost, students are expected to access course syllabi either from the Blackboard supplementation provided with the class <http://blackboard.unco.edu>, or the MPH website at <http://www.unco.edu/nhs/publichealth/index.html>.

Faculty Office Hours

MPH faculty members are available during posted office hours. Students should not expect faculty to be in their offices at all times due to teaching, research, community service, faculty meetings & other responsibilities. It is a professional courtesy to schedule an appointment rather than interrupt class preparation, research, or advisement with another student who has an appointment. Office visits should pertain to questions concerning advisement, coursework, internship placement, independent study, thesis, career development, or other University-related business. For personal matters, it is best to contact the UNC Counseling Center: <http://www.unco.edu/counseling> or call (970) 351-2496.

Computer Labs

GUNTER HALL COMPUTER LABS **Rooms 1530 and 1700**

M, T, W, TH 8:00 AM – 10:00 PM

FRIDAY 8:00 AM – 5:00 PM

COMPUTER COMMONS - UNIVERSITY CENTER **MONDAY – THURSDAY – 24 HRS/DAY**

FRIDAY – CLOSING AT 10 PM

SATURDAY – 10:00 AM – 10:00 PM

SUNDAY – 12:00 PM – TO THE 24-HOUR SCHEDULE

UNC Student Research Day

In April of each academic year, graduate students are encouraged to present class projects and research conducted while enrolled in the program during UNC's research week. Students need to submit a proposal during the month of March indicating they would like to present a research poster or project. More information and forms are available on-line at <http://www.unco.edu/sparc/gsa>.

Involvement in Public Health Organizations

Faculty encourage public health students to become involved in state, regional, national, and international organizations by becoming student members, submitting proposals for presentations, and other professional activities. The following is a list of organizations students may consider:

American Public Health Association (APHA) <http://www.apha.org/>

Colorado Environmental Health Association (CEHA) <http://www.cehawe.com/>

Colorado Public Health Association (CPHA) <http://www.coloradopublichealth.com/>

Colorado Society of Public Health Educators (Colorado SOPHE) <http://www.coloradopublichealth.com/sophe.htm>

Eta Sigma Gamma, Phi Chapter (ESG) <http://www.bsu.edu/web/esg>

Certified Health Education Specialist (C.H.E.S.) Exam

Career Services, in the University Center, is a national testing site where students may take the certification exam. The exam is usually administered in April and October of each year. For information about deadlines for applications, costs, etc., contact the Testing Center at (970) 351-2790 or visit the website at <http://www.unco.edu/careers>